



DEPARTMENT OF
HOUSING AND HUMAN CONCERNS
 COUNTY OF MAUI

ALAN M. ARAKAWA
 Mayor
 CAROL K. REIMANN
 Director
 JAN SHISHIDO
 Deputy Director

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April 13, 2018

Mr. Sananda Baz *SB*
 Budget Director, County of Maui
 200 South High Street
 Wailuku, Hawaii 96793

Honorable Alan M. Arakawa
 Mayor, County of Maui
 200 South High Street
 Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL
Alan Arakawa 4/13/18
 Mayor

For Transmittal to:

Honorable Riki Hokama
 Chair, Budget and Finance Committee
 Maui County Council
 200 South High Street
 Wailuku, Hawaii 96793

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2019 BUDGET (HC-3) (BF-1)

Thank you for your correspondence of April 11, 2018 requesting additional information related to proposed funding under the Department of Housing and Human Concerns (DHHC) in the Mayor's Proposed FY19 Budget. The information requested is listed below in bold and is followed by the Department's responses.

1. **As it related to the First-Time Homebuyer Program:**
 - a. **Provide all appropriations for the program by FY, amount of the appropriation, and grants provided through the program. Include a list of all recipients, year the home was purchased, purchase price, and indicate whether the recipient still owns and occupies the home.**

Please see attached summary.

- b. **Is there a monitoring period for the program? If so, explain the monitoring process, the period for the monitoring, who does the monitoring, and a copy of the annual report for each home purchased through the program.**

Yes. The Monitoring Period for the program is 15 years. Unit must remain owner occupied for the entire 15 year period, or funds must be returned. A lien is placed

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 COUNTY COUNCIL

on the property to ensure the County is notified if the owner attempts to sell. The owner occupancy requirement is verified by cross referencing the TMK's with the Real Property Tax office to ensure no sales have occurred and property remains as primary residence. The position that monitors the program is the Housing Specialist Position. The annual report is the attached summary which is updated as changes occur.

2. As it related to grants and disbursements for Partners in Development Foundation, provide the purpose of the grant and rationale for proposing funding.

Proposed funding will allow Partners in Development Foundation's Program, Tutu and Me (TTM), to expand slots in Kihei and Lahaina to provide services to as many children and families as possible.

Tutu and Me (TTM) is funded by a grant from the USDOE Native Hawaiian Education Program, thus, the majority of the families that TTM serves under this grant are required to be Native Hawaiian. The TTM Maui West team serves the communities of Lahaina and Kihei and there are openings at these sites as the Native Hawaiian families are not able to completely fill these sites.

With this grant, TTM would be able open these slots to non-Hawaiian keiki, ages birth to five, and their caregivers. This will give these keiki opportunities to experience a rich learning environment that will prepare them for school success; but more importantly, the caregivers will be given resources and equipped to be their keiki's first and most important teacher. Additionally, by increasing the enrollment at these sites, more keiki will receive developmental screening which could positively impact the ECCS Impact grant that the State Department of Health is partnering with the County of Maui Early Childhood Resource Program.

3. In FY 2018, a Housing Assessment Specialist position was funded. Provide the status of the position, and include a copy of the position description.

The Department has been working with DPS on the creation of a position description (PD) for this position – currently titled as "Housing Development Coordinator". DPS has been working diligently on this for the past 5 or 6 months. We recently received the official PD (attached), which has been approved and is currently posted in NEOGOV. We anticipate recruitment to begin by the end of April.

This position will expand the expertise of the division in project development, writing RFP's, evaluating EA's and other housing elements.

4. On page 8-8 of the Budget Details, please explain "Additional funding for anticipated increase in staff turnover."

The requested increases to these indexes are due to turnover in staffing. When fully staffed, the Housing Division's Administration office employs four Housing Specialists. Presently, we only have one. Recruitment for the other three Specialist Positions are

Honorable Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
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underway – at various stages. The anticipation for overtime and temporary assignment pay is for the coverage of these vacant positions – until the positions are filled and the new employees are trained.

- 5. On page 8-10 of the Budget Details, explain the request for \$500,000 to hire entitlement consultants for affordable housing projects on County-owned properties.**

The line item request for \$500,000 is for the anticipated development of County-owned parcels; notably, the UHMC Dorms, A&B's donation of 40 acres by Maui Lani and the future acquisition other properties. The Department will need to procure consultants for entitlements, EA and possibly EIS reports as well as other reports that may be required from the EA and EIS reports The Department's new. The new Housing Development Coordinator will be instrumental in moving these types of projects and more forward.

Thank you for the opportunity to provide this information. Should you have any questions, please feel free to contact me at Ext. 7805.

