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

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

**Before the Joint House Committee on Finance  
and Senate Committee on Ways and Means  
on the  
Fiscal Year 2017 Supplemental Budget Request  
of the Department of Hawaiian Home Lands**

**January 14, 2016**

**Chairs Luke and Tokuda and Members of the House Committee on Finance and Senate Committee on Ways and Means:**

**Thank you for this opportunity to provide information on the Department of Hawaiian Home Lands (DHHL) Supplemental Budget request for Fiscal Year 2017.**

**Overview**

**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, as amended (Act), set aside public lands to be used for the benefit of native Hawaiians (persons of at least 50% Hawaiian blood). Today, the department is responsible for the management of 203,500 acres of these trust lands, 9,814 homestead leases statewide, and 43,751 lease applications.**

**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.**

**The department administers one (1) program, HHL 602, Planning and Development for Hawaiian Homesteads. The objectives of the program are to develop and manage the designated Hawaiian home lands to create more homesteads for native Hawaiians (as defined by the Act), and generate revenues to address program needs. Fiscal year 2016 signaled a**

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renewed commitment by the State to support the department's administrative and operating costs through a general fund appropriation of \$9.6 million. Unfortunately, this amount was not sufficient to fully fund the administrative and operating expenses of DHHL, as provided by Article XII, Section I of the State Constitution. DHHL has programmed the use of the general fund appropriation it received to finance a portion of its filled positions and the administrative and operating costs to support the daily operations of the department.

Although attrition principally through retirement has reduced DHHL's human resource capacity, it does not diminish our commitment to serving our beneficiaries. DHHL is currently filling critical positions and reviewing all vacancies to "right-fit" the vacant position to the needs of the agency to alleviate workload and operational issues that have hindered the advancement of the Hawaiian homestead program.

#### Impact of Current Economic and Fiscal Conditions

The department has been moderately successful in achieving planned goals set in Fiscal Year 2015 considering the constraints on its operating capacity, the prevailing economy and the tight labor market making it difficult to fill positions, partial general fund support, and the increasing costs associated with providing services to beneficiaries. DHHL's program effectiveness is measured in terms of achieving the overall goal of enabling native Hawaiians to return to the lands, or remain on the lands, in order to improve the conditions of native Hawaiians and to support the self-sufficiency and self-determination of native Hawaiians.

Partnerships with Hawaiian organizations, non-profits, government agencies and the business community provide social, economic, educational, and employment opportunities that support in improving the condition of DHHL's beneficiaries. The department has successfully partnered with self-help housing organizations like Habitat for Humanity to meet the housing needs of low- to moderate-income housing for native Hawaiian families. In addition, the department continues to pursue innovative financing and renovation programs to assist low- and moderate-income beneficiary families with purchasing or building new homes, rehabilitating or renovating existing homes, or restructuring existing loans to minimize losses while keeping families in their homes. In some cases, without these programs, these families would not have realized their goals of home ownership or homesteading.

In calendar year 2016 DHHL anticipates that over 630 residential lots across the state will be ready for award. While DHHL has innovative programs for the low and moderate families on our waiting list, the goal is to ensure that all families have an opportunity to receive a homestead including those with incomes that are high enough to disqualify them for federal funding, but not high enough to qualify for financing provided by a private lender.

Maintenance of infrastructure, which includes clearing flood channels, fire protection of non-homestead areas, roads and facilities maintenance, has increased in costs. Further, certain counties have either not accepted portions of newer infrastructure, or have stopped performing needed repair. Sewers are a specific example of infrastructure needing repair and maintenance. Since operating and maintaining sewer systems is a county function and counties collect fees for maintenance, the counties should continue to accept the sewer infrastructure and perform the required repair and maintenance of these systems. DHHL cannot meet its homestead production goals and meet the needs of the beneficiaries on the waitlist if it must also continue to pay for maintenance of infrastructure.

DHHL continues to address the challenging issue of providing capital for mortgages to families that reside on trust lands and providing support to families facing mortgage loan delinquencies. In fiscal year 2015, DHHL managed a total of 5,079 outstanding loans, issued 15 new direct residential loans, processed 291 Federal Housing Administration insured loans and 92 Section 184A Native Hawaiian Housing Loan Guarantees (loans guaranteed by the U. S. Department of Housing and Urban Development's (HUD) Office of Native Hawaiian Programs), and addressed in excess of 200 delinquent mortgage loans. Each of these loans represents an opportunity for a native Hawaiian to return to trust lands or to remain on these lands.

Also, since the Homestead Services Division is the heart of the day-to-day interaction between DHHL and its beneficiaries, in fiscal year 2015, with general fund support, DHHL digitized its homestead services documents in a prototype project to increase operational efficiency and program effectiveness. We expect to complete this project in late 2016 and anticipate increasing efficiency and effectiveness before the end of this fiscal year.

Continuing DHHL's capacity to generate revenues through its general leasing program and other land dispositions provides a stable and reliable source of funding to sustain the activities necessary to place qualified native Hawaiians on Hawaiian home lands. DHHL is reforming some of its non-homestead disposition programs to ensure the trust earns an appropriate return. DHHL is also committed in its pursuit of energy sustainability as part of its revenue generation and homestead development plan and strives to contribute to the State of Hawaii's goal in advancing its alternative energy initiatives.

While there are tremendous challenges in front of us, the department is positioned to play an integral part in our State's economy through its CIP projects. We look forward to coordinating our efforts with the Legislature.

Federal Funds

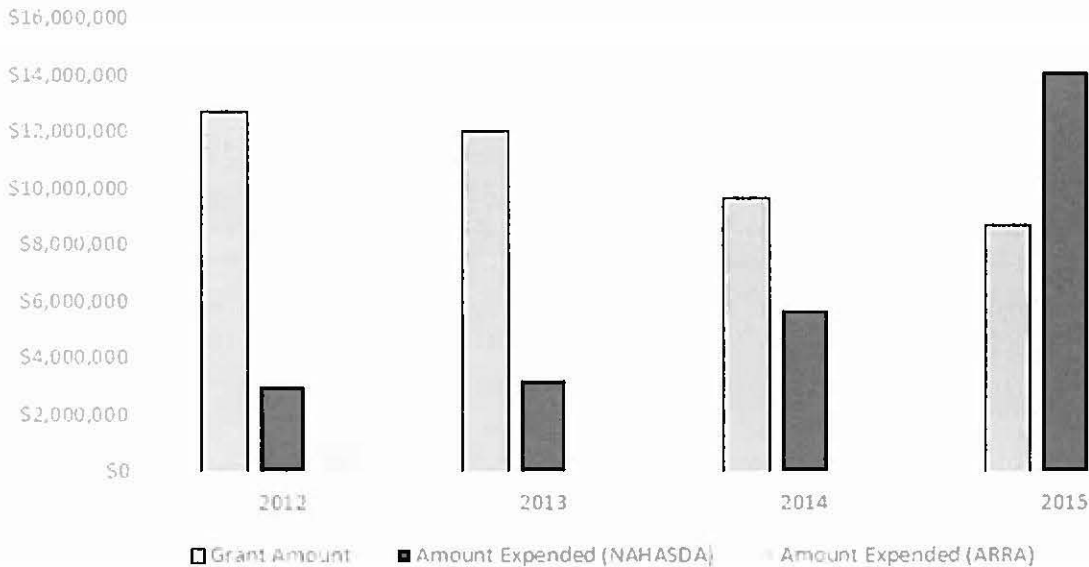
DHHL is the sole recipient of Native Hawaiian Housing Block Grant (NHHBG) funds, CFDA 14.873, as authorized by Title VIII of the Native American Housing Assistance and Self Determination Act (NAHASDA). These funds support eligible affordable housing activities for beneficiaries at or below the 80% area median income.

With regard to the status of the drawdown of the NHHBG funds, the following table and graph highlight the strides made by DHHL to expend these resources since FY 2012. In the last two fiscal years the state increased its expenditures nearly 80 percent in FY 2014 as compared to FY 2013, and close to 150 percent in FY 2015 as compared to FY 2014. The \$14.1 million spent by DHHL in FY 2015 represents the highest level of expenditure in the program's history, nearly 30 percent higher than the second highest level of expenditure of \$10.9 million that occurred in FY 2008.

**NAHASDA Expenditures FY 2012 – FY 2015**

<b>FY ending June 30</b>	<b>Grant Amount</b>	<b>Amount Expended (NAHASDA)</b>	<b>Amount Expended (ARRA)</b>	<b>% Change in NAHASDA Expend. from Previous Year</b>
2012	\$12,700,000	\$2,974,059	\$1,104,937	
2013	\$12,035,714	\$3,217,652		8%
2014	\$9,700,000	\$5,682,328		77%
2015	\$8,700,000	\$14,131,955		149%

NAHASDA GRANT / EXPENDITURES



Supplemental Budget

Background: DHHL Sufficient Fund Biennium Budget Request

Article XII, Section 1 of the State Constitution requires that the Legislature make sufficient sums available for development of homestead lots, homestead loans, rehabilitation projects and for DHHL administrative and operating expenses. The Supreme Court 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 (HHCA).

September 23, 2014 Hawaiian Homes Commission (HHC) Meeting

On September 23, 2014, the Hawaiian Homes Commission (HHC) approved the following biennium budget request at its regular meeting.

Administrative and Operating Costs: Purpose 4 of Article XII, Section 1

The HHC biennium budget request for administrative and operating costs totaled \$28,478,966 annually for fiscal years 2016 and 2017.

DHHL’s initial CIP general obligation bond request relating to repair and maintenance costs associated with existing infrastructure was made as a lump sum request under the title of “Hawaiian Home Lands Development, Statewide” totaling \$40,169,981 annually. The existing

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infrastructure projects have a long standing history of operational, maintenance and repair issues that have become capital improvement issues.

Hawaii State Constitution: Purposes 1, 2, 3 of Article XII, Section I; Lot Development, Loans and Rehabilitation Projects

The HHC biennium budget request for Purposes 1, 2, 3 of Article XII, Section I (Lot Development, Loans and Rehabilitation Projects) totaled \$144,614,375 and \$227,014,375 for fiscal years (FY) 2016 and 2017, respectively. Summarized below is the department's biennium budget requested for FY 2016 and FY 2017:

Hawaiian Homes Commission Budget Request: Purpose no. 4 - State Constitution, Article XII, Section 1			
	FY 2016	FY 2017	
	(261.00)	(261.00)	
Administrative and Operating Budget Request	\$28,478,966	\$28,478,966	(A)
HHC Capital Improvement Budget: For Existing Infrastructure	\$40,169,981	\$40,169,981	(C)
<b>Total HHC Administrative and Operating Budget Request</b>	<b>\$68,648,947</b>	<b>\$68,648,947</b>	
Means of Financing: (A) = General Fund; (C) = General Obligation Bond			

Hawaiian Homes Commission Budget Request: Purposes no. 1, 2, 3, State Constitution, Article XII, Section 1			
	FY 2016	FY 2017	
HHC Capital Improvement Budget: For Lot Development, Loan Capitalization, and Rehabilitation Projects	\$144,614,375	\$227,014,375	(C)(A)
Means of Financing: (A) = General Fund; (C) = General Obligation Bond			

State General Fund Budget – FB 2015-2017

Act 119, SLH 2015 appropriated a non-recurring general fund lump-sum appropriation of \$9,632,000 for FY 2016 and FY 2017 that may be expended only for the administrative and operating costs of the DHHL.

Position counts were kept at Act 122, SLH 2014 levels, though the funding levels were increased to account for collective bargaining adjustments. All positions financing, other than federal funds, were kept as DHHL special or trust funded. Act 119, SLH 2015, appropriated DHHL special and trust funds as follows: 1)\$13,517,243 (FY 2016) and \$13,664,596 (FY 2017), for the administrative and operating costs of the Hawaiian Home Administration Account and 2)\$11,037,323 (FY 2016) and \$11,154,080 (FY 2017) a portion of the administrative and operating costs, from the Hawaiian Home Operating Fund.

**Hawaiian Homes Commission Requests: Emergency Appropriation Request - FY 2016;**  
**Supplemental Budget Request – Fiscal Year 2017**

The Department of Hawaiian Home Lands has requested a Governor’s message to address the Final Judgment entered by the Hawai’i State Circuit Court in Richard Nelson III, et al. vs. Hawaiian Homes Commission, et al., Civil No. 07-1-1663-08 (JHC) on December 11, 2015. The Final Judgment affirmed the State’s, including the Legislature’s, constitutional obligation under article XII, section 1 of the Hawai’i State Constitution to appropriate “sufficient sums” for DHHL’s administrative and operative budget through general fund appropriations. Under article XII, section 1 of the Hawai’i State Constitution, “[t]he legislature shall make sufficient sums available for . . . (4) the administrative and operating budget of the department of Hawaiian home lands . . . by appropriating the same in the manner provided by law.” The Final Judgment held that DHHL’s administrative and operating budget for fiscal year 2015-2016 is more than \$28 million.

The Final Judgment specifically ordered, in pertinent part:

1. The State of Hawaii has failed to provide sufficient funds to the Department of Hawaiian Home Lands for its administrative and operating budget in violation of the State’s constitutional duty to do so under article XII, section 1 of the Hawaii Constitution.
2. The State of Hawaii must fulfill its constitutional duty by appropriating sufficient general funds to the Department of Hawaiian Home Lands for its administrative and operating budget so that the Department does not need to use or rely on revenue directly or indirectly from general leases to pay for these expenses.
3. Although what is “sufficient” will change over the years, the sufficient sums that the legislature is constitutionally obligated to appropriate in general funds for DHHL’s administrative and operating budget (not including significant repairs) is more than \$28 million for fiscal year 2015-16.

The Court granted injunctive relief against the State and ordered that the State shall prospectively fulfill their constitutional duties and is enjoined from violating its constitutional obligations.

The Hawaiian Homes Commission request that 1) the Legislature immediately appropriate to DHHL \$28,478,966 in general funds (an increase of \$18,846,966 to the FY 2016 \$9,632,000 appropriation pursuant to Act 119, SLH 2015) to provide DHHL “sufficient sums” for its administrative and operating budget for fiscal year 2015-2016 as constitutionally required by article XII, section I of the Hawai’i State Constitution and as ordered by the Hawaii State Circuit Court in the Final Judgment; and 2) appropriate to DHHL \$28,478,966 in general funds (an increase of \$18,846,966 to the FY 2017 \$9,632,000 appropriation pursuant to Act 119, SLH 2015) to provide DHHL “sufficient sums” for its administrative and operating budget for fiscal year 2016-2017.

