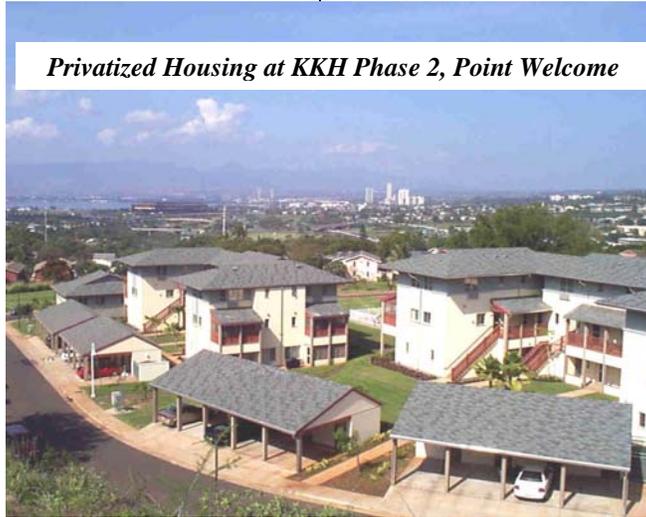


FAMILY HOUSING

04/16/08: Updated by Bob Sullivan, ISC Honolulu

Privatized Housing at KKH Phase 2, Point Welcome



Coast Guard Housing Organization

Area Housing Authority (AHA)

The AHA is responsible for the overall Coast Guard's housing program throughout the Fourteenth District Area of Responsibility (AOR). Commanding Officer, ISC Honolulu is the designated AHA for all CG housing, owned and leased.

Area Housing Officer (AHO)

Is responsible to the AHA for administration of the Coast Guard's Housing Program throughout District Fourteen's area of responsibility.

Oahu Local Housing Officer (LHO)

The LHO is responsible to the AHO for the execution of guidelines and policies governing housing on Oahu, where the majority of Coast Guard personnel assigned to the State of Hawai'i reside. The LHO is the primary point of contact for assignments, complaints, suggestions, information and other housing matters.

Local Housing Representative (LHR)

Each unit has a designated, collateral-duty Local Housing Representative who can assist unit members in dealing with housing issues. Ask your sponsor for the name of your LHR.

Housing Types on Oahu

Privatized Housing

Army Hawai'i Family Housing (AHFH)

Effective 1 October 2004, the Coast Guard privatized their 318 quarters at Kia'i Kai Hale (KKH) located in the Red Hill area of Oahu. You will often hear this housing site referred to as either "KKH" or "Red Hill."

Operation, management, and maintenance have been turned over to a private contractor, Army Hawai'i Family Housing. Residents who accept and reside in this privatized housing will be required to sign a lease and start an allotment equal to the amount of their BAH to AHFH to serve as their rental payment. For further information regarding privatized housing, please contact the ISC Honolulu Housing Office at (808) 842-2073/2071. You may also visit the AHFH website at

www.armyhawaiiifamilyhousing.com

Civilian Housing Located Within the Community

Members reside “on-the-economy” when:

1. Member elects to reside within the civilian community; or
2. There’s no vacancies in Government-owned housing and member is not eligible for Government-leased housing; or
3. Member is Government-lease eligible but lease funds are unavailable.

Leased Housing

The AHA manages very few Government-leased quarters throughout the AOR. This is because BAH or existing Government-owned housing provides most members/families with adequate quarters.

When a member is eligible for Government-leased quarters, the Coast Guard pays for all lease costs including basic utilities (electricity, gas, and water).

Most CG leased housing units are three-bedroom apartments or townhouses, located in the civilian community within an hour commute of your duty station. Each CG leased housing unit has been inspected by the Coast Guard for adequate size, facilities, safety, and surrounding community.

Leases can be obtained for members and their family only when no Government-owned or AHFH privatized housing is available and they meet all the eligibility criteria.

Criteria for assignment eligibility to Coast Guard leased quarters are based on:

- Pay Grade
- Bedroom Entitlement
- Local Basic Allowance for Housing Rate
- Local Market Rental Rates

Headquarters/ISC Honolulu’s leased policy is subject to annual change. Call the Housing Office at (808) 842-2073/2071 to check on current eligibility and availability.