Sincerely,



CAROL K. REIMANN
Director of Housing and Human Concerns

Attachments

**FIRST TIME HOMEBUYERS ASSISTANCE PROGRAM SUMMARY
2009-2012**

Fiscal Year 2009

<u>Recipient</u>	<u>Grant Amount</u>	<u>Year Purchased</u>	<u>Purchase Price</u>	<u>Still Owned</u>	<u>County Reimbursement</u>
1 Danny Salazar	\$15,000	2009	\$380,000	N	\$15,000
2 Gualberto & Juliet Sim	\$15,000	2009	\$389,000	Y	
3 Michael & Lucy Tom	\$15,000	2009	\$510,000	Y	
4 Charles & Joy Au	\$15,000	2009	\$370,000	Y	
5 Emmanuel Visitacion	\$15,000	2009	\$311,000	N	\$15,000
6 Irene Bala & Rodolfo Queja	\$15,000	2009	\$380,000	Y	
7 Matthew & Jessica Gleason	\$15,000	2010	\$180,000	N	\$15,000
8 Jaime & Marilou Dagdag	\$15,000	2010	\$405,000	Y	
9 Leroy & Terry Souza	\$15,000	2010	\$364,990	Y	
10 Seth & Sarah Cravalho	\$15,000	2010	\$92,295	N	\$15,000
11 Sheila Nelson	\$15,000	2010	\$389,000	Y	
12 Jeffrey Harten	\$12,445	2010	\$152,000	N	\$12,445
13 Pualani Kaho'ohalaha	\$15,000	2010	\$249,918	Y	
	\$192,445		\$4,173,203		\$72,445

Fiscal Year 2010

1 Michael & Diana Crim	\$15,000	2010	\$430,000	N	\$15,000
2 Wayne & Angela Chun	\$15,000	2010	\$212,500	N	\$15,000
3 CorieLee & Hoapili Dukelow	\$15,000	2011	\$310,000	Y	
4 Lisa Medeiros	\$11,400	2011	\$190,000	N	\$15,000
5 Jennie Nakamoto	\$15,000	2011	\$80,000	N	\$15,000
6 Kerith Pocock	\$15,000	2010	\$349,500	Y	
7 Joshua & Tracy Poouahi	\$15,000	2011	\$325,000	Y	
8 Katherine Rathband	\$12,725	2011	\$164,000	Y	
9 Tia Stupplebeen	\$15,000	2010	\$350,000	N	\$15,000
10 Barbara Swanson	\$15,000	2011	\$60,000	Y	
11 Shanna Tanner	\$15,000	2011	\$365,000	Y	
12 Guy & Holly Zackious	\$15,000	2011	\$355,000	Y	
	\$174,125		\$3,191,000		\$75,000

Fiscal Year 2011

1 Kaloke & Tiffany DeLeon	\$15,000	2011	\$287,500	Y	
2 Roman Dolacinski & Tamara Brehio	\$15,000	2011	\$310,000	N	\$15,000
3 Monica Guevara	\$15,000	2012	\$130,338	Y	
4 Romeo & Romel Labuguen	\$15,000	2011	\$413,000	Y	
5 Edgar & Adela Marquez	\$15,000	2011	\$340,000	Y	
6 David & Melissa Mauliola	\$15,000	2012	\$265,000	N	\$15,000
7 Kaipo and Erin Nakata	\$15,000	2011	\$200,000	Y	
8 Stephen and Toshie Spruell	\$15,000	2011	\$375,000	Y	
9 Paulino & Thelma Ramento	\$15,000	2011	\$360,150	Y	
10 William & Maria Sayles	\$15,000	2011 (Leasehold)	\$29,900	Y	
11 Henry Shin	\$15,000	2011	\$184,000	Y	
12 Ricky and Cherene Supnet	\$15,000	2011	\$393,000	Y	
13 Marie Tesoro	\$15,000	2012	\$272,000	N	\$15,000
	\$195,000		\$3,559,888		\$45,000

Fiscal Year 2012

<u>Recipient</u>	<u>Grant Amount</u>	<u>Year Purchased</u>	<u>Purchase Price</u>	<u>Still Owned</u>	<u>County Reimbursement</u>
1 Edilberto & Angelina Alba	\$15,000	2013	\$310,000	N	\$15,000
2 Jomer & Leonida Albano	\$15,000	2013	\$390,000	Y	
3 Christopher Armitage	\$15,000	2012	\$184,500	N	\$15,000
4 William & Leonida Franco	\$15,000	2012	\$320,000	Y	
5 Michael Garo	\$15,000	2012	\$290,000	Y	
6 Clara Gogue & Keith-Kuailani	\$15,000	2013	\$449,000	Y	
7 Nick & Mariden Manzanillo	\$15,000	2013	\$375,000	Y	
8 Prudencio & Kristine Miguel	\$15,000	2012	\$365,000	Y	
9 Tracie Takatani	\$15,000	2012	\$300,587	Y	
10 Jeffrey and Maria Teneza	\$15,000	2012	\$350,000	Y	
11 Emily White & Johann Smith	\$15,000	2012	\$406,700	Y	
	<u>\$165,000</u>		<u>\$3,740,787</u>		<u>\$30,000</u>
	<u><u>\$726,570</u></u>		<u><u>\$14,664,878</u></u>		<u><u>\$222,445</u></u>