Summarized below is the department’s supplemental operating budget request:

	MOF	FY 2016-2017
		(260.00)
Personal Services	(A)	\$13,838,391
Total Personal Services		\$13,838,391
Other Current Expenses	(A)	\$14,640,575
Total Other Current Exp.		\$14,640,575
<b>TOTAL OPERATING COSTS</b>		<b>\$28,478,966</b>
Means of Financing (MOF)		
(A) General Fund		\$28,478,966

Capital Improvement Program (CIP) Budget:

The department separated the capital improvement program (CIP) requests between ongoing maintenance and repair projects that are readily identifiable with existing infrastructure and new capital projects.

The existing infrastructure projects have a long standing history of operational, maintenance and repair issues that have become capital improvement issues. The existing infrastructure



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projects are aligned with purpose no. 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;". Many of these maintenance and repair costs are typically covered by the counties off of Hawaiian home lands. Therefore, clarifying the line of responsibility between the DHHL and the counties as it relates to emergency repair CIP projects is a critical area to address moving forward.

DHHL's CIP general obligation bond request relating to existing infrastructure projects is made as a lump sum request under the title of "Hawaiian Home Lands Development, Statewide" totaling \$42,200,000 in general obligation bond funds for Fiscal Year 2017. A total of \$3,557,500 in general funds are requested for ongoing maintenance costs for existing infrastructure.

Lot Development, Loans, and Rehabilitation Programs 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 supplemental requests for FY 2017 is the same, as was requested in the biennium request for loans projects since no funding for these activities were received from the Legislature. The FY 2017 funding request for rehabilitation projects has increased to fund Lalamilo Community Park and an Alternative Routes for Emergency Access for the Community (Feasibility and Planning). The FY 2017 funding request for Lot Development covers projects that can be undertaken if DHHL is sufficiently funded.

Summarized below is the department’s supplemental CIP budget request:

	MOF	FY 2016-2017
(1) CIP Existing Infrastructure	(C)	\$42,200,000
CIP Existing Infrastructure Ongoing Maintenance	(A)	\$3,557,500
(2) Lots	(C)	\$130,475,000
(3) Loans	(C)	\$76,554,708
(4) Rehabilitation Projects	(C)	\$15,709,667
		\$268,496,875
Means of Financing (MOF)		
(A) General Fund		\$3,557,500
(C) General Obligation Bond Fund		\$264,939,375

**Executive Supplemental Budget Requests – Fiscal Year 2017**

The attached tables reflects the Governor’s budget request.

Summary

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

Table 2

Fiscal Year 2016				
Act 119/15 Appropriation	Restriction	Emergency Appropriations	Total FY16	MOF
\$ 9,632,000.00	\$ (963,200.00)	\$ -	\$ 8,668,800.00	A
\$ 13,517,243.00	\$ -	\$ -	\$ 13,517,243.00	B
\$ 23,317,601.00	\$ -	\$ -	\$ 23,317,601.00	N
\$ 11,037,323.00	\$ -	\$ -	\$ 11,037,323.00	T
		\$ -	\$ -	
			\$ -	
<b>\$ 57,504,167.00</b>	<b>\$ (963,200.00)</b>	<b>\$ -</b>	<b>\$ 56,540,967.00</b>	<b>Total</b>
Fiscal Year 2017				
Act 119/15 Appropriation	Reductions	Additions	Total FY17	MOF
\$ 9,632,000.00	\$ -	\$ -	\$ 9,632,000.00	A
\$ 13,664,596.00	\$ -	\$ 37,500.00	\$ 13,702,096.00	B
\$ 23,317,601.00	\$ (13,617,901.00)	\$ -	\$ 9,699,700.00	N
\$ 11,145,080.00	\$ -	\$ -	\$ 11,145,080.00	T
			\$ -	
			\$ -	
<b>\$ 57,759,277.00</b>	<b>\$ (13,617,901.00)</b>	<b>\$ 37,500.00</b>	<b>\$ 44,178,876.00</b>	<b>Total</b>

Department of Hawaiian Home Lands  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 119/15 (FY16)			Governor's Submittal (FY17)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
HHL602	Planning and Development for Hawaiian Homesteads	A	-		\$ 9,632,000	-		\$ 9,632,000	0%
HHL602	Planning and Development for Hawaiian Homesteads	B	115.00	-	\$ 13,517,243	115.00	-	\$ 13,702,096	1%
HHL602	Planning and Development for Hawaiian Homesteads	N	4.00	2.00	\$ 23,317,601	4.00	2.00	\$ 9,700,000	-58%
HHL602	Planning and Development for Hawaiian Homesteads	T	81.00	9.00	\$ 11,037,323	81.00	9.00	\$ 11,154,080	1%

Department of Hawaiian Home Lands  
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Request FY17			Budget & Finance Recommendation FY17			Governor's Decision FY17		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HHL 602	BB	Increase Personnel Funding	N	-	-	\$ 100,000	-	-	\$ 100,000	-	-	\$ 100,000
HHL 602	BB	Decrease OCE Funding	N	-	-	\$ (100,000)	-	-	\$ (100,000)	-	-	\$ (100,000)
HHL 602	BB	Change MOF of Special Fund Positions	B	(115.00)	-	\$ (6,013,384)	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Change MOF of Trust Fund Positions	T	(81.00)	(9.00)	\$ (4,959,991)	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Add Special and Trust Fund Positions to General Fund	A	196.00	9.00	\$ 10,973,375	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Eliminate Fringe Benefit Costs and Adjustment from Special Fund	B	-	-	\$ (2,826,503)	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Eliminate Fringe Benefit Costs and Adjustment from Trust Fund	T	-	-	\$ (2,453,555)	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Add Collective Bargaining for Positions to General Fund from Special Fund	A	-	-	\$ 633,769	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Add Collective Bargaining for Positions to General Fund from Trust Fund	A	-	-	\$ 397,934	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Change MOF of Special Fund OCE	B	-	-	\$ (4,824,709)	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Change MOF of Trust Fund OCE	T	-	-	\$ (3,740,534)	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Add Special and Trust Fund OCE to General Fund	A	-	-	\$ 1,455,725	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Add 64.00 Positions and Funding (1/2 year funding in FY17)	A	64.00	-	\$ 1,465,286	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Increase OCE for the Additional 64.00 Positions	A	-	-	\$ 813,750	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Anahola Water System and Puu Opaie Water System, Kauai	A	-	-	\$ 157,500	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	HALE Program	A	-	-	\$ 525,000	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Feasibility and Planning Study on Alternative Community Emergency Access in Homestead Subdivisions	A	-	-	\$ 1,000,000	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Affordable Rental Housing Options Analysis	A	-	-	\$ 575,000	-	-	\$ -	\$ -	\$ -	\$ -
HHL 602	BB	Reduce Federal Fund Appropriation	N	-	-	\$ (13,617,601)	-	-	\$ (13,617,901)	\$ -	\$ -	\$ (13,617,901)
HHL 602	BB	Add funds for the purchase of Office 365 Licenses	B	-	-	\$ -	-	-	\$ 37,500	\$ -	\$ -	\$ 37,500

Department of Hawaiian Home Lands  
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY17			FY16 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$	
HHL 602	BB	Reduction of Federal Fund appropriation; done to match the anticipated Federal award amount	No impact. Appropriation matched the award amount to follow procedures issued by the Office of Federal Awards Management	N	\$ -	\$ -	\$ (13,617,901)	N

Department of Hawaiian Home Lands  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY17		
								Pos (P)	Pos (T)	\$\$\$
HHL 602		OR	10	10	Add funds for the purchase of Office 365 Licenses	Added by Department of Budget and Finance	B	-	-	\$ 37,500



Department of Hawaiian Home Lands  
 FY16 Restrictions

Table 7

Prog ID	Sub-Org	MOF	Budgeted by Dept	Restriction	Restriction	Difference Between Budgeted & Restricted	Percent Difference	Impact
HHL 602	BB	A	0	\$ 963,200	\$ 963,200		100%	The 10% restriction reduced the department's ability to provide direct benefits to its beneficiaries since special and trust funds are used to compensate funds restricted.

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)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
None.						

Expenditures Exceeding or Anticipated to Exceed Appropriation Ceiling in FY 15 and FY 16

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

Department of Hawaiian Home Lands  
 Intradepartmental Transfers in FY15 and FY16

Table 10

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

Department of Hawaiian Home Lands  
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
HHL	602	11HBGHI0001	14.873	Native Hawaiian Housing Block Grant	Native Hawaiian Housing Block Grant	\$12,674,600	\$12,674,600	S-14-213-I	n/a	Niniau Simmons	620-9513	<a href="mailto:niniau.simmons@hawaii.gov">niniau.simmons@hawaii.gov</a>
HHL	602	12HBGHI0001	14.873	Native Hawaiian Housing Block Grant	Native Hawaiian Housing Block Grant	\$12,700,000	\$12,700,000	S-13-213-I	n/a	Niniau Simmons	620-9513	<a href="mailto:niniau.simmons@hawaii.gov">niniau.simmons@hawaii.gov</a>
HHL	602	13HBGHI0001	14.873	Native Hawaiian Housing Block Grant	Native Hawaiian Housing Block Grant	\$12,035,714	\$12,035,714	S-14-213-I	n/a	Niniau Simmons	620-9513	<a href="mailto:niniau.simmons@hawaii.gov">niniau.simmons@hawaii.gov</a>
HHL	602	14HBGHI0001	14.873	Native Hawaiian Housing Block Grant	Native Hawaiian Housing Block Grant	\$9,700,000	\$9,700,000	S-15-213-I	n/a	Niniau Simmons	620-9513	<a href="mailto:niniau.simmons@hawaii.gov">niniau.simmons@hawaii.gov</a>
HHL	602	61-006-990266483	10.446	Rural Community Development Initiative	Rural Community Development Initiative	\$250,000	\$250,000	S-16-500-I	T-16-924-I	Gigi Cairl	620-9461	<a href="mailto:gigi.o.cairl@hawaii.gov">gigi.o.cairl@hawaii.gov</a>

Department of Hawaiian Home Lands  
 Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>

Department of Hawaiian Home Lands

Table 11 Instructions

COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. <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 drow-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	State Fund Match (If Any)	The amount of state funds necessary to match the award.
K	Contact Name	Name of the individual at the program level responsible for performance of the award.
L	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
M	Contact Email	Email of the individual at the program level responsible for performance of the award.
	<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	

Department of Hawaiian Home Lands

Table 11 Instructions

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 Funds

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY16 Unencumbered Cash Balance	Estimated FY16 Revenues	Estimated FY16 Expenditures and Encumbrances	Estimated FY16 Net Transfers	Estimated FY16 Ending Unencumbered Cash Balance	Balance in Excess of Program Needs
Hawaiian Home Loan Fund	To pay net proceeds when a homestead lease is canceled or surrendered or when a lessee dies without leaving a qualified successor.	HHCA § 213(b)	W	\$ 2,571,114	\$ 174,000	\$ 61,417	\$ -	\$ 2,683,697	
Hawaiian Home General Loan Fund	Issue loans for various purposes to include repair, maintenance, purchase or erection of dwellings, permanent improvements, farm loans, replacement loans, and loan guarantees.	HHCA § 213 (c)	W	\$ 16,825,479	\$ 4,434,000	\$ 3,300,000	\$ -	\$ 17,959,479	
Hawaiian Home Administration Account (S325)	Monies are to be expended by the department for salaries and all other administrative expenses of the department, excluding capital improvements, in the absence of general funds appropriated for operating and administrative costs.	HHCA § 213 (f)	B	\$ 30,678,205	\$ 14,600,000	\$ 7,615,000	\$ (5,000,000)	\$ 32,663,205	
Hawaiian Home Administration Account (S326)	Monies are to be expended by the department for salaries and all other administrative expenses of the department, excluding capital improvements, in the absence of general funds appropriated for operating and administrative costs.	HHCA § 213 (f)	B	\$ 159,827	\$ -	\$ 70,000	\$ -	\$ 89,827	
DHHL Revenue Bond Special Fund	Monies are primarily used to repay the debt services on the bonds and to maintain a reserve account as required by the bond resolution.	HHCA § 213.5	B	\$ 12,694,095	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 12,694,095	
Hawaiian Home Lands Trust Fund	Funds are used for capital improvements and to meet the purposes of the Hawaiian Homes Commission Act of 1920, as amended.	HHCA § 213.6	T	\$ 137,391,695	\$ 25,460,000	\$ 51,860,000	\$ 50,000,000	\$ 160,991,695	
Hawaiian Home Operating Fund (T-905)	For construction operation and maintenance of revenue-producing activities that are intended to serve principally occupants on Hawaiian home lands; purchase of goods or services to be resold, rented or furnished on a charge basis to occupants of Hawaiian home lands; cost of appraisals, studies, consultant services or other staff services. Development Portion purposes include the improvement and development necessary to service present and future occupants of Hawaiian home land; improvements, additions, and repairs to all assets owned or leased by the department; engineering, architectural and planning services to maintain and develop properties; consultant services; purchase or lease of equipment; acquisition of real property; improvements constructed for the benefit of the beneficiaries of the HHCA.	HHCA § 213 (e)	T	\$ 1,560,816	\$ -	\$ 2,500,000	\$ 3,000,000	\$ 2,060,816	
Hawaiian Home Operating Fund (T-906)	Same as above.	HHCA § 213 (e)	T	\$ 199	\$ -	\$ -	\$ -	\$ 199	
Hawaiian Home Operating Fund (T-915)	Same as above.	HHCA § 213 (e)	T	\$ 21,334,987	\$ 4,050,000	\$ 3,666,000	\$ 3,000,000	\$ 24,718,987	
Hawaiian Home Receipts Fund	This fund serves as a clearing fund at the end of each quarter. All interest monies from loans or investments received by the department from any fun as (except borrowed money loans in the Hawaiian home-general loan fund and the Hawaiian lone-loan fund) are deposited in to this fund.	HHCA § 213(g)	T	\$ 343,677	\$ 3,600,000	\$ -	\$ (3,600,000)	\$ 343,677	
Hawaiian Home Trust Fund	This fund is used as a reserve for loans insured or guaranteed by the Federal Housing Administration, Veteran Administration or any other federal agency authorized to insure or guarantee loans.	HHCA § 213 (h)	T	\$ 12,199,530	\$ 1,000,000	\$ 1,000,000	\$ (500,000)	\$ 11,699,530	

Department of Hawaiian Home Lands  
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Native Hawaiian Rehabilitation Fund	The Native Hawaiian Rehabilitation Fund (NHRF) was created by the 1978 Constitutional Convention to finance various activities intended to exclusively benefit native Hawaiians. This includes, but is not limited to, educational, economic, political, social, and cultural processes by which the general welfare and conditions of native Hawaiians are improved and perpetuated.	HHCA § 213 (j)	T	\$ 4,558,872	\$ 412,000	\$ 455,000	\$ -	\$ 4,515,872	