All active duty personnel are required to check into the ISC Honolulu Housing Office by the next business day upon signing into the gaining command. Please contact the Housing Office for further assistance at (808) 842-2073/2071.

CG-Owned Housing

All members reporting to units in PACAREA are required to obtain a release from mandatory assignment to government quarters prior to receiving BAH per MLC PACINST 11101.11. The Coast Guard owns seven housing units in two different areas of Wailupe and Diamond Head on the island of Oahu and seventeen housing units on the neighbor islands of Kauai, Maui, and Hawai`i (aka The Big Island).

The LHO makes assignments to CG-leased and owned housing when available. The Housing Office cannot predict housing availability or guarantee assignment. Members should also be aware that pets are not allowed in Coast Guard leased housing.

Wailupe Quarters

Six houses are located in the Aina Haina section on the Wailupe Peninsula, between Diamond Head and Koko Head craters. These housing units are designated for only CG Captain (O6) assignment. They are all duplexes with the exception of Quarters A and Quarters D/E, which are single family units.

Diamond Head Quarters

One of Hawai`i’s oldest landmarks is located at the base of Diamond Head crater and serves as the residence of the Fourteenth Coast Guard District Commander, as a Representational Facility. For further information refer to the ISC Honolulu Housing website at www.uscg.mil/mlcpac/ischon/housing/index.htm or contact the housing office for further questions at 808-842-2071 or 2073.

Army Hawai`i Family Housing (AHFH)

Army Hawai`i Family Housing manages the Coast Guard’s previously owned 318 housing units located at Red Hill and the Army’s previously owned housing located in Schofield Barracks, Wheeler Army Air Field, Aliamanu Military Reservation (AMR), Tripler and Fort Shafter.



AHFH Aliamanu Military Reservations Rim Community

This housing area is situated six miles from downtown Honolulu and three miles from Pearlridge Shopping Center and is divided by Moanalua Freeway (Highway 78) into Red Hill Mauka (formerly known as KKH Phase One) and Red Hill Makai (formerly known as KKH Phase Two). Red Hill Mauka is currently under deconstruction and is anticipated to be available late summer of 2008; Red Hill Makai was built in 1974 and is presently referred to as the AMR Rim Community. Kia'i Kai Hale was commonly referred to as "KKH" or "Red Hill" and is now included as part of AHFH's Aliamanu Military Reservations (AMR) community.

Officer housing located with AMR Rim community, Red Hill Makai, consists of three- and four-bedroom, single-family units and duplexes and two-bedroom townhouse units. Enlisted personnel housing encompasses two, three, and four-bedroom multi-family townhouse units.

AHFH will offer housing within close proximity of member's assigned commands. Members who are stationed on Oahu (except Air Station Barbers Point and COMMSTA Honolulu), will be considered part of the South Division Area and may be offered quarters located at AMR, Ft. Shafter, or Tripler Army Medical Center. Members assigned to Air Station Barbers Point and COMMSTA Honolulu are considered part of the North Division Area and may be offered quarters at Schofield Barracks, Helemano Military Reservations, Wheeler Army Air Field, Mendonca Park. Anyone accepting quarters in either the South or North Divisions will be required to sign a lease. Additionally, they will need to pay the cost of their first months' rent by money order or cashier's check at the time of their housing assignment until their BAH allotment commences. It is recommended that the members bring with them at least the amount equivalent to one month's Hawaii BAH rate. For further information see the AHFH website: www.armyhawaiifamilyhousing.com.

Housing Features

Typical features of Red Hill Makai/AMR Rim Community housing:

- Tile or Linoleum Flooring (no carpets)
- Dishwasher in Kitchen
- Ceiling Fans in Most Rooms
- Refrigerator/Stove
- Screened Porch (called "lanai")
- Washer and Dryer (based upon Rank. Please contact AHFH for additional information)

Not provided:

- Garbage Cans
- Air Conditioners (But Note: A/C can be purchased and installed by member if desired. Please contact AHFH for further detailing information.)

