

Prepared by the Office of the Executive Vice President for Academic Affairs, University of Hawai'i System.

This replaces the abolished policies: Executive Policy E2.209 dated July 2000, Executive Policy E5.224 dated May 2011, and Executive Policy E5.226 dated May 2011.

UNIVERSITY OF HAWAI`I

EXECUTIVE POLICY - UNIVERSITY HOUSING ASSISTANCE PROGRAM

MAY 2014

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E9.230 - University Housing Assistance Program

I. INTRODUCTION

With the Board of Regents delegation of authority to the President to promulgate an Executive Policy to implement the components of the University Housing Assistance Program, the purpose of this Policy is to establish the administrative infrastructure created by Board policy under Section 9-9 University Housing Assistance Program.

II. PURPOSE

The purpose of this Policy is to describe and establish guidelines for the University Housing Assistance Program.

The purpose of the University Housing Assistance Program ("Program") is to support the University's competitive strategy in personnel recruitment by providing housing assistance, including primarily transitional housing, through the Program. The Program is not intended to and does not have sufficient resources to assist all personnel. Resources shall be allocated based on institutional need to attain excellence in University programs.

III. RESPONSIBILITIES

It shall be the responsibility of the President or authorized designee to promulgate a policy with appropriate consultation relating to University Housing Assistance. It is the responsibility of the Mānoa University Housing Office ("Office") to administer the Program and to provide support, information,

and consultation to academic units and prospective tenants, purchasers, and participants.

IV. MANAGEMENT OF UNIVERSITY-OWNED RENTAL PROPERTIES

O'ahu Rental Projects

These provisions are applicable to the Wa'ahila Rental Project, the Kau'iokahaloa Nui Rental Project, and the University-owned rental units of the Kau'iokahaloa Iki Project.

Eligibility criteria and priority ranking assignments are established in Board policy under Section 9-9, University Housing Assistance Program.

The standard lease term for priority rankings one (1), two (2), and three (3) shall be one (1) year, and may be renewed annually for up to a maximum of three (3) years.

The standard lease term for priority rankings four (4) and five (5) shall be one (1) year and is not renewable.

The President shall have authority to approve lease extension requests based on the following:

- a. Priority one (1) or two (2) Tenants who have not yet achieved tenure by the end of the maximum term of stay of three years may apply for lease extensions beyond the maximum three-year term of stay. The President has authority to approve these lease extension requests on a case by case basis.
- b. The President shall have authority to approve lease extensions beyond the standard maximum terms of stay in order to maintain occupancy rates at appropriate levels to ensure the Program remains self-sustaining.

1. Rental, Parking, and Utility Rates

In accordance with authority delegated by the Board of Regents, the President or authorized designee shall impose rental, parking, and utility fees for occupancy in O'ahu Rental Projects, and shall revise rental, parking, and utility fees whenever necessary to ensure the self-sustaining operations of the O'ahu Rental Projects and other components of the University Housing Assistance Program.

- a. Rental, parking, and utility rates for the O'ahu Rental Properties shall be sufficient to produce revenue to:

- (1) Pay costs of construction, operation, repair and maintenance of the rental properties;
 - (2) Pay, when due, all bonds and interest thereon, for the payment of which revenue is or has been pledged, charged, or otherwise encumbered, including reserves;
 - (3) Provide a reserve for improvements to and replacement of the facilities and premises;
 - (4) Carry out all covenants and provisions of the resolution or resolutions authorizing the issuance of bonds.
- b. Current rental, parking, and utility rates shall be published on the University Housing Office website at <http://www.hawaii.edu/fachousing/rentalhousing.html> .
 - c. Rental rates may be increased by the University Housing Office annually up to three percent (3%) a year from the most recently established and published rental rates. Rental rate increases greater than 3% shall be approved by the President or authorized designee.
 - d. Rental rates shall include water and sewer service.
 - e. For Wa'ahila, there shall be a telephone basic line charge at actual rates charged by UH Information Technology Services.
 - f. For Wa'ahila, there shall be a separate utility charge for each unit for electricity and gas services which is an allocated portion of total utility consumption for the Wa'ahila complex. The allocation methodology is based on the square footage of each unit. Utility rates may be adjusted from time to time by the Office.
 - g. The University must adhere to applicable federal and state laws and regulations, including the Internal Revenue Code section 119, which states that if the amount of annual rent paid by a tenant is less than five percent (5%) of the appraised value of the campus lodging, the difference shall be reported as gross income to the tenant. Appraisals will be conducted at a minimum of every three years.

2. General Requirements

- a. Future Occupancy. Once a person has been an occupant of a unit in an O'ahu Rental Project as an Eligible

Person, an Eligible Person's spouse or family member, or a co-tenant of an Eligible Person, he/she shall be ineligible for future occupancy in a university housing unit for a period of three (3) years from vacate date.

- b. Household Members. Members of the Tenant's household who reside in the rental unit need not be an eligible Board appointee to occupy the rental unit nor need to be related by blood or marriage to the Tenant. All adult members of the Tenant's household shall be required to sign the rental agreement and comply with all other tenancy requirements. Household members must vacate rental units once the Eligible Person moves out or is no longer eligible.
- c. Termination of Occupancy. The Office shall establish procedures which allow the University to terminate the occupancy of any Tenant who is no longer qualified to occupy the rental unit.
- d. Subleases and Assignment. Unless agreed to by the Office in writing, a Tenant shall not sublet the rental unit and parking stalls nor assign the rental units and parking permits. Violations could result in eviction.
- e. Other Requirements. The Office may adopt House Rules and other documents for the safety, care, cleanliness, and appearance of the Rental Projects and to regulate the conduct of Tenants and visitors to the Rental Projects.

V. INFORMATION, COUNSELING AND REFERRAL

The University shall provide housing information, counseling, and referral services to University personnel.