Department of Hawaiian Home Lands  
Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Ord	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Day Assts	Describe if Filled by other Means	Priority # to Retain
HHL 602	04347	06/30/12	8/30/2018	001403	HOMESTEAD DISTRICT SUPVR II	N	24	13	P	100.00	B	57,708	57,708	N	N		89-day hire in 106421 HHL Land Agent IV (LMD) provides coverage for this HSD/DOB/Molokai District Office position	1
HHL 602	04347	07/01/12	3/31/2016	001410	WATER SYSTEM MAINTENANCE HELPER	N	BC05	1	P	100.00	B	36,960	36,960	N	N		Temporary Assignment of General Laborer II, #01430	1
HHL 602	04350	09/30/15	3/31/2016	001426	HEAVY EQUIPMENT OPERATOR	N	BC10	1	P	100.00	B	48,236	49,058	Y	N			1
HHL 602	04329	07/01/11	8/30/2016	009580	SECRETARY III	N	3	63	P	100.00	B	35,064	42,924	N	N		Temporary Assignment of Hmstd Asst II, #34672	1
HHL 602	04345	07/01/11	8/30/2016	009584	HOMESTEAD DISTRICT SUPERVISOR II	N	24	13	P	100.00	B	46,056	45,612	N	N			1
HHL 602	04361	08/17/10	6/30/2016	023054	INFORMATION SPECIALIST IV	N	22	13	P	100.00	B	64,920	64,920	N	N			1
HHL 602	04366	07/01/11	3/31/2016	028349	LAND AGENT V	N	24	13	P	100.00	B	51,312	51,312	Y	N			1
HHL 602	04339	07/01/11	3/31/2016	026382	ACCOUNT CLERK III	N	11	3	P	100.00	B	28,836	51,936	N	N			1
HHL 602	04340	08/28/15	3/31/2016	038090	ACCOUNTANT III	N	20	13	P	100.00	B	42,132	42,132	N	N			1
HHL 602	04345	06/07/15	3/31/2016	038159	HOMESTEAD ASSISTANT II	N	15	3	P	100.00	B	48,048	32,460	Y	N			1
HHL 602	04366	12/01/07	8/30/2016	046582	LAND AGENT III	N	20	13	P	100.00	B	42,132	49,344	Y	N			1
HHL 602	04343	02/01/11	3/31/2016	100485	HHL CLERK TYPIST II	Y	8	3	P	100.00	B	26,700	25,668	N	N			1
HHL 602	04364	07/22/12	3/31/2016	101290	HHL LEGAL ASSISTANT III	Y	20	13	P	100.00	B	45,576	53,352	Y	N			1
HHL 602	04343	12/19/14	3/31/2016	100205	HHL CLERK TYPIST III	Y	10	3	P	100.00	B	26,800	27,768	Y	N			1
HHL 602	04355	08/11/10	Est as CS	102436	HHL ENGINEER V	Y	26	13	P	100.00	T	78,900	79,248	N	N			1
HHL 602	04361	06/12/15	3/31/2016	102488	HHL INFO & CMY RELA OFCR	Y	28	73	P	100.00	T	81,338	72,648	Y	N			1
HHL 602	04342	03/01/15	3/31/2016	102503	HHL HOMESTEAD APPLICATION CLERK II	Y	13	3	P	100.00	T	33,720	36,468	N	N			1
HHL 602	04362	07/01/15	3/31/2016	102961	HHL LAND MANAGEMENT ADMINISTRATOR	Y	30	93	P	100.00	T	99,504	99,504	N	N			1
HHL 602	04329	03/01/13	position vacance	108119	HHL LAND ISSUES OFFICER	Y	31	73	P	100.00	T	85,428	88,848	N	N			1
HHL 602	04350	07/16/00	3/31/2016	108408	HHL EQUIPMENT OPERATOR III	Y	BC10	1	P	100.00	T	40,788	27,756	N	N			1
HHL 602	04352	12/01/14	3/31/2016	108403	HHL LAND DEVELOPMENT ADMSTRATOR	Y	31	93	P	100.00	T	102,960	102,960	Y	N			1
HHL 602	04365	11/01/11	3/31/2016	111868	HHL RESOURCE MGMT SPCLT (WATER)	Y	22	13	P	100.00	T	47,400	62,424	N	N			1
HHL 602	04338	12/31/15	3/31/2016	116377	HHL ACCOUNTANT III	Y	20	13	P	100.00	N	55,488	55,488	Y	N			1
HHL 602	04368	06/30/13	3/31/2016	117185	HHL LAND AGENT/ENFORCEMENT OFFICER	Y	22	13	P	100.00	T	47,400	54,012	N	N			1
HHL 602	04332	02/18/10	8/30/2016	117343	HHL PERSONNEL CLERK V	Y	13	63	T	100.00	T	32,460	31,212	N	N			1
HHL 602	04329	12/31/14	8/30/2016	117345	HHL SECRETARY III	Y	16	3	T	100.00	T	41,064	42,684	N	N			1
HHL 602	04330	07/01/11	3/31/2016	120447	HHL PLANNER V	Y	24	13	T	100.00	T	60,024	60,024	Y	N			1
HHL 602	04350	06/18/04	3/31/2016	108418	HHL EQUIPMENT OPERATOR III	Y	BC08	1	P	100.00	T	40,788	40,788	N	N			1
HHL 602	04342	01/18/15	position vacance	110645	HHL APPLICATIONS ASSISTANT	Y	13	3	P	100.00	T	44,388	44,388	Y	N			1
HHL 602	04345	10/01/11	position vacance	100488	DELINQUENT LOAN ASSISTANT	Y	15	3	P	100.00	B	51,924	30,888	N	N			1
HHL 602	04351	10/01/11	position vacance	104186	HHL DELINQUENT LOAN ASST	Y	18	3	P	100.00	T	39,400	64,992	N	N			1
HHL 602	04348	07/01/11	position vacance	100555	HHL HOMESTEAD LEASE ASSISTANT	Y	13	3	P	100.00	B	31,212	32,460	N	N			1
HHL 602	04353	12/31/13	8/30/2016	102454	HOMESTEAD LAND DEVELOPMENT SPCLT IV	Y	22	13	P	100.00	T	64,920	67,512	N	N			1
HHL 602	04329	11/17/13	3/31/2016	120557	NAHASDA MORTGAGE LOAN ASSISTANT	Y			P	100.00	N	33,720	28,836	N	N			1
HHL 602	04342	01/16/15	3/31/2016	106190	HHL CLERK IV	Y	10	3	P	100.00	T	41,064	41,064	N	N			2
HHL 602	04368	07/01/11	to be est	990051	HHL LAND AGENT/ENFORCEMENT OFCR I	Y	22	13	T	100.00	T	84,920	64,920	N	N			2
HHL 602	04367	12/31/15	9/30/2016	038097	LAND AGENT V	N	24	13	P	100.00	B	64,920	73,032	N	N			2
HHL 602	04330	06/01/14	9/30/2016	038083	PLANNING PROGRAM MANAGER	N	EM05	35	P	100.00	B	102,120	106,200	N	N			2
HHL 602	04353	07/01/09	9/30/2016	038169	HOMESTEAD HOUSING DEV MANAGER	N	EM05	35	P	100.00	B	90,788	95,928	N	N			2
HHL 602	04351	07/01/08	to be est/ver	981051	LOAN PROCESSING ASST I	Y	16	3	P	100.00	B	33,756	33,756	N	N			2
HHL 602	04348	07/01/11	position vacance	101726	HHL HOMESTEAD LEASE ASSISTANT	Y	13	3	P	100.00	T	32,460	32,460	N	N			2

Department of Hawaiian Home Lands  
Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Ord	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Day Assts	Describe if Filled by other Means	Priority # to Retain
HHL 802	04341	07/01/11	9/30/2018	117234	HOMESTEAD SERVICES ADMIN ASST	Y	20	13	P	100.00	T	79,320	67,488	N	N			2
HHL 802	04345	12/03/07	9/30/2018	113157	GENERAL LABORER I	N	BC02	1	P	100.00	B	33,228	31,236	N	N			2
HHL 802	04345	08/15/10	9/30/2018	102943	HHL GENERAL LABORER 1	Y	BC02	1	P	100.00	T	35,256	22,920	N	N			2
HHL 802	04339	07/01/11	9/30/2018	117387	HHL ACCOUNT CLERK III	Y	11	3	T	100.00	T	29,988	29,888	N	N			2
HHL 802	04342	08/17/08	9/30/2018	004140	HOMESTEAD APPLICATIONS CLERK I	N	11	3	P	100.00	B	32,424	27,984	N	N		89-day hire in 102451 HHL Hmstd Hsg Spct V (LDD/HPB) provides coverage for this HSD/DOB/East Hawaii District Office position	2
HHL 802	04341	07/01/11	9/30/2018	031723	HOMESTEAD SERVICES DIVISION ADMSTR	N	EM07	35	P	100.00	B	94,512	96,180	N	N			2
HHL 802	04350	08/01/08	9/30/2018	033086	GROUNDSKEEPER I	N	BC02	1	P	100.00	B	33,228	33,228	N	N			2
HHL 802	04351	12/31/07	9/30/2018	038085	MORTGAGE LOAN SPECIALIST	N	20	13	P	100.00	B	42,132	53,364	N	N			2
HHL 802	04342	02/16/07	9/30/2018	038183	HOMESTEAD APPLICATIONS CLERK II	N	13	3	P	100.00	B	31,212	33,756	N	N			2
HHL 802	04353	02/01/09	9/30/2018	038188	HOMESTEAD HOUSING AGENT	N	20	3	P	100.00	B	58,172	56,172	N	N			2
HHL 802	04339	05/01/11	9/30/2018	101723	HHL ACCOUNT CLERK III	Y	11	3	P	100.00	B	39,480	39,480	N	N			2
HHL 802	04355	10/31/15	position vacance	101715	HOMESTEAD DEVELOPMENT COORDINATOR	Y	18	3	P	100.00	T	56,172	56,172	N	N			2
HHL 802	04353	03/03/12	9/30/2018	102949	HOMESTEAD HOUSING SPECIALIST I	Y	16	13	P	100.00	T	45,036	33,228	N	N			2
HHL 802	04329	02/28/15	9/30/2018	108111	HHL POLICY & PROGRAM ANALYST	Y	26	73	P	100.00	T	80,016	78,984	N	N			2
HHL 802	04332	02/01/11	9/30/2018	106420	HHL PERSONNEL CLERK III	Y	9	63	P	100.00	T	27,768	31,220	Y	N			2
HHL 802	04338	08/20/03	9/30/2018	101821	HHL ACCOUNTANT II	Y	18	13	P	100.00	B	38,988	36,036	N	N			2
HHL 802	04353	12/31/12	9/30/2018	102447	HOMESTEAD HOUSING SPECIALIST III	Y	20	13	P	100.00	B	53,352	53,352	N	N			2
HHL 802	04351	07/01/08	to be est	981031	LOAN PROCESSING ASST II	Y	16	3	P	100.00	B	37,968	37,968	N	N			2
HHL 802	04345	07/01/11	to be est	11004	HOMESTEAD AGRICULTURE SPECIALIST	Y	22	13	P	100.00	T	51,312	51,312	N	N			2
HHL 802	04355	07/01/11	to be est	990011	HOMESTEAD LAND DEVELOPMENT SPCLT IV	Y	22	13	T	100.00	T	64,920	64,920	N	N			2
HHL 802	04367		9/30/2018	105800	HHL LAND AGENT V	Y	24	13	P	100.00	T	63,792	26,688	N	Y	17		2
HHL 802	04353	07/01/10	9/30/2018	102451	HOMESTEAD HOUSING SPECIALIST V	Y	24	13	P	100.00	T	62,424	31,212	N	Y	17		3
HHL 802	04347	07/01/11	to be est	980021	HHL GENERAL LABORER I	Y	BC02	1	P	100.00	T	35,256	35,256	N	N			3
HHL 802	04330	07/01/11	to be est	013274	SECRETARY I	N	12	3	P	100.00	B	30,036	30,036	N	N		DOB Manager #38167 (HSD/DOB) provides coverage for this HSD/DOB/Maui District Office position	3
HHL 802	04336	07/01/11	12/31/2018	023364	SECRETARY I	N	12	3	P	100.00	B	30,036	30,036	N	N			3
HHL 802	04333	01/02/08	12/31/2018	029872	PROGRAM BUDGET ANALYST IV	N	22	13	P	100.00	B	45,576	62,424	N	N			3
HHL 802	04360	02/01/11	12/31/2018	102353	HHL CLERK TYPIST II	Y	8	3	P	100.00	B	26,700	36,492	N	N			3
HHL 802	04343	07/15/11	12/31/2018	102937	HHL CLERK TYPIST II	Y	8	3	P	100.00	T	28,872	27,756	N	N			3
HHL 802	04329	10/31/12	12/31/2018	102948	HHL CLERK TYPIST II	Y	8	3	P	100.00	T	40,848	39,480	N	N			3
HHL 802	04329	12/19/11	12/31/2018	102953	HHL FINANCE AND DEVELOPMENT SPCLT	Y	28	73	P	100.00	T	85,428	85,428	N	N			3
HHL 802	04342	08/25/09	12/31/2018	106191	HHL CLERK IV	Y	10	3	P	100.00	T	28,872	28,872	N	N			3
HHL 802	04364	12/01/05	12/31/2018	106415	APPRAISAL/TECHNICAL SERVICES MANAGER	Y	28	13	P	100.00	T	62,424	44,544	N	N			3
HHL 802	04345	12/15/15	12/31/2018	106417	HHL GENERAL LABORER I	Y	BC02	1	P	100.00	T	35,256	35,256	N	N			3
HHL 802	04343	04/01/09	12/31/2018	106793	HHL CLERK TYPIST II	Y	10	3	P	100.00	T	26,700	25,668	N	N			3
HHL 802	04353	08/08/10	12/31/2018	102446	HOMESTEAD HOUSING SPECIALIST II	Y	18	13	P	100.00	B	38,772	37,452	N	N			3
HHL 802	04351	07/01/03	to be est	980011	BRANCH MGR LOAN SERVICES	Y	26	23	P	100.00	B	59,736	59,736	N	N			3
HHL 802	04351	07/01/08	to be est	981041	LOAN PROCESSING ASST II	Y	16	3	P	100.00	B	42,684	42,684	N	N			3
HHL 802	04347	07/01/11	to be est	11005	HOMESTEAD AGRICULTURE SPECIALIST	Y	22	13	P	100.00	T	51,312	51,312	N	N			3
HHL 802	04330	07/01/11	to be est	990041	HHL PLANNER V	Y	24	13	T	100.00	T	67,512	67,512	N	N			3
HHL 802	04346	02/01/07	12/31/2018	013288	HOMESTEAD DISTRICT SUPVR I	N	22	13	P	100.00	B	45,576	47,448	N	N			3
HHL 802	04360	01/02/14	12/31/2018	108161	HHL CLERK TYPIST II	Y	8	3	P	100.00	T	26,700	25,668	N	N			3
HHL 802	04355	07/31/10	9/30/2018	101073	HHL ENGINEER V	Y	28	13	P	100.00	T	83,412	41,07	N	Y	7		4