Housing in other AHFH communities have different amenities or may lack some included with KKH/ AMR Rim Community (Phase 2) housing. Most yard maintenance tools (mowers, weed whackers, etc.) can be borrowed from the AHFH housing office.

CG Housing Assignment Policy

MLCPAC has established mandatory housing assignment to government owned housing in order to attain the 98% occupancy rate per CG Housing Manual. All members are required to complete a Request for Housing Determination (MLCPACHSG-003) and an Application for Assignment to Military Housing (CG-5267). You can submit these forms to the Local Housing Officer by e-mail to Robert.J.Sullivan@uscg.mil or fax (808) 842-2074. Below forms can be accessed via ISC Honolulu Housing weblink - http://cgweb.d14.uscg.mil/ischon/Web/housing/new_arrive.htm

1. [Request For Housing Assignment Determination \(MLCPHSG-003\)](#)
2. [Application For Assignment To Military Housing \(CG 5267\)](#)
3. A copy of your executed orders

All members currently stationed in Hawaii and transferring to another unit in Hawaii are still required to complete these forms. The ISC Honolulu Commanding Officer (AHA), by general policy, makes housing assignments for Senior Officers being considered for assignment to Wailupe Quarters. Accompanied officer and enlisted personnel and their dependents must seek a release from mandatory assignment to government owned housing prior to receiving their BAH entitlement and reside on the economy.

All accompanied personnel should visit the ISC Honolulu Housing Office by the next business day after arriving on island to receive a thorough housing In-brief. The housing office is located within the ESU/NESU building on Sand Island, on the 2nd floor. Please call (808) 842-2073/2071 for further assistance.

Assignment To Government / Privatized Quarters

Government quarters are defined as *owned* or *leased*. Separate waiting lists shall be maintained and administered as prescribed in accordance with the CG Housing Manual.

Assignment priority is based on:

- Control Date; and
- Bedroom Entitlement

The Control Date is defined as the actual reporting date, or date of the housing application, whichever is later.

The Bedroom Entitlement is defined as the number of bedrooms you are eligible for, which depends on the age and gender of your dependent children. Refer to the Minimum Bedroom Requirement Table in this Section.

The waiting lists for Coast Guard-owned housing are maintained at the Housing Office. Housing assignment information (such as address) cannot be provided until the actual housing assignment is made.

Privatized housing applicants are placed on the waiting list once signed into the gaining command with an eligibility date based upon the date signed out of their losing command. Placement on appropriate housing waitlists will be based upon applicant's rank and number of command sponsored dependents (one-bedroom per child).

A note for pet owners: AHFH strictly prohibits Pit Bulls and/or any Pit Bull breed combination type dogs to reside within privatized housing.

AHFH Application and Waiting List

The AHFH application process starts when you sign in to your PDS and report to either the South or North Division Offices to apply for housing. Advance applications will be accepted as a planning tool.

Please contact ISC Honolulu Housing for further information regarding AHFH privatized housing at (808) 842-2073 / 2071.

Applying for Housing on Kauai, Maui, or Hawai'i (The Big Island)

Each neighbor island command manages its own members' assignment to Government quarters with oversight by the Area Housing Officer. Due to established mandatory housing assigned to government owned housing by MLCPAC, all PSCing in personnel must seek a release from mandatory assignment prior to receiving their BAH entitlement and residing with the civilian community. Please contact the ISC Honolulu Housing Office for further assistance at (808) 842-2071/2073.

The following Coast Guard-owned housing communities are located on the neighbor islands:

Station Maui: Six detached, three-bedroom units

CGC KISKA: Five detached, three-bedroom units

Station Kauai / CGC KITTIWAKE: Six detached, three-bedroom units.

Leased housing may also be available as unaccompanied and family housing to qualified members when no Government-owned quarters are available.

Those interested in applying for Government-owned housing should send the below listed documents directly to the local unit's Commanding Officer or Officer-in-Charge to be forwarded to the unit LHR.

fax or PDF the following documents:

- CG-5267 *Application for Government Quarters*
- Copy of the Determination Form MLCPHSG-003

Applying For Army Hawai'i Family Housing (privatized housing)

Privatized housing is viewed as community based housing. The only difference is that while the land is still Government-owned, the houses now belong to a private contractor. Members may send copies of executed orders as advance applications, but will not compete for housing on AHFH waitlist until they have signed into the gaining command.