FY19-FY12 SUMMARY

49 Total Participants
 15 Participants Left Program and Refunded County Funds
 34 Participants Remain in Homes
 30% of Funds Utilized have been Reimbursed to County
 \$727,000 in funds leveraged over \$14.6 million in home purchases

DHHC FY19 - PROPOSED ADMIN RULE AMENDMENTS

Change program to a revolving fund
 Change funding amount from flat grant (\$15,000) to sliding scale based on need with a cap
 Payback required upon sale, transfer or refinance for reasons other than improvement of mortgage rate/term (not a grant)

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART I

Class Specification for the Class:

DEVELOPMENT PROJECT COORDINATOR

SR-24

Duties Summary:

Performs the full range of project development and coordinative work in managing the development of property and capital improvement projects within the Department of Housing and Human Concerns, from initial project definition and budgeting, to completion of construction and warranty period.

Distinguishing Characteristics:

This class is distinguished by its responsibility for providing the full range of property and capital improvement project development work within the Department of Housing and Human Concerns, from initial project definition through completion of warranty period. This class differs from that of Housing Development Specialist in that the Housing Development Specialist performs a full range of housing project development and coordinative work in the Housing Development Program; whereas the Development Project Coordinator provides a full range of project development and coordinative work in managing the development of property and capital improvement projects within the Department of Housing and Human Concerns, from initial project definition and budgeting through construction and warranty period; the evaluating and reporting on project activities; and participates in the management of such projects.

Examples of Duties:

- Acts as liaison with other governmental agencies, community members and groups, and other County departments to accomplish project planning, funding, environmental review, design, required permit application and processing, and construction
- Identifies and applies for project funding from County, Community Development Block Grant, and other private, federal, state, and local sources
- Initiates and coordinates requests for proposals, competitive bid award, and contract execution processes
- Manages consultant and construction contracts. Prepares scope of work and selection criteria for consultant proposals, reviews and rates proposals, and recommends selection to CIP committees. reviews and edits text, design plans, and specifications prepared by consultants

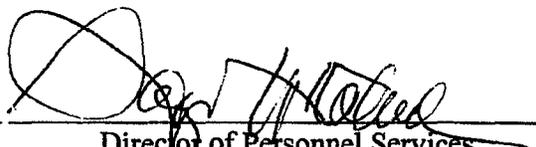
DEVELOPMENT PROJECT COORDINATOR

Part I, Page 2

- Monitors work of project design teams, including architects, landscape architects, engineers, contractors, etc., in order to verify work performance and adherence to design goals, and to insure quality of work and compliance with project scope, specifications, budget, and schedule.
- May represent the department at public hearings or meetings, including community boards, Planning Commission, County Council, bid openings, or pre-construction conferences
- Maintains project documentation, and initiates and monitors warranty work requests during warranty period. Prepares necessary reports, include CIP status reports and expenditure reports
- Develops and coordinates surveys and polls to ascertain need for facilities in various community plan districts, and assists in developing departmental six year CIP plan by recommending projects, priorities, and budget levels
- Reviews and assesses proposed projects, addressing geographic, demographic and environmental concerns, community requests, potential uses, and cost of development and maintenance.

This is the first specification for the new class, DEVELOPMENT PROJECT COORDINATOR, effective July 1, 1997.

APPROVED: _____ March 2, 1998


Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART II Minimum Qualification Specification for the Class:

DEVELOPMENT PROJECT COORDINATOR

Minimum Qualification Requirements:

Training and Experience: (1) Graduation from an accredited college or university with major work in public or business administration, economics, urban planning, engineering, or a related field and four years of professional experience which shall have demonstrated a working knowledge of property development activities, one of which shall have been in housing and/or community development project coordination which shall have included feasibility analysis, coordination of financing and administration of engineering and other contractual requirements; or (2) any equivalent combination of training and experience.

Knowledge of: Federal, State and County laws, rules, regulations, policies and procedures governing public housing; property development; public and private financing; principles, methods and techniques which apply to housing management; research methods and techniques; governmental finance administration and budgeting; and report writing.

Ability to: Read, comprehend, interpret and apply rules, regulations, policies and procedures applicable to housing and/or community development; plan, organize and coordinate work; obtain and analyze data; maintain records; present ideas clearly, concisely and effectively, orally and in writing; deal tactfully and effectively with others.

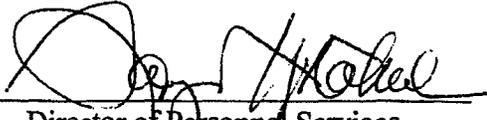
Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

This is the first minimum qualification specification for the new class,
DEVELOPMENT PROJECT COORDINATOR, effective JULY 1, 1997.

APPROVED: _____ March 2, 1998


Director of Personnel Services