Department of Hawaiian Home Lands  
 Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Orz	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Day Apps	Describe if Filled by other Means	Priority # to Retain
HHL 602	04368	02/21/01	12/31/2016	106411	HHL LAND AGENT/ENFORCEMENT OFFICER	Y	22	13	P	100.00	T	57,720	26,668	N	Y	73		4
HHL 602	04342	09/02/14	12/31/2016	038171	CLERK IV	N	10	3	P	100.00	B	28,872	32,460	N	N			4
HHL 602	04343	07/24/01	12/31/2016	038094	OFFICE ASSISTANT III	N	8	3	P	100.00	B	30,276	48,048	N	N			4
HHL 602	04345	08/01/05	12/31/2016	001437	CLERK STENOGRAPHER II	N	9	3	P	100.00	B	26,700	35,064	N	N			4
HHL 602		12/01/11	12/31/2016	038093	OFFICE ASSISTANT IV	N	10	3	P	100.00	B	34,692	30,276	N	N			4
HHL 602	04336	07/01/11	to be est.	013311	CLERK TYPIST III	N	10	3	P	100.00	B	27,756	30,036	N	N			4
HHL 602	04329	07/01/11	12/31/2016	108406	HHL EQUIPMENT OPERATOR II	Y	BC06	1	P	100.00	T	40,788	38,436	N	N			4

Department of Hawaiian Home Lands  
Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
HHL 602	04342	9/2/2014	38171	Clerk IV	N	10	3	P	B	100.00	\$ 28,872	100.00	\$ 28,872
HHL 602	04342	9/15/2014	106190	HHL Clerk IV	Y	10	3	P	T	100.00	\$ 41,064	100.00	\$ 41,040
HHL 602	04329	11/1/2014	117345	HHL Secretary III	Y	16	3	T	T	100.00	\$ 41,064	100.00	\$ 42,684
HHL 602	04352	12/1/2014	108403	HHL Land Development Administrator	Y	30	93	P	T	100.00	\$ 102,960	100.00	\$ 102,960
HHL 602	04342	12/15/2014	110645	HHL Applications Assistant	Y	13	3	P	T	100.00	\$ 44,388	100.00	\$ 44,388
HHL 602	04343	12/19/2014	100205	HHL Clerk Typist III	Y	10	3	P	T	100.00	\$ 28,872	100.00	\$ 27,768
HHL 602	04367	12/30/2014	38097	Land Agent V	N	24	13	P	B	100.00	\$ 73,032	100.00	\$ 73,032
HHL 602	04338	12/30/2014	116377	HHL Accountant III	Y	20	13	P	T	100.00	\$ 55,488	100.00	\$ 55,488
HHL 602	04329	1/15/2015	100004	Private Secretary III	Y	24	63	P	B	100.00	\$ 63,204	100.00	\$ 63,204
HHL 602	04329	2/5/2015	117345	HHL Secretary III	Y	16	3	P	T	100.00	\$ 42,684	100.00	\$ 58,416
HHL 602	04329	3/13/2015	106111	HHL Policy & Program Analyst	Y	26	73	P	T	100.00	\$ 80,016	100.00	\$ 80,016
HHL 602	04330	6/1/2015	110798	HHL Community Development Specialist	Y	22	13	P	T	100.00	\$ 60,012	100.00	\$ 60,012
HHL 602	04361	6/12/2015	102488	Information & Community Relations Officer	Y	28	73	P	T	100.00	\$ 81,339	100.00	\$ 81,339
HHL 602	04362	6/30/2015	102961	HHL Land Management Administrator	Y	30	93	P	T	100.00	\$ 99,504	100.00	\$ 99,504
HHL 602													
HHL 602	04345	8/7/2015	38159	Homestead Assistant II	N	15	3	P	B	100.00	\$ 48,048	100.00	\$ 32,460
HHL 602	04340	8/25/2015	38090	Accountant III	N	20	13	P	B	100.00	\$ 47,400	100.00	\$ 47,400
HHL 602	04345	9/30/2015	110522	HHL Delinquent Loan Collection Assistant	Y	15	3	P	T	100.00	\$ 51,924	100.00	\$ 51,924
HHL 602	04350	9/30/2015	01423	Homestead Assistant II	N	15	3	P	B	100.00	\$ 49,968	100.00	\$ 49,968
HHL 602	04350	9/30/2015	01426	Heavy Equipment Operator	N	BC10	1	P	B	100.00	\$ 49,068	100.00	\$ 49,068
HHL 602	04355	10/30/2015	101715	Homestead Development Coordinator	Y	18	3	P	T	100.00	\$ 56,172	100.00	\$ 56,172
HHL 602	04347	11/3/2015	26916	Homestead Assistant II	Y	15	3	P	B	100.00	\$ 51,924	100.00	\$ 51,924
HHL 602	04345	12/15/2015	106417	HHL General Laborer I	Y	BC02	1	P	T	100.00	\$ 35,256	100.00	\$ 35,256

Department of Hawaiian Home Lands  
Positions Filed from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HHL 602	04330	7/1/2014	102954	HHL Grants Specialist	Y	24	13	P	T	100.00	\$ 70,188	100.00	\$ 70,188	N
HHL 602	04363	7/1/2014	106414	Property Development Agent	Y	26	13	P	T	100.00	\$ 67,512	100.00	\$ 57,720	N
HHL 602	04347	7/16/2014	104353	HHL Clerk Typist III	Y	10	3	P	T	100.00	\$ 32,460	100.00	\$ 32,460	N
HHL 602	04355	8/1/2014	101073	HHL Engineer V	Y	25	13	P	T	100.00	\$ 83,412	100.00	\$ 41.07/hr	Y
HHL 602	04333	8/18/2014	102946	HHL Management Analyst	Y	22	13	P	T	100.00	\$ 64,896	100.00	\$ 60,012	N
HHL 602	04345	8/18/2014	38159	Homestead Assistant II	N	15	3	P	B	100.00	\$ 48,048	100.00	\$ 32,460	N
HHL 602	04355	9/2/2014	102453	Homestead Land Development Specialist IV	Y	22	13	P	T	100.00	\$ 67,488	100.00	\$ 75,960	N
HHL 602	04341	9/2/2014	111524	HHL Homestead Lease Coordinator	Y	18	3	P	T	100.00	\$ 51,924	100.00	\$ 41,064	N
HHL 602	04342	9/2/2014	110453	Homestead Assistant II	N	15	3	P	T	100.00	\$ 42,684	100.00	\$ 37,980	N
HHL 602	04342	9/16/2014	110645	HHL Applications Assistant	Y	13	3	P	T	100.00	\$ 44,388	100.00	\$ 44,388	N
HHL 602	04348	10/1/2014	101259	HHL Legal Assistant III	Y	20	13	P	T	100.00	\$ 53,352	100.00	\$ 53,100	N
HHL 602	04329	1/1/2015	100193	Deputy to the Chairman	Y	0	0	P	B	100.00	\$ 121,908	100.00	\$ 127,812	N
HHL 602	04329	1/2/2015	117626	HALE Manager / Homeownership Assistance Manager	Y	26	73	T	T	100.00	\$ 73,044	100.00	\$ 70,188	N
HHL 602	04329	1/16/2015	100050	Private Secretary II	Y	22	63	P	B	100.00	\$ 58,440	100.00	\$ 60,780	N
HHL 602	04329	1/16/2015	100004	Private Secretary III	Y	24	63	P	B	100.00	\$ 63,204	100.00	\$ 63,168	N
HHL 602	04365	3/30/2015	106110	HHL Clerk Typist III	Y	10	3	P	P	100.00	\$ 32,460	100.00	\$ 29,988	N
HHL 602	04329	3/31/2015	102385	HHL Administrative Rules Officer	Y	28	73	P	T	100.00	\$ 85,428	100.00	\$ 78,624	N
HHL 602	04329	5/18/2015	116927	HHL Secretary III	Y	16	3	P	T	100.00	\$ 54,012	100.00	\$ 54,012	N
HHL 602	04339	5/18/2015	23718	Account Clerk III	N	11	3	P	B	100.00	\$ 35,112	100.00	\$ 29,988	N
HHL 602	04342	7/1/2015	101258	HHL Homestead Applications Clerk I	Y	11	3	P	T	100.00	\$ 37,980	100.00	\$ 32,460	N

Department of Hawaiian Home Lands  
 Unauthorized Positions

Table 16

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOE</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
None.														



Department of Hawaiian Home Lands  
Overtime Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOF	FY15 (actual)			FY16 (estimated)			FY17 (budgeted)		
				<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
HHL602		Planning and Development for Hawaiian Homesteads	B	\$ 5,671,884	\$ 96,601	1.7%	\$ 6,013,384	\$ -	0.0%	\$ 6,013,384	\$ -	0.0%
HHL602		Planning and Development for Hawaiian Homesteads	T	\$ 4,716,516	\$ 15,890	0.3%	\$ 4,959,991	\$ -	0.0%	\$ 4,959,991	\$ -	0.0%

Department of Hawaiian Home Lands  
Overtime Position List

Table 18

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time		Total OT/Comp		
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HHL602	105800	73	N	Y	P	T	HHL Land Agent IV		48,030		6,147	12.8%			0.0%	6,147	12.8%
HHL602	34672	3	Y	N	P	B	Homestead Asst. II		49,968		6,806	13.6%			0.0%	6,806	13.6%
HHL602	38166	3	Y	N	P	B	Homestead Asst. II		39,492		7,588	19.2%			0.0%	7,588	19.2%
HHL602	102955	3	Y	Y	P	T	HHL Clerk Typist III		42,684		6,288	14.7%			0.0%	6,288	14.7%
HHL602	50106	3	Y	N	P	B	Homestead Asst. II		42,684		8,400	19.7%			0.0%	8,400	19.7%
HHL602	106409	13	Y	N	P	B	Accountant IV		51,591		19,859	38.5%			0.0%	19,859	38.5%
HHL602	110470	3	Y	N	P	B	Homestead Asst. II		42,684		4,512	10.6%			0.0%	4,512	10.6%
HHL602	28903	13	Y	N	P	B	Accountant V		64,375		20,171	31.3%			0.0%	20,171	31.3%
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
												#DIV/0!			#DIV/0!	-	#DIV/0!
							GRAND TOTAL		381,508	-	79,771	20.9%	-	-	0.0%	79,771	20.9%
							Totals by MOF	A	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
								B	290,794	-	67,336	23.2%	-	-	0.0%	67,336	23.2%
								C	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
								N	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
								P	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
								R	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
								T	90,714	-	12,435	13.7%	-	-	0.0%	12,435	13.7%
								U	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
								W	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
								X	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!

Department of Hawaiian Home Lands  
Overpayments as of November 30, 2015

Table 19

<u>Name of Employee</u>	<u>Date of Over-payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed Occurred &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 as of December 1, 2015

Table 20

Prog ID	MDF	Amount	Frequency		Outstanding Balance	Date		From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Category	
			(M/A/O)	Max Value		Executed	Y/N						KL/P/C/S/G/S	
HHH 602	C	\$ 300,000	M	\$ 300,000.00	\$ 300,000.00	11/27/2015			WAIHULI HAWAIIAN HOMESTEADERS	WAIHULI HAWAIIAN HOMESTEADERS ASSOCIATION, INC.	Contingent upon contract manager	N	\$	
HHH 602	C	\$ 60,000	D	\$ 60,000.00	\$ 12,000.00	11/9/2015			KAIKAPA COMMUNITY ASSOCIATION	KAIKAPA COMMUNITY RESOURCE CENTER FACILITY, PHASES 3 & 2	Contingent upon contract manager	N	\$	
HHH 602	T	\$ 209,000	M	\$ 209,000.00	\$ 209,000.00	11/18/2015			KOGA ENGINEERING &	IFB-15-HHI-025 WATERLINE IMPR. KEAUKAHA TRACT 1 DESHA AVE	Contingent upon contract manager	N	\$	
HHH 602	T	\$ 165,554	M	\$ 165,554.00	\$ 165,554.00	12/1/2015			YAMADA PAINT CONTRACTING, INC.	LOT IMPROVEMENT FOR KEAUKAHA LOT 108 B ON PAKELE AVENUE	Contingent upon contract manager	N	\$	
HHH 602	T	\$ 36,032	O	\$ 36,032.00	\$ 36,032.00	12/11/2015			KA ALA FARM, INC.	DHHH AGRICULTURE PEER TO-PEER PILOT GRANT PROGRAM-OMAHA GARDENS	Contingent upon contract manager	N	\$	

Department of Hawaiian Home Lands  
 FY16 Appropriation Status as of November 30, 2015

Table 21

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY16 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act119/15	HHL602	5001	EXECUTIVE BUDGET PREP: ADD FUNDS FOR ADMINISTRATIVE AND OPERATING EXPENSES.	LEGISLATURE CONCURS.  DETAIL OF GOVERNOR'S REQUEST:  LUMP SUM FOR ADMINISTRATIVE AND OPERATING EXPENSES (9,632,000)  \$9,632,000 NON-RECURRING.	A	-	-	9,632,000.00	-	-	6,742,322.72	DHHL currently has \$1,309,194 in Contracts and Claims



Department of Hawaiian Home Lands  
Capital Improvement Program (CIP) Requests

Table 22

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY17 \$\$\$</u>
HHL 602	1	1	2	14	UXO MITIGATION AND REMEDIATION ON EXISTING LOTS, HAWAII	C	\$ 2,000,000
HHL 602	2	2	10	21	SEWER ASSESSMENTS, ISLANDWIDE, OAHU	C	\$ 500,000
HHL 602	3	3	11	25	PAPAKOLEA SEWER SYSTEM IMPROVEMENTS, OAHU	C	\$ 9,000,000
HHL 602	4	4	8	14	HAWAIIAN HOME LANDS DAMS AND RESERVOIRS, KAUAI	C	\$ 2,500,000
HHL 602	5	5	25	51	ROCK FALL MITIGATION, WAIMANALO, OAHU	C	\$ 500,000
HHL 602	6	6	4	7	LALAMILO HOUSING PHASE 2 A COMMUNITY PARK, LALAMILO, HAWAII	C	\$ 100,000