All active duty members' shall check into the ISC Honolulu Housing Office to receive their initial housing brief prior to being referred to AHFH to seek privatized housing. The Housing Office will provide you with all of your available housing options to help you make a more informed housing decision for you and your family.

For further information and assistance, please contact the ISC Honolulu Housing Office at (808) 842-2073 / 2071.

Arranging Delivery of HHG

When you're ready to take possession of your household goods, you must call JPPSO Pearl Harbor at (808) 473-4497 or 473-1489 for HHG status and to arrange delivery.

Contact the Coast Guard Transportation Officer at (808) 842-2019 / 2020 for assistance if any problems with JPPSO Pearl Harbor can't be resolved.

Appendix B has detailed information on household good deliveries and damage claim procedures.

Guidelines on Obtaining Housing in the Community

If you have been advised by the Local Housing Officer that Government quarters will not be available within 30 days of your arrival on island and have received a release from mandatory assignment to government owned housing, you will need to initiate a search for on-the-economy permanent accommodations. An "adequate search for housing" is detailed in the **Your Housing Search Section**.

Contact the ISC Honolulu Housing Office at (808) 842-2073 / 2071 to receive further counseling before searching for civilian housing.

The following are **additional resources** to search for civilian rental listings accessible on the Internet:

<http://the.honoluluadvertiser.com/current/homes/classifieds>
<http://starbulletin.com/classifieds/index.html>
<http://www.rentalsillustrated.com/>
<http://www.ahrn.com>

Housing Service Office (HSO)

In addition to the classified ads in the newspapers and websites, members searching for rentals on the economy may also use the Housing Service Office (HSO), formerly known as the Community Homefinding Relocation Referral Services (CHRRS). HSO is a free service provided by the Army with access to a large database of rental listings. They will help you obtain a satisfactory rental with the right contract terms. The HSO can be reached at (808) 438-1522/1609/6198.

All members are **strongly encouraged** to use the services of the ISC Honolulu Housing Office and HSO to expeditiously find civilian housing and to:

- Advise you of the overall rental situation on the island
- Review the rental lease with you to make sure it contains the necessary clauses for your protection.

Before using HSO's services, members must check into the gaining command and complete their housing brief with ISC Honolulu Housing, to include receiving their TLA entitlement counseling from the Transportation Office. ISC Honolulu Transportation Office will provide the proper TLA package in which you will record the rental units you viewed. Please see **Your Housing Search** in this section for further TLA information.

Rental Housing Costs

Honolulu area rental housing costs are well above the national average. Most one-bedroom units are in low- or high-rise apartments, but a few townhouses are available. Two- and three-bedroom units are found in high-rise apartments or townhouses. Three-bedroom units are mostly single family houses. Most four- and five-bedroom units are single family homes and may be difficult to locate.

Because nearly all rentals require first month's rent plus a security deposit (equal to one month's rent), expenditures could total from \$2000 to \$3000. Members can request advance BAH to help pay for these upfront costs. A request to your unit Servicing Personnel Office (SPO) for an advance payment of up to three months of BAH is available. CG Mutual Assistance loans are also granted (for security deposits only). Contact the ISC Honolulu SPO at (808) 842-2025 for further assistance.

Buying Real Estate

A small percentage of active duty Coast Guard members purchase their own home on Oahu. The 2007 median price for a three-bedroom, detached house was \$676,000. Two- and three-bedroom townhouses are available starting at \$384,000.

Your Housing Search

An **adequate search** for housing consists of the following (while in a TLA status):

- During the first 10-day TLA period, at least 5 units must be looked at. Each housing unit must be available for rental (not already rented).
- In each successive 10-day period, the member or family must look at at least 10 suitable and available housing units.
- Each of the units is within the limits of the member's BAH
- Each unit meets the member's minimum bedroom requirements.
- Each unit meets the member or family's unique requirements. For example, units those allow pets if the family has a pet; appropriate facility outfitting if a family member is physically challenged and a member of the CG's Special Needs Program.
- Each unit is within reasonable commuting time.

