



**State of Hawaii**

**CONSOLIDATED PLAN**  
**Consolidated Annual Performance and Evaluation Report**  
**(CAPER)**  
**DRAFT**  
**Third Program Year**

**Program Year 2012**  
**(July 1, 2012 - June 30, 2013)**

*(Concentrating on the Counties of Hawaii, Kauai, and Maui)*

September, 2013

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**EQUAL HOUSING  
OPPORTUNITY**



## **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

<b>Report Period:</b>  <b>July 1, 2012 to June 30, 2013</b>	<b>Name and Address of Grantee:</b>  <b>State of Hawaii Hawaii Housing Finance and Development Corporation 677 Queen Street, Suite 300