Department of Hawaiian Home Lands  
 CIP Lapses

Table 23

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

Department of Hawaiian Home Lands  
Division Resources

Table 24

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

Department of Hawaiian Home Lands  
Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
HHL 602	4328	HHL	
HHL 602	4329	Office of the Chairman	
HHL 602	4330	Planning Office	
HHL 602	4331	Administrative Services Office	
HHL 602	4332	Personnel Staff	
HHL 602	4333	Budget & Program Evaluation Staff	
HHL 602	4334	Information & Communication Systems Staff	
HHL 602	4335	Contract Services Staff	
HHL 602	4336	Clerical Services Staff (ASO)	
HHL 602	4337	Fiscal Office	
HHL 602	4338	Accounting Staff	
HHL 602	4339	Fiscal Services Staff	
HHL 602	4340	System & Internal Control Staff	
HHL 602	4341	Homestead Services Division	
HHL 602	4342	Homestead Applications Branch	
HHL 602	4343	Clerical Services (Appl)	
HHL 602	4344	District Operations Branch	
HHL 602	4345	East Hawaii District Office	
HHL 602	4346	Maui District Office	
HHL 602	4347	Molokai District Office	
HHL 602	4348	Oahu District Office	
HHL 602	4349	Kauai District Office	
HHL 602	4350	West Hawaii District Office	
HHL 602	4351	Loan Services Branch	
HHL 602	4352	Land Development Division	
HHL 602	4353	Housing Project Branch	
HHL 602	4354	Master-Plan Community Branch	
HHL 602	4355	Design and Construction Branch	
HHL 602	4360	Clerical Services (LDD)	
HHL 602	4361	Information and Community Relations Office	
HHL 602	4362	Land Management Division	
HHL 602	4363	Income Property Branch	

Department of Hawaiian Home Lands  
 Program ID Sub-Organizations

Table 25

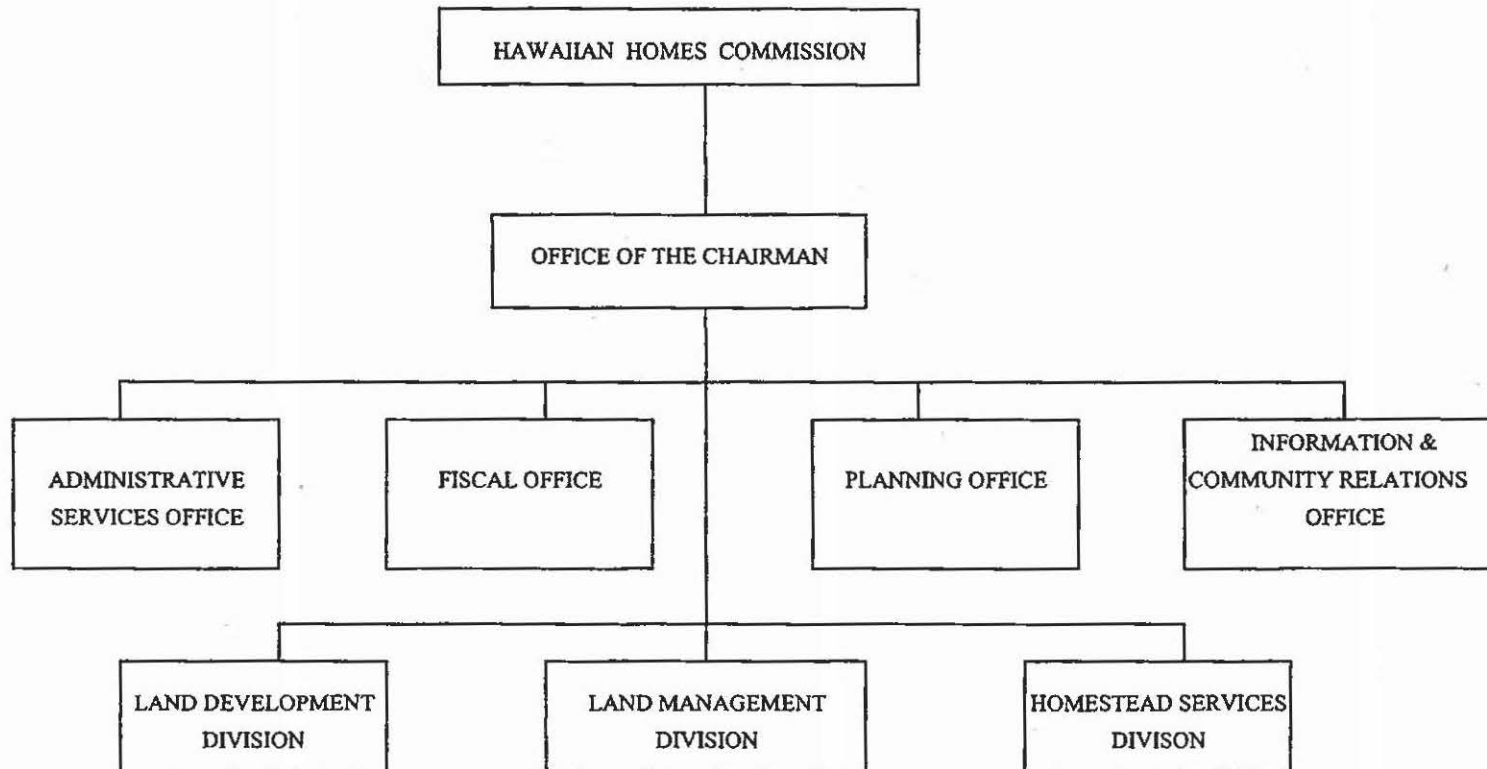
<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
HHL 602	4364	Technical Services Branch	
HHL 602	4365	Land Management Branch	
HHL 602	4366	Hawaii Section	
HHL 602	4367	Oahu-Kauai-Maui Section	
HHL 602	4368	Enforcement Section	
HHL 602	4369	Clerical Services	

Department of Hawaiian Home Lands  
Organization Changes

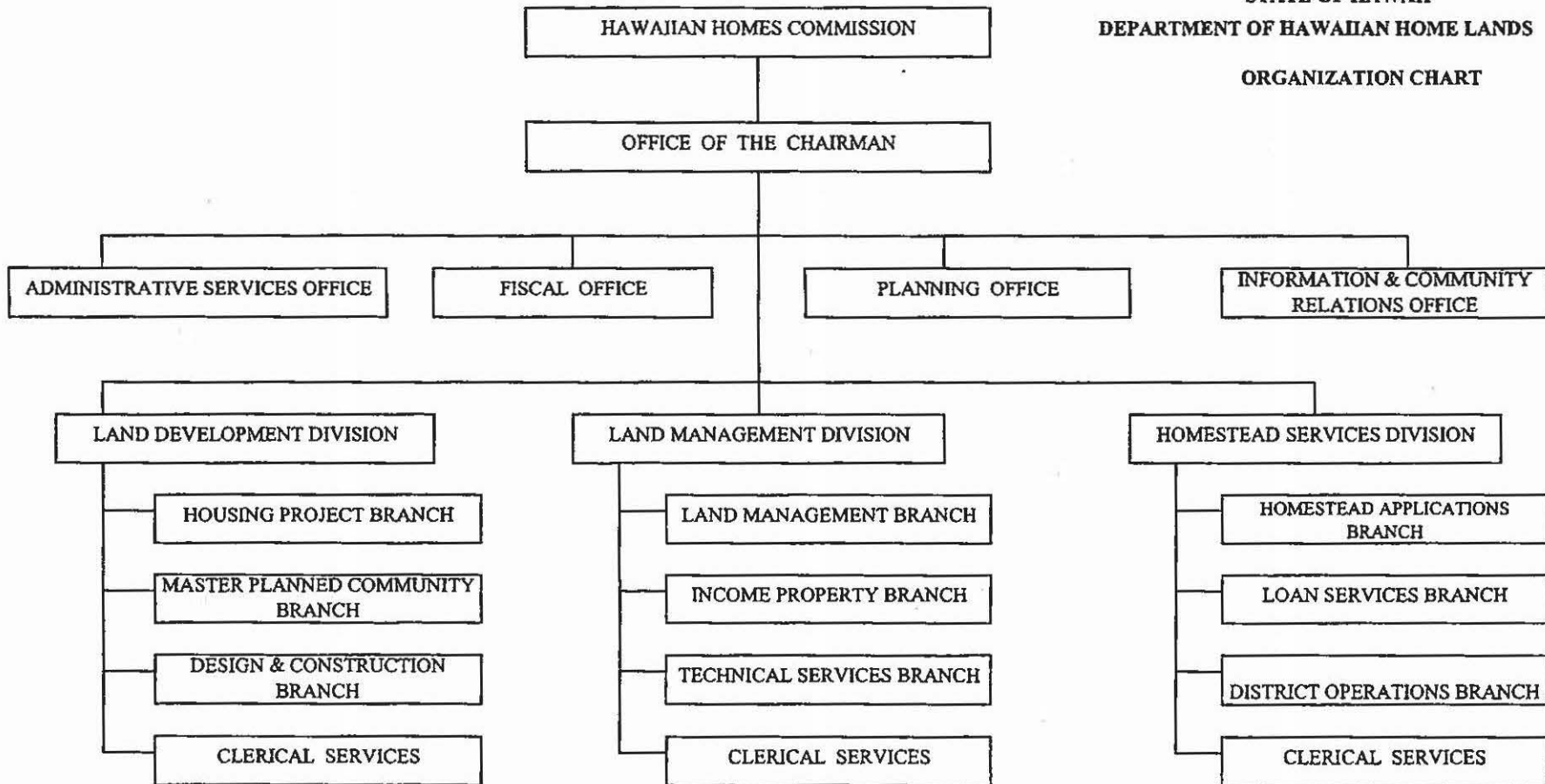
Table 26

<u>Year of Change</u> FY16/FY17	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
		No Changes.

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
ORGANIZATION CHART





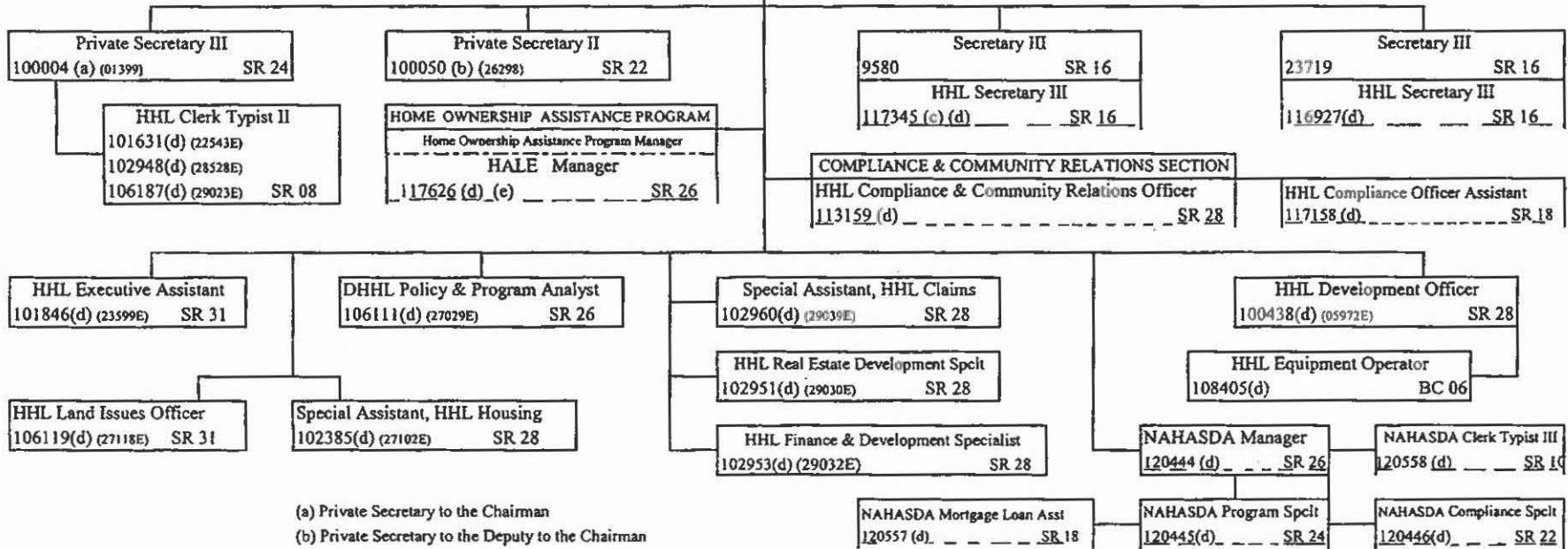
**HAWAIIAN HOMES COMMISSION**

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

OFFICE OF THE CHAIRMAN  
Chairman, HHC  
Deputy to the Chairman

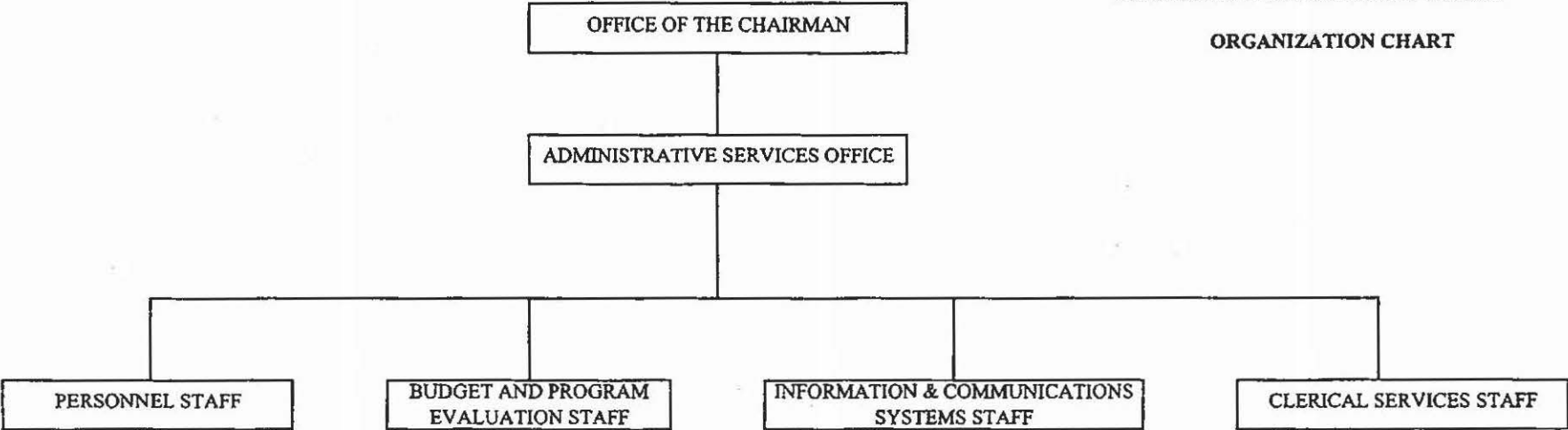
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100193 (00492E) (-)

POSITION ORGANIZATION CHART

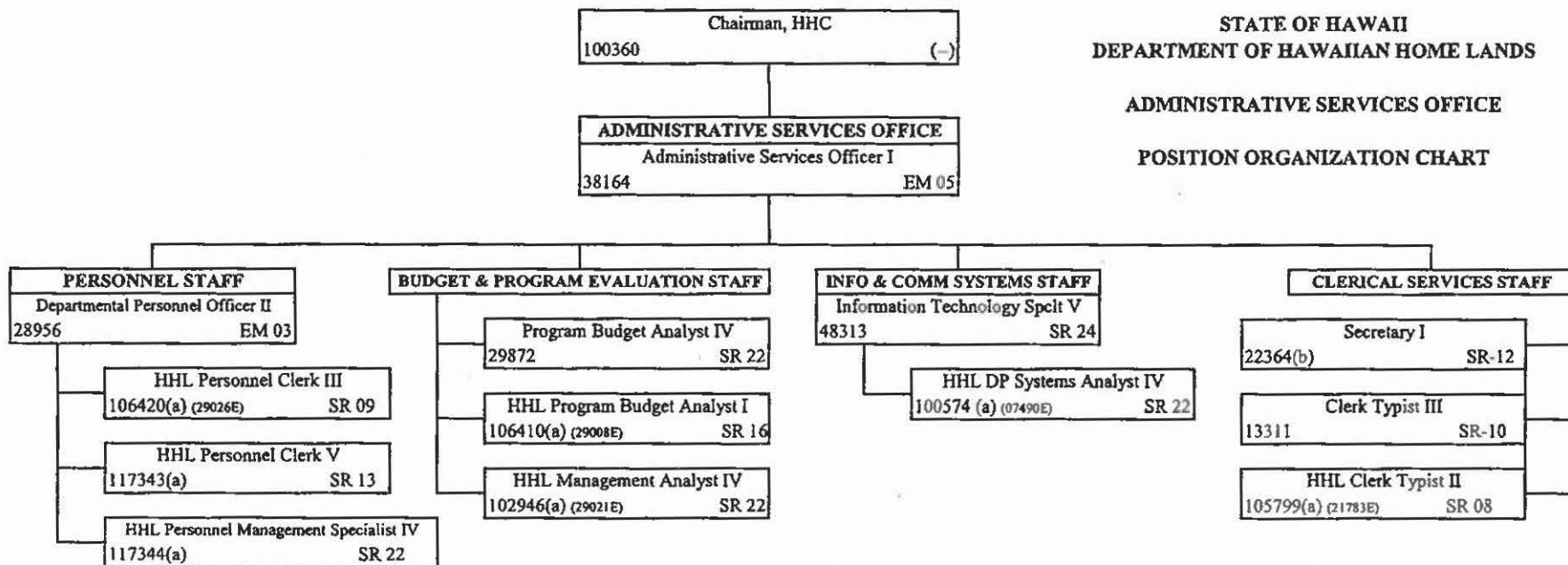


- (a) Private Secretary to the Chairman
- (b) Private Secretary to the Deputy to the Chairman
- (c) Secretary to the Hawaiian Homes Commission
- (d) Exempt position
- (e) Change in Position Title

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



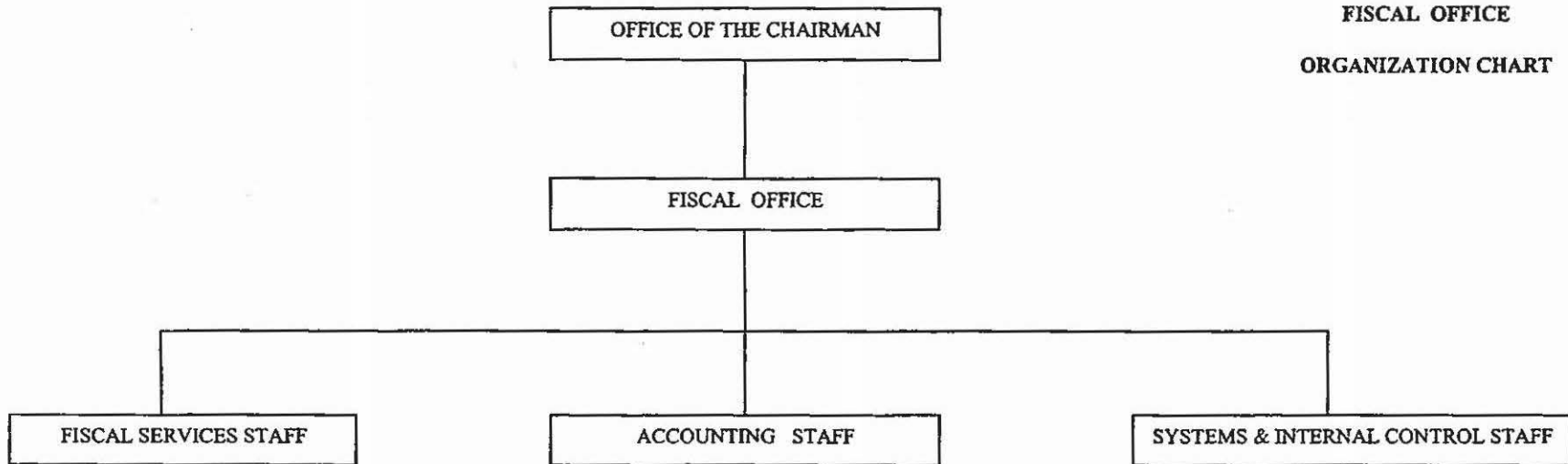
STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
ADMINISTRATIVE SERVICES OFFICE  
POSITION ORGANIZATION CHART



(a) Exempt position

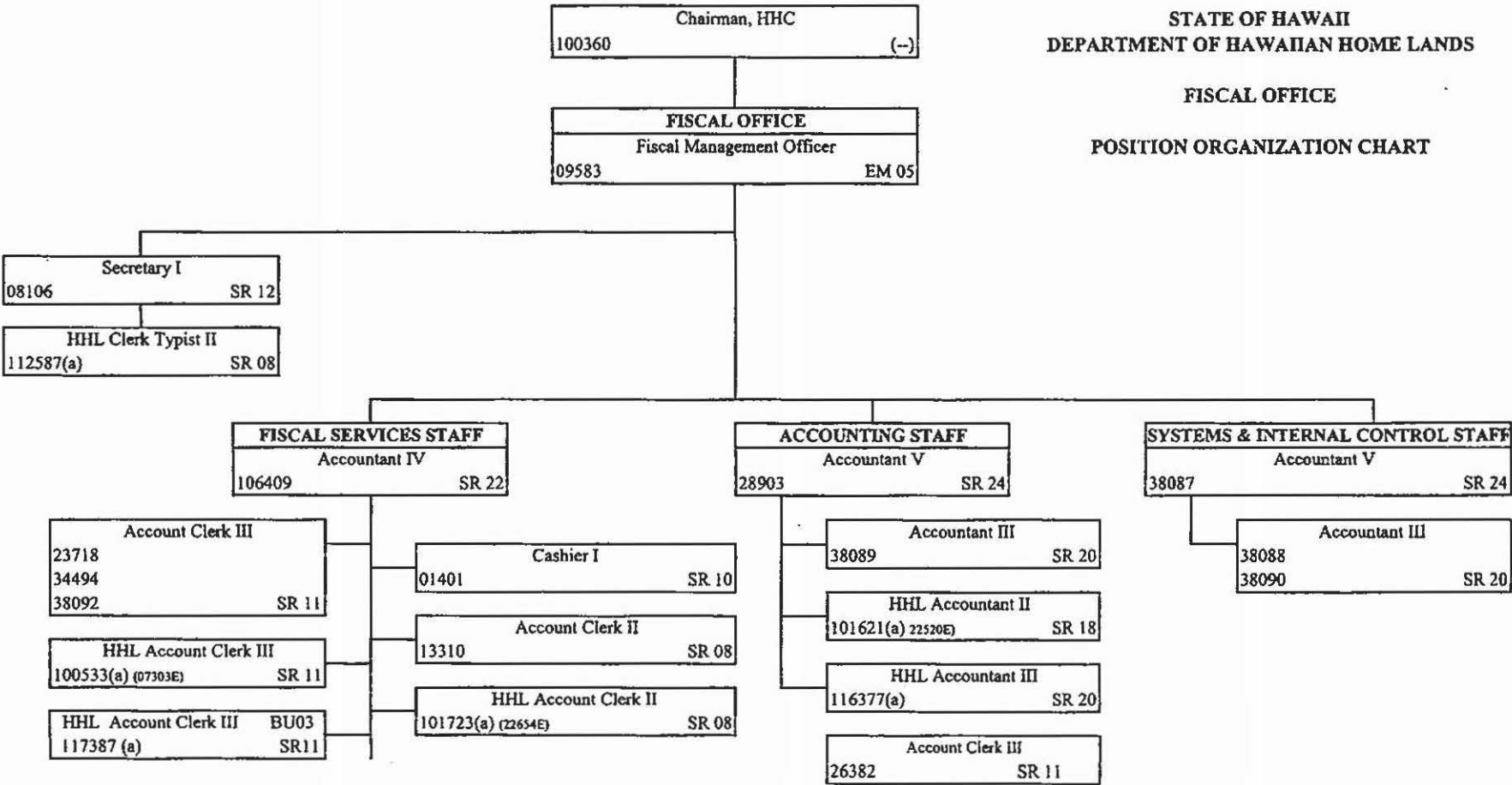
(b) Authorized by Act 328, SLH 1997 to be converted to Secretary I

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
FISCAL OFFICE  
ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

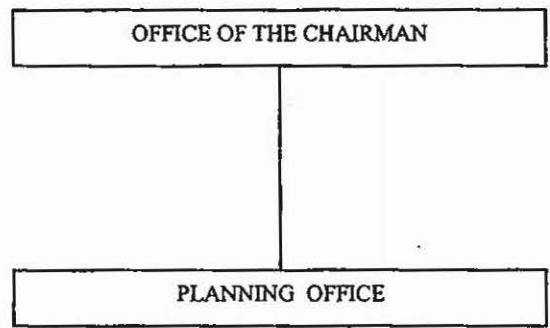
FISCAL OFFICE  
POSITION ORGANIZATION CHART



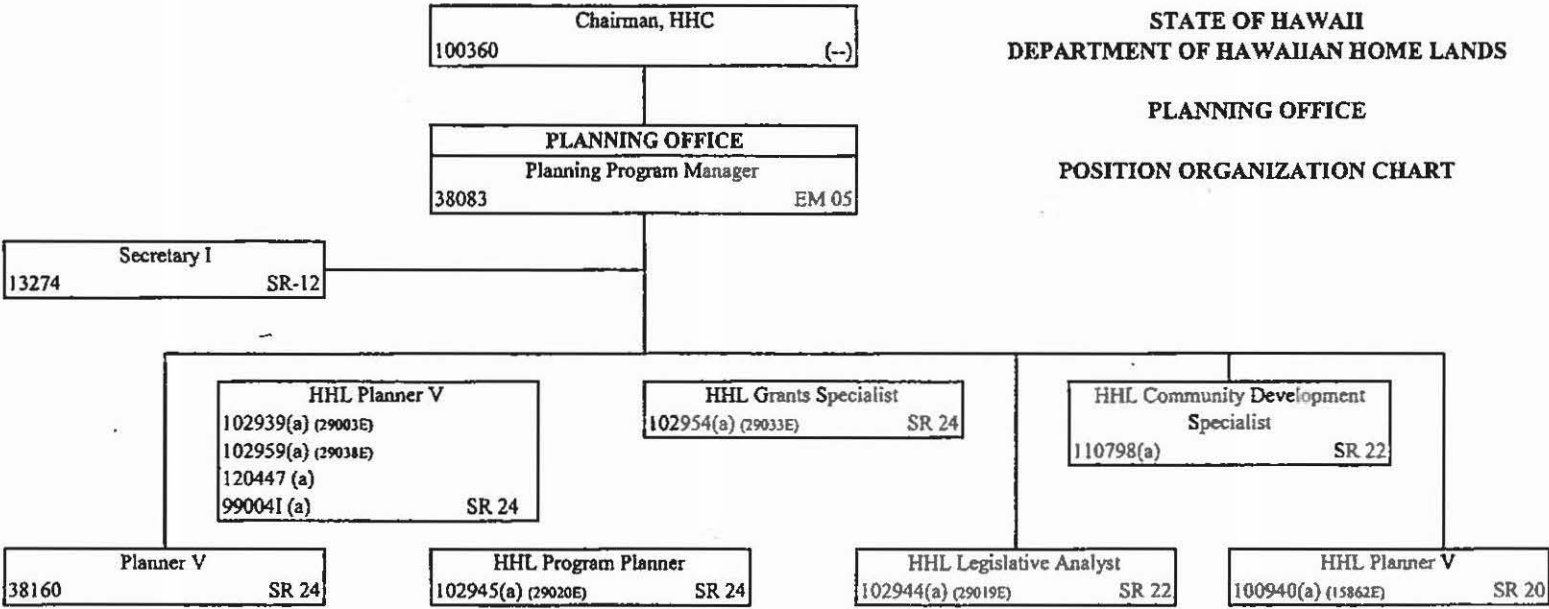
(a) Exempt position

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

PLANNING OFFICE  
ORGANIZATION CHART

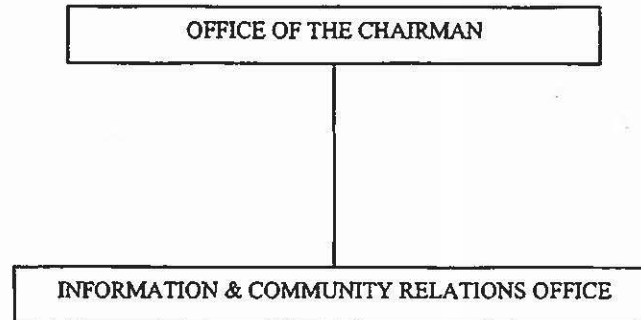


STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
PLANNING OFFICE  
POSITION ORGANIZATION CHART



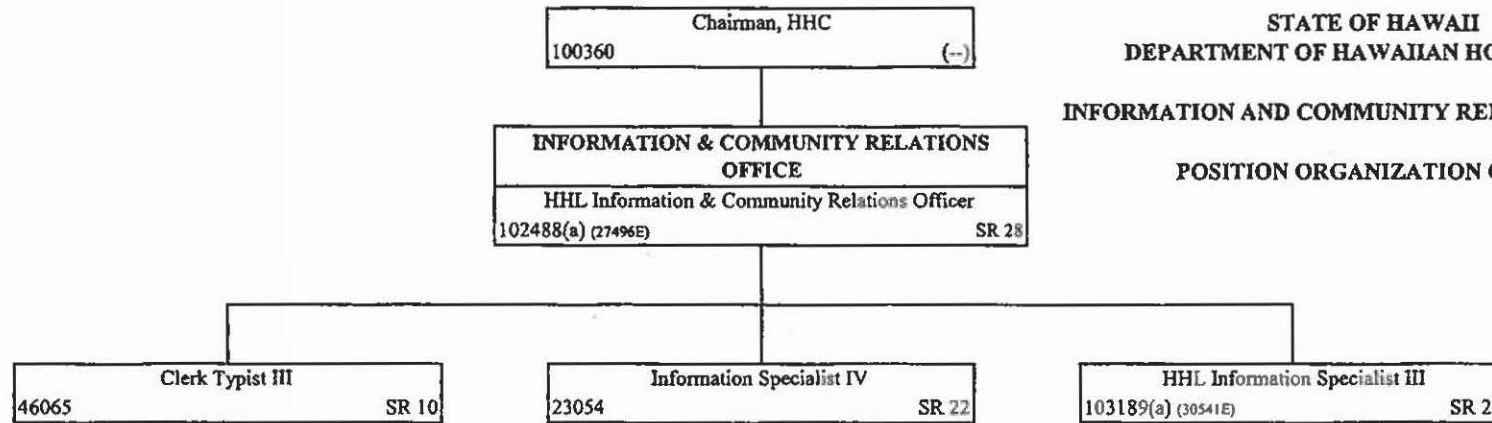
(a) Exempt position  
(b) Authorized by Act 91, SLH 1999 but not yet classified

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



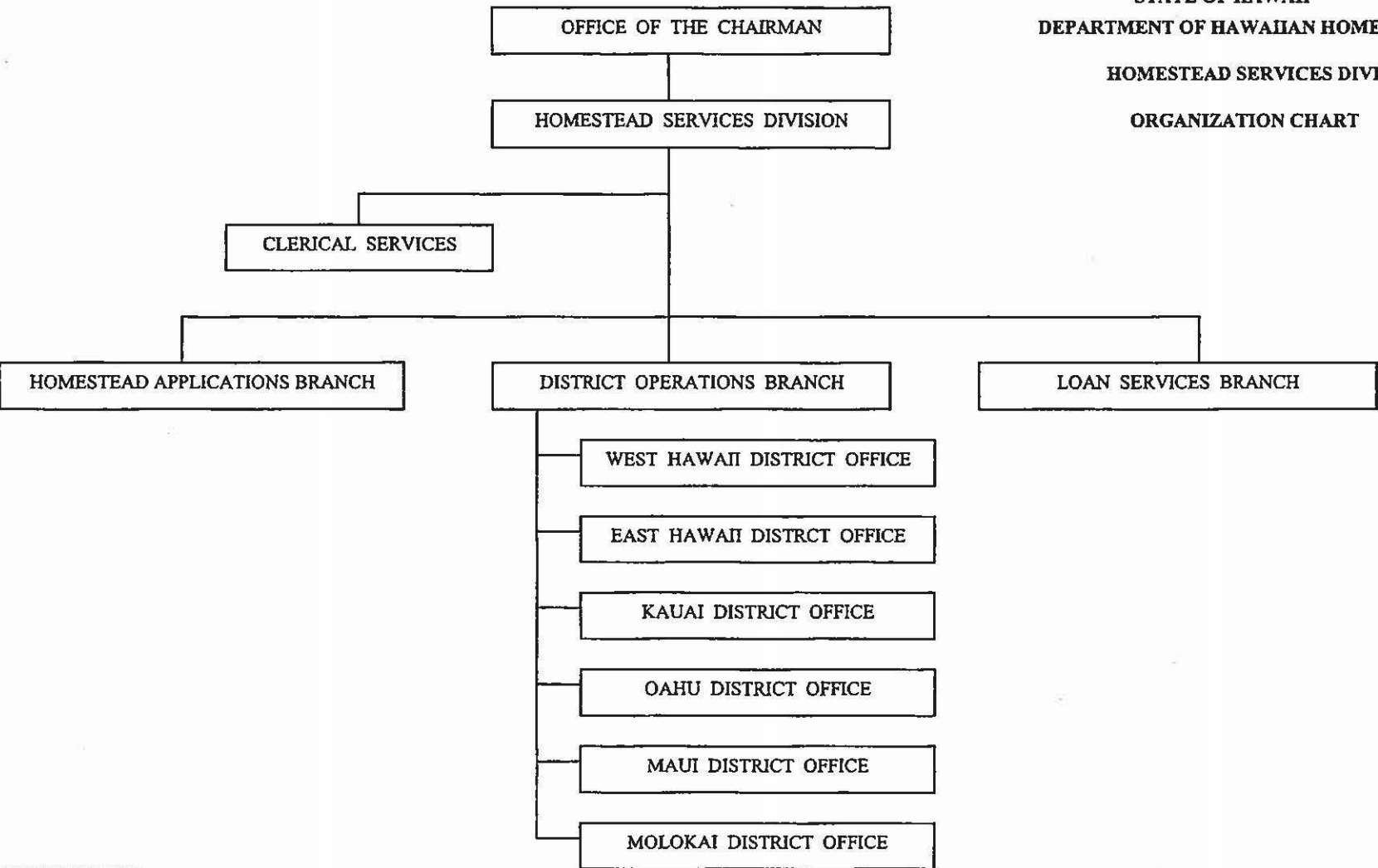


STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
INFORMATION AND COMMUNITY RELATIONS OFFICE  
POSITION ORGANIZATION CHART



(a) Exempt position

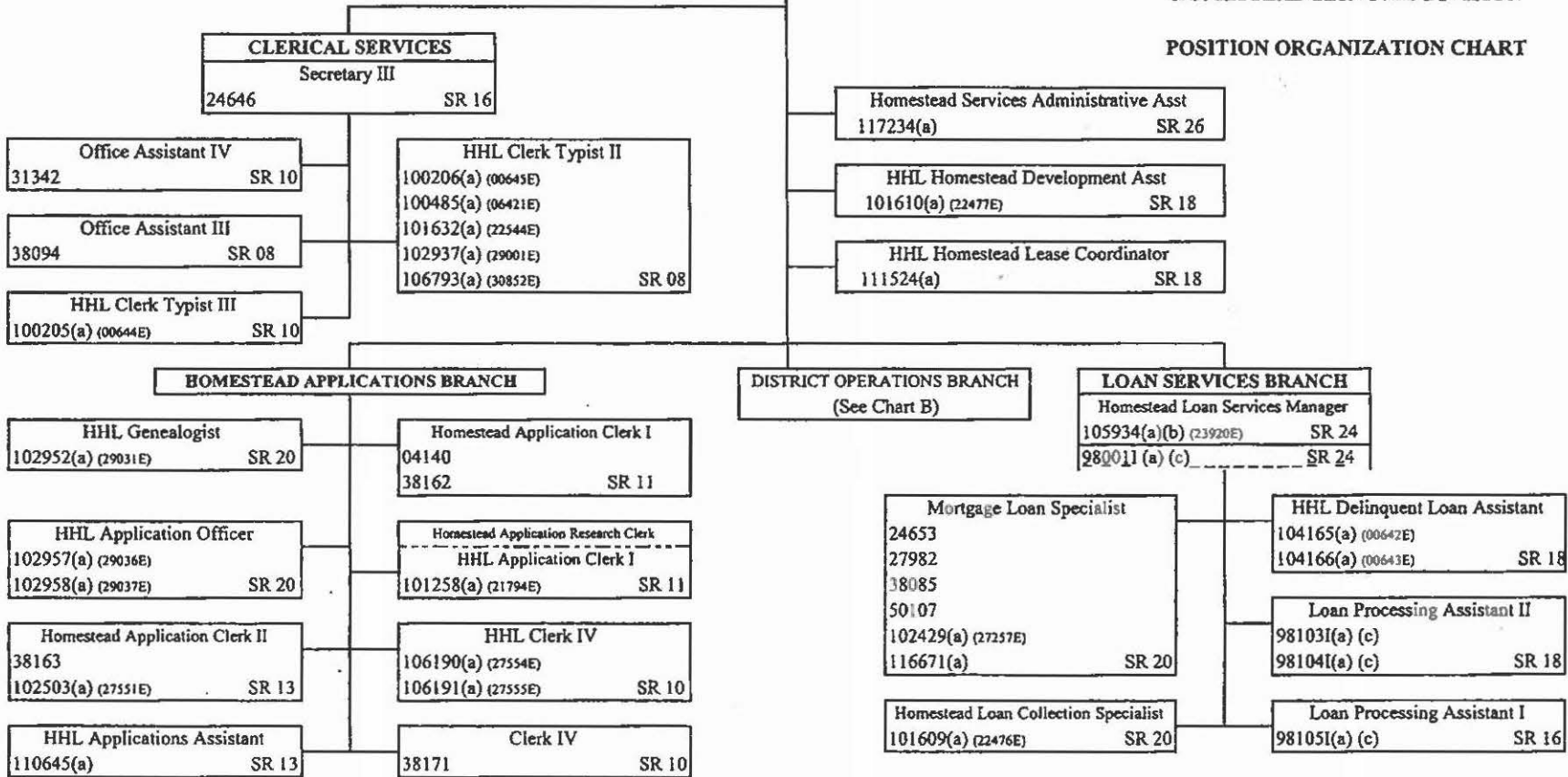
STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
HOMESTEAD SERVICES DIVISION  
ORGANIZATION CHART



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

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

**HOMESTEAD SERVICES DIVISION**  
**POSITION ORGANIZATION CHART**



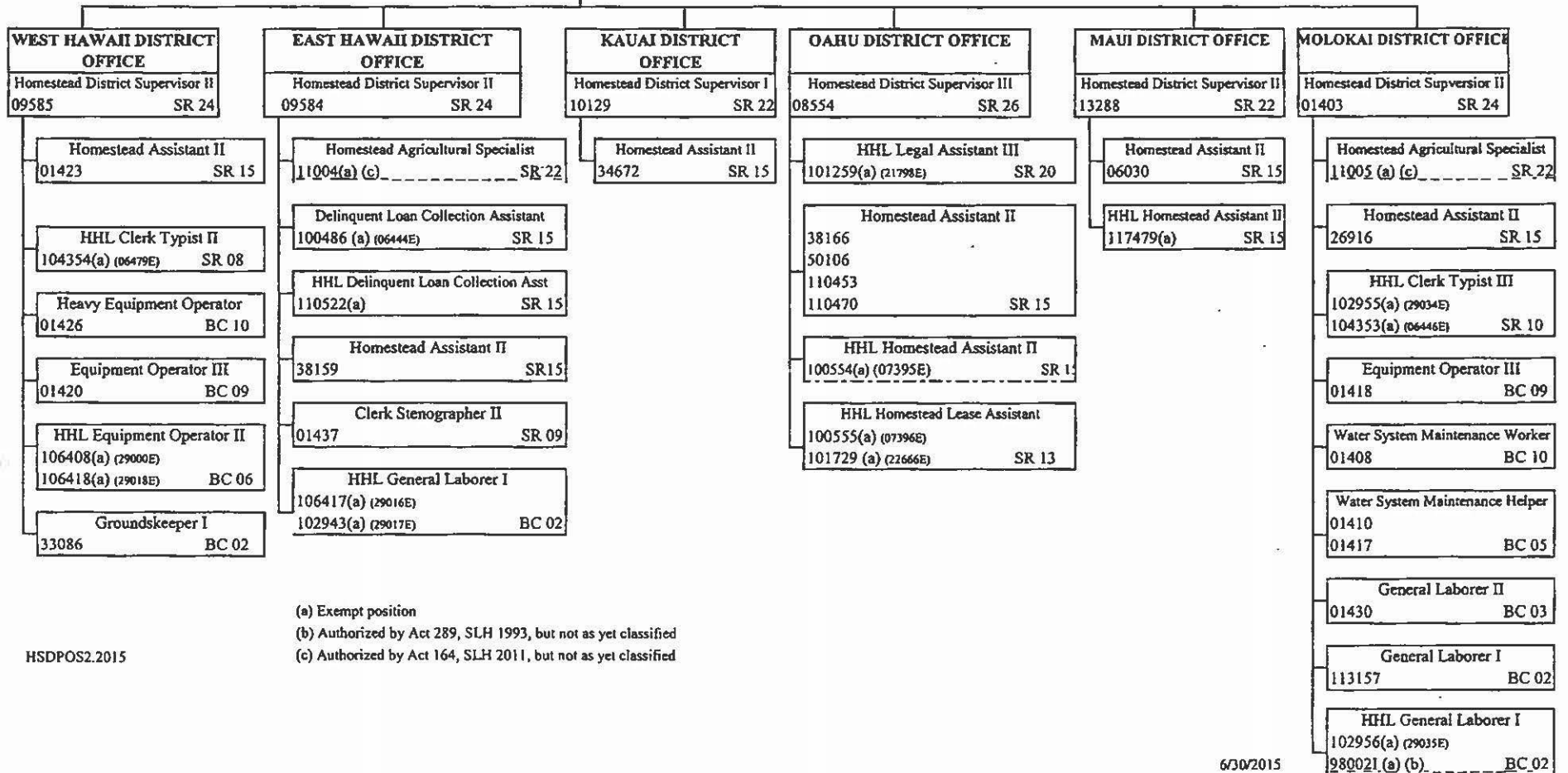
- (a) Exempt position
- (b) Temporary exempt position, to be abolished when permanent position authorized by Act 92, SLH 1986, is classified and filled
- (c) Authorized by Act 289, SLH 1993, but not as yet classified