Lack of personal POV and non-arrival of HHG are not valid reasons for failure to look for suitable housing or for signing a lease. Navy Fleet and Family Services provides Basic Kit items like kitchenware, microwave, etc and the Armed Services YMCA also has linen, towel kits for a nominal fee. Please see **Supplemental Basic Kits** in this Section).

An "Adequate" Rental Unit

Coast Guard definition of an adequate rental unit is:

- A complete dwelling unit with private entrance, bath, and kitchen for the sole use of the occupants, and so arranged that both kitchen and bedrooms can be entered without passing through bedrooms.
- Well constructed, in a good state of repair, with kitchen equipment provided or available on a rental basis.
- Unit must be located in a residential area which meets acceptable standards for health sanitation and which is not subject to offensive fumes, industrial noises, and other environmental factors hazardous to the health of the occupants.
- Within a one-hour commute of work.
- A member may choose to rent a unit that does not conform to the above definition

Because HSO lists only housing units that meet the above adequacy criteria and whose landlords have signed a statement of nondiscrimination, it benefits you to look at units listed on the HSO's DoD Referral website at www.hawaii.dodreferral.com.

Caution on Rental Refusals

If in a TLA status and searching for an on-the-economy rental, you must be careful what reasons you provide for not accepting a rental on the Record of Housing Search. You can be denied TLA payment if you refuse rentals for invalid reasons. Call the ISC Honolulu Transportation Officer at (808) 842-2019 / 2020 if you have questions.

Valid Reasons for Rental Rejection

The following conditions can justify refusal to accept a rental unit (while in a TLA status).

- Combined rental fee and cost of utilities (except telephone) are beyond the member's means. The Coast Guard considers the unit to be too expensive.
- Distance to school seems excessive or there is a lack of public transportation.
- Rental unit is located in a "high-crime" neighborhood.

The member must provide detailed substantiation of either or both of these factors to justify not renting.

Invalid Reasons for Rental Rejection

The following are some examples of invalid reasons to reject a rental unit (while in a TLA status)

- Lack of enclosed garages
- Lack of exterior storage
- Lack of fenced yards
- Commute times up to one hour

Commuting Distances

Most community residences are considered to be within reasonable commuting time of any duty station on Oahu (one hour commute by a privately owned vehicle, one way, during rush hours and no further than 30 miles from the installation).

Renter's Military Clause

A member should not enter into a lease unless the landlord has included a military clause that releases the member from the lease in event of PCS orders. **In Hawai'i, 28 days written notice must be provided** to the landlord. All landlords listed with HSO include the primary military clause in the lease. This clause requires the landlord to

release the member from the lease when the member has been issued PCS orders to another geographic location.

Many landlords will incorporate a **second military clause** in a lease. This additional clause releases the member from the lease if the member is subsequently assigned to Government-owned housing. Signing this clause is voluntary on the part of the landlord. Even so, 28 days notice must still be provided to the landlord. Rental unit listings provided by the HSO indicate which landlords offer the second military clause (all HSO listings have the first military clause). The majority of landlords offer the second military clause but even those who do not may be willing to negotiate inclusion of the second military clause. We strongly recommend that you consult with the ISC Honolulu Housing Office prior to signing any lease with a landlord. Such consultation will ensure you fully understand your obligations under the lease terms and conditions. Also, housing referral specialists are able to assist you in negotiating with the landlord.

Purchase of a Home

To purchase a home, members must seek release from mandatory assignment to government owned housing. Please contact ISC Honolulu Housing at (808) 842-2071/2073 for further assistance. If approved, they will be allowed to remain in an arrival TLA status not to exceed 30 days, commencing on the date the member arrived in Hawai'i.

This authorization is contingent on the member:

- Actively seeking temporary quarters prior to closing
- Notifying the AHO, as soon after reporting as possible, of the intention to purchase a home and receiving release from mandatory assignment to CG owned housing Providing Record of Housing Search forms that indicate an aggressive, diligent search
- Promptly providing ISC Honolulu Transportation Office with a copy of each DROA (Deposit, Receipt, Offer, and Acceptance document) executed (offer to a seller)
- Providing final DROA accepted by a seller to the ISC Honolulu Transportation Office and Housing Office.

