

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 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.

HOME OWNERSHIP ASSISTANCE PROGRAM (HOAP)

Performs specialized work to meet the goals and objectives of this Home Ownership Assistance Program (HOAP). This Home Ownership Assistance Program is responsible to ensure the

department's proper administration and oversight in monitoring and tracking this program's services to the beneficiaries in pre-loan financial counseling and credit repair service in preparation for homeownership.

Directs, manages, and evaluates Primary Contractors and Servicing Providers.

Coordinates work objectives, schedules, priorities, and resource requirements with departmental divisions, offices, primary contractors, service providers, individuals, and the public to ensure the effective provision and delivery of HOAP services.

NATIVE AMERICAN HOUSING ASSISTANCE AND SELF-DETERMINATION ACT (NAHASDA)

This program funds eligible activities for a variety of housing and housing related transactions for low income households (80% and below of the area or state median income) as authorized by Title VIII as recipient of Native Hawaiian Housing Block Grant (NHHBG) and as administered by the Department of Housing and Urban Development (HUD).

Plans, develops, directs and coordinates programs and projects that will assist the department in achieving its goals and objectives as set forth in the annual Native Hawaiian Housing Plan (NHHP) for all NHHBGs in addition to any long term tracking requirements applicable to the use of NHHBG, such as insurance, infrastructure costs, retention periods, personnel costs, etc.

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.

HUMAN RESOURCES STAFF

Develops and carries out human resources 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 human resources matters.

Interprets and clarifies requirements of statutes, rules and regulations, policies and procedures and collective bargaining agreements governing various human resources 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 human resources matters with the central human resources 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

The Planning Office conducts research, planning studies, and executes the Hawaiian Homes Commission's Beneficiary Consultation Policy required in the development of policies, plans, and programs to benefit native Hawaiians; maintains data, historical documents, and archived information that guides the periodic review, updating, and evaluation of the DHHL Planning System and its various components to guide long-range planning; manages the DHHL land inventory database in order to ensure proper and efficient stewardship of Hawaiian Home Lands and resources including water, natural, and cultural resources; conducts land use planning and develops master plans in consultation with beneficiaries; maintains regular correspondence with homestead associations and other government agencies as needed and develops and recommends the approval of innovative programs and administers approved pilot projects that benefit the rehabilitation and betterment of native Hawaiian beneficiaries; reviews and responds to environmental assessments or environmental impact statements produced by external parties on behalf of DHHL.

Land Use Development Section

- \* Conducts land use planning and beneficiary consultation to determine the best use of DHHL lands for beneficiary uses, commercial uses, recreation, preservation, and other purposes in DHHL Island Plans, DHHL Development Plans, and Special Area Management Plans; compiles and disseminates information on land use and related regulations.
- \* Prepares submissions for the redistricting or rezoning of DHHL lands to the Hawaiian Homes Commission and respective County as needed.
- \* Conducts feasibility studies, infrastructure assessments, 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.
- \* Conducts Kapaakai Analysis for DHHL initiated development projects.
- \* Serves as liaisons to homestead associations and provides technical assistance related to homestead association projects and association issues as needed.
- \* Reviews and responds to environmental assessments or environmental impact statements produced by external parties on behalf of DHHL.

Program Planning Section

- \* Compiles and disseminates information on DHHL resources, including, but not limited to, land, water, minerals, archaeological and historic sites, and other resources.

- \* Develops housing, economic development, and other policies and plans for integration with development plans.
- \* 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, updates and implements the DHHL Water Policy Plan.
- \* Identifies agricultural and related needs of beneficiaries; recommends policies, programs, and projects for the development and use of DHHL agricultural lands, updates and implements the DHHL Agriculture Program Plan.
- \* Develops statewide program plan to address climate change and natural disaster preparedness.
- \* Develops statewide program plan to guide DHHL management of natural and cultural resources.
- \* 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 and updates DHHL Renewable Energy Policy Plan.
- \* Develops and updates DHHL Regional Plans.
- \* Develops and updates the Native Hawaiian Development Program Plan.

#### Community Development Section

- \* Develops strategies and proposals for improving access to federal programs and initiatives that provide funding and technical assistance.
- \* Implements and Native Hawaiian Development Program
- \* 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.

#### Data, Surveys and Technical Section

- \* 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.

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, pastoral, commercial, infrastructure both on-site and off-site, industrial, and mixed or other community 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 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.
- \* 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 applications and 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 computer and word processing and other software applications, photocopier, and other office machines and equipment; maintains official divisional files; coordinates with other divisions to obtain logistical support and services required by the Division; provides information to applicants, lessees, and the public; answers phone calls and transfers calls to the appropriate party, searches through a variety of paper and electronic files and records, receives and reviews various documents of the Department, including but not limited to, leases, amendments, assignments, mortgages, modification, releases, and guarantees for conformance to established requirements and records data into the Department's software system; receives and reviews Requests for Improvements from lessees to ensure all required documents are present, lease rents, mortgage, and property taxes



are paid current, and routes to appropriate personnel and division for approval.

#### 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.

- \* Provides information and technical assistance to potential 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 to substantiate applicant's blood quantum eligibility and provides instructions to applicants on how and where to obtain documentation.
- \* Develops and maintains waiting lists by specific types of homesteads lots leases 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.
- \* 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 request for major repair and construction projects; operates and maintains automotive and other equipment.

- \* Accepts and processes applications for homestead leases and for financial assistance; provides information and assistance to applicants and to lessees; coordinates with the Homestead Applications Branch to complete homestead lease 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, rescind, surrender, transfer leases, 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, lease 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; processes water billing and generates monthly statements.
- \* 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, Federal, 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 water systems statewide, two cemeteries, three parks, and three community halls.
- \*

#### 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.

- \* Provides information and assistance to homesteaders wishing to cancel, surrender, transfer, or designate successors to homestead leases; provides assistance, technical support and coordinates as needed with Neighbor Island District Offices to complete lease-related transactions and to resolve problems relating to lease agreements.
- \* Participates in providing orientation and educational sessions to applicants and to homesteaders.
- \* Provides assistance to other DHHL divisions and offices, as needed.
- \* Coordinates/manages one cemetery in Nanakuli.
- \* Prepares recommendations for Commission action regarding homestead lease matters.
- \* Prepares correspondence relating to homestead lease matters.
- \* Operates and maintains lease recordation system.
- \* Maintains lease recordation system.