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

**DISTRICT OPERATIONS BRANCH**  
 Homestead District Operations Manager  
 38167 EM 05

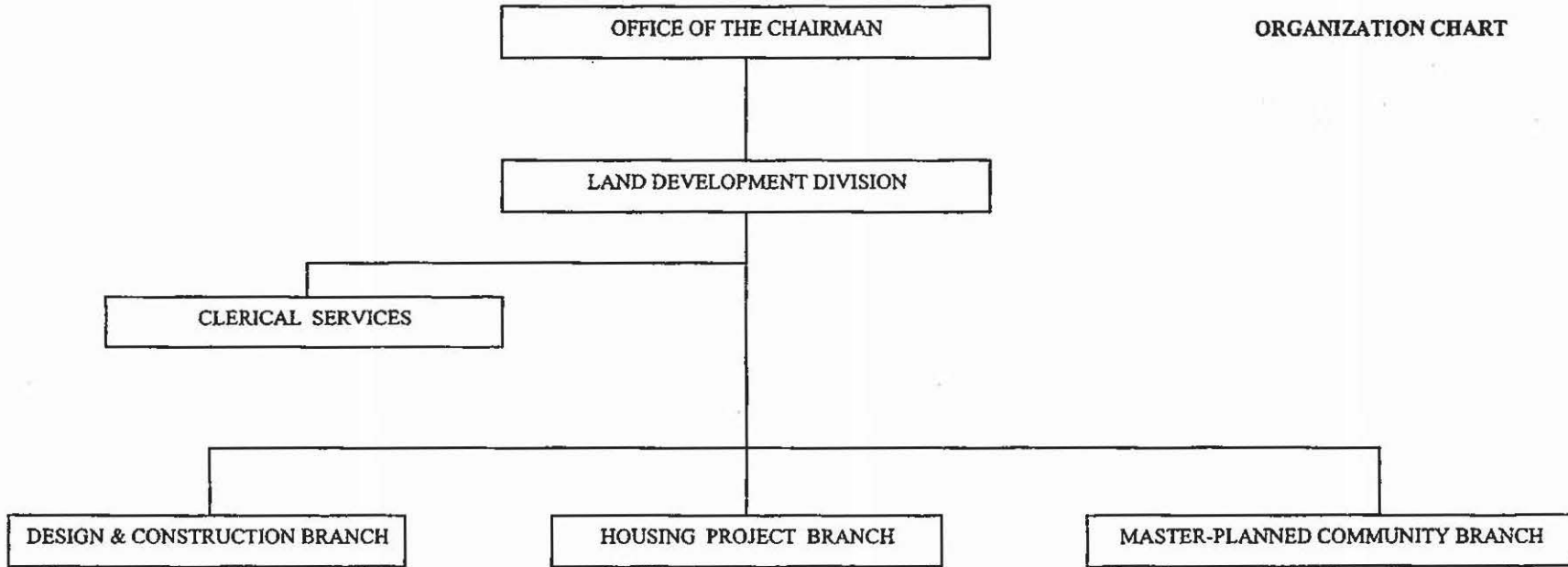
**STATE OF HAWAII**  
**DEPARTMENT OF HAWAIIAN HOME LANDS**

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

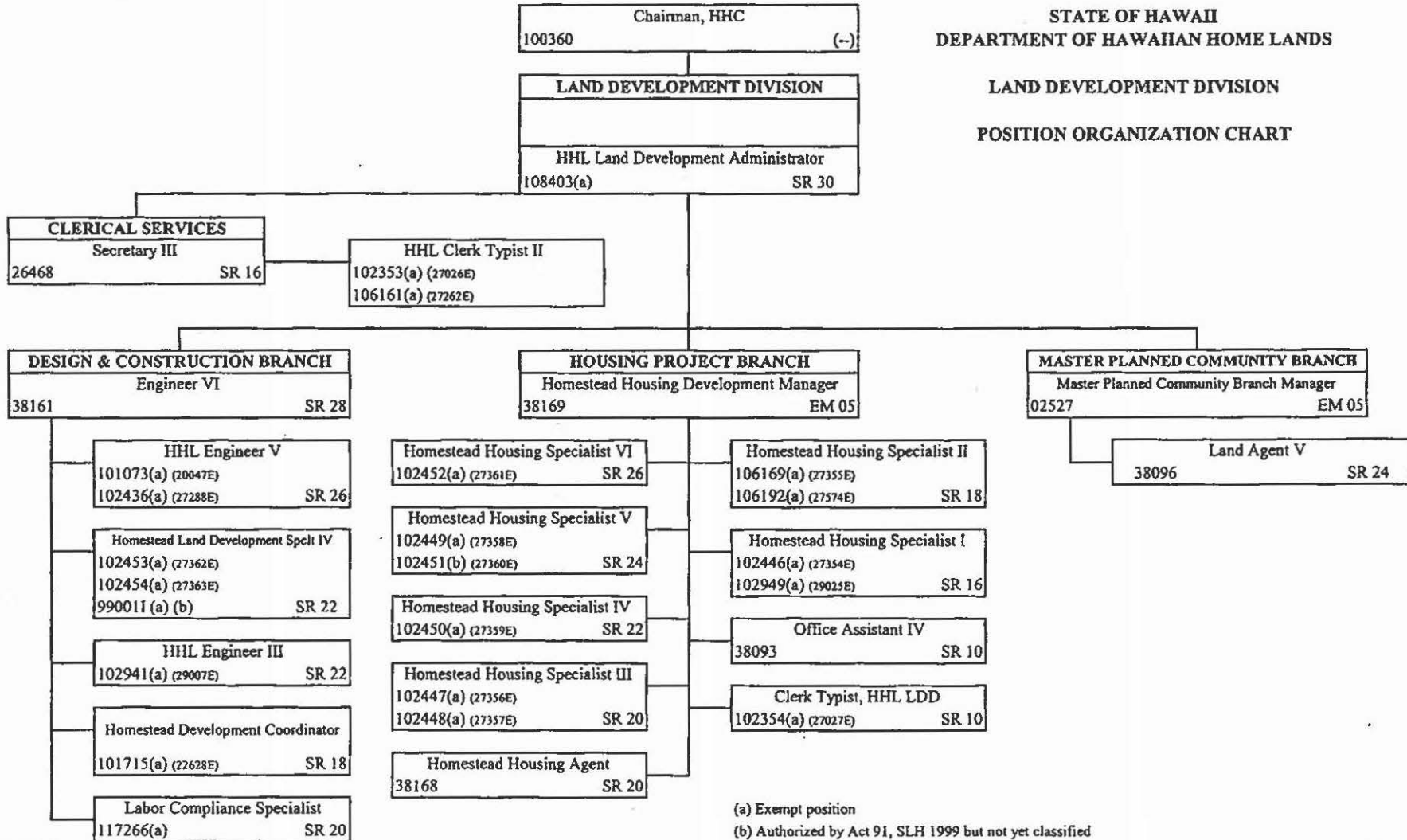


- (a) Exempt position
- (b) Authorized by Act 289, SLH 1993, but not as yet classified
- (c) Authorized by Act 164, SLH 2011, but not as yet classified

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

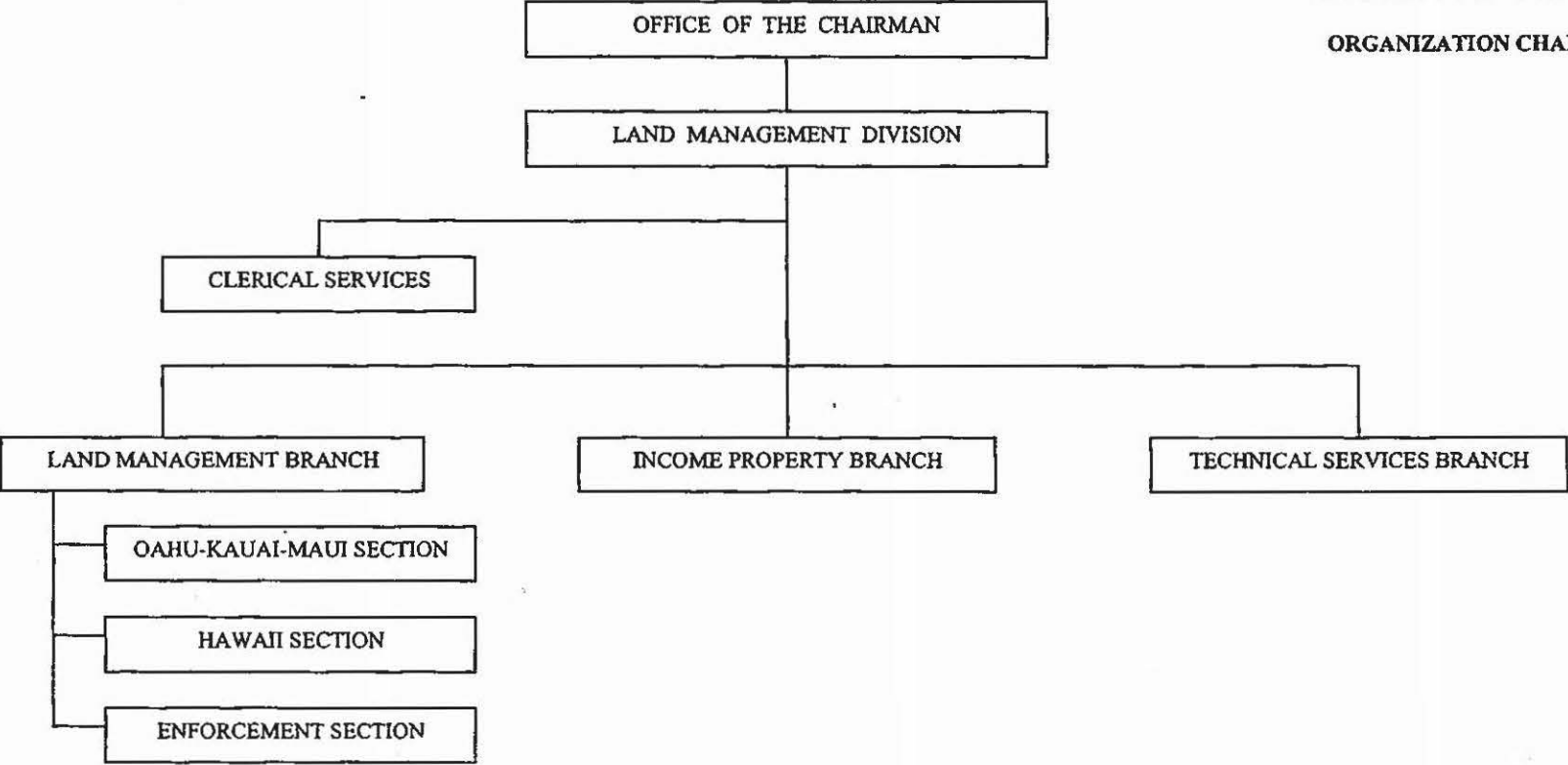


STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS  
LAND DEVELOPMENT DIVISION  
POSITION ORGANIZATION CHART



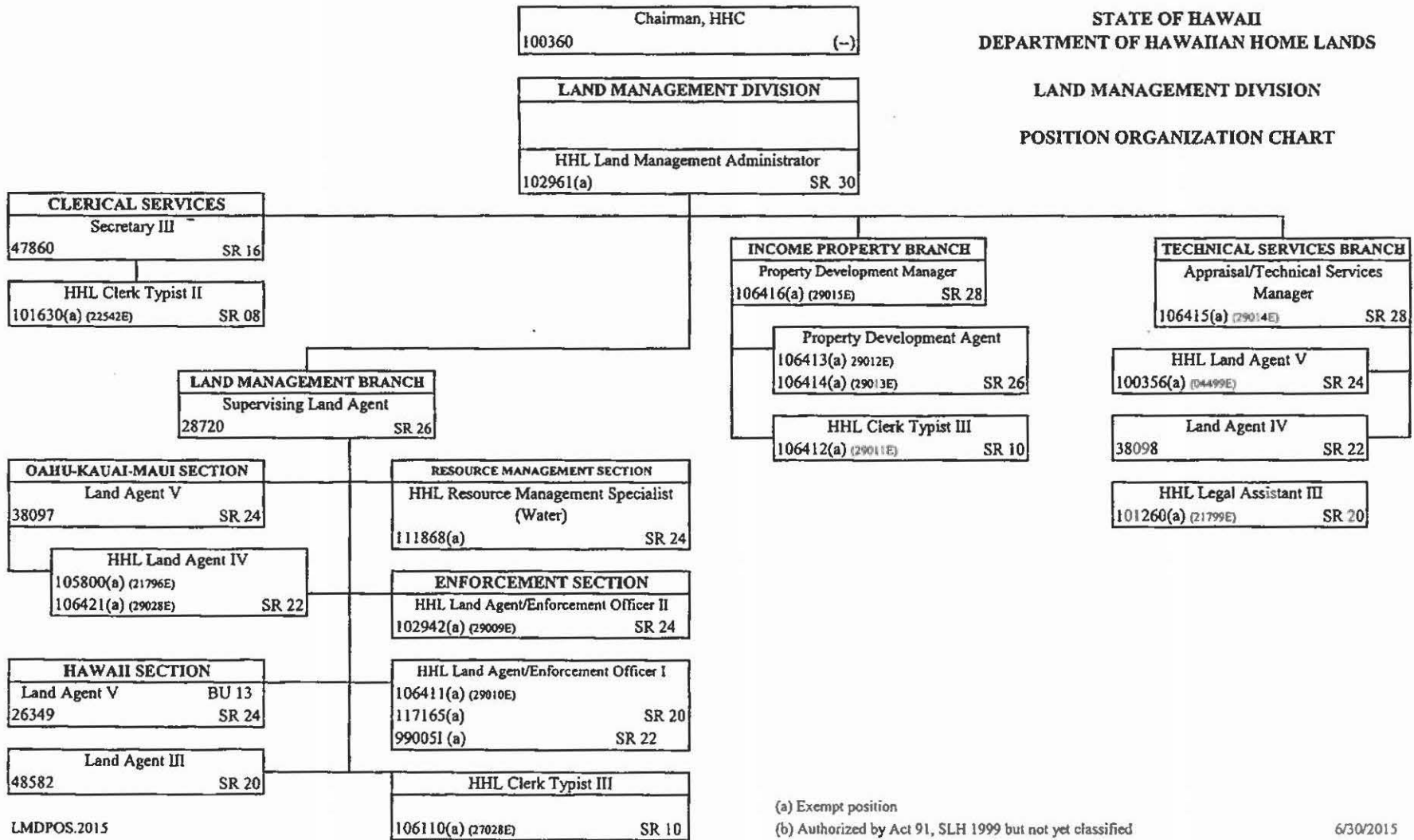
(a) Exempt position  
(b) Authorized by Act 91, SLH 1999 but not yet classified

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





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 upkeep 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.