Once a member receives release from mandatory assignment to CG owned housing from the AHO, he/she is not required to look at a minimum number of homes for sale in any 10-day period. Delay in completing the purchase of a home is not sufficient reason to justify an extension of arrival TLA, however. Call the ISC Honolulu Transportation Office for additional clarification at (808) 842-2019 / 2020.

NOTE: There are **many financial risks** associated with purchasing a home; therefore, it is a personal decision. The Coast Guard does not officially endorse home purchases. As with all other major financial decisions, members should seek appropriate advice from real estate, financial, and legal experts.

Supplemental Basic Kit

The Navy Fleet & Family Service Center, **Loan Closet 530 Peltier Ave**, BLDG 1925 assists Coast Guard members with orders, both accompanied and unaccompanied access to supplemental basic items include basic kitchen items less furniture . It is recommended that you call 471-8658 for assistance

Members who accept privatized housing from AHFH are eligible for loaner furniture from AHFH. Additionally AHFH residents PCSing in or out may seek Basic Kits from Navy Fleet and Family Service Center. Kits are available on a first-come, first-served basis. Call the Navy Fleet & Family Service Center, **Loan Closet** at (808) 471-8658 for further information and assistance.

Additional Hospitality Kit Resources

Armed Forces YMCA, 682-0504, Bldg. 89, Navy Pearl Harbor. A kit with kitchen and linen items rents for \$20 per 30 days. TVs and microwaves can be added for an additional fee of \$5.00. Items and hours may vary, so call first. Please call 473-3398 for further information.

Self Help Items

Wailupe Residents: can borrow a number of CG-provided lawn mowers and other lawn care items.

AHFH Residents: have use of AHFH-provided equipment to help with lawn / yard maintenance. Residents will receive further clarifying information during their housing assignment in brief with AHFH.

Utilities

Depending on where you live, you need to arrange phone, cable, electricity, water, etc.

Hawai'i TelCom

www.hawaiiantel.com
(808) 643-3456

Activation fee \$45.50. There is no deposit required.

Oceanic Cable

http://www.oceanic.com
(808) 625-8100

Cost to install is \$40.00 for the first jack; \$24.00 for each additional jack. Call Oceanic for a list of services and prices.

Hawaiian Electric Company (HECO)

http://www.heco.com.CDA/frontDoor
(808) 548-7311

Basic electric rates

Monthly Electric Rates*

<u>Size</u>	<u>Occupancy</u>	<u>Cost</u>
1 bedroom	1	\$60-\$110
1 bedroom	2	\$75-\$130
2 bedroom	3	\$120-\$180
3 bedroom	4	\$155-\$230
4 bedroom	5/6	\$185-\$275

*Source: HECO Feb 2007 (no A/C)

Hawai'i Board of Water Supply

(808) 748-5000

http://www.hbws.org/cssweb/

Minimum Net Floor Area for Apartments, Condos, and Townhouses (for Adequacy)

<u>Number of Bedrooms</u>	<u>Net Sq Feet</u>
1	550
2	750
3	1,000
4	1,200

Minimum Bedroom Requirements for Owned and Leased Housing (for Adequacy)

<u>Number of Dependents (Excluding Spouse)</u>	<u>Minimum Number of Bedrooms</u>
--	-----------------------------------

NONE 1

ONE 2

TWO, except as follows:..... 2

One 10 years or older..... 3

One 6 years or older and the other Opposite sex..... 3

THREE, except as follows: 3

Two, 10 years or older 4

One 10 years or older and the other two

opposite sex with one 6 years or older 4

FOUR, except as follows: 3

One 10 years or older..... 4

One 6 years or older and all of the

other three opposite sex of the one 4

Two 6 years or older of opposite sex and two same sex 4

Two 10 years or older and other two

opposite sex with one 6 years or older 4

Three 10 years or older..... 4

FIVE 4*

(*NOTE: Four bedroom apartments / houses are the largest authorized by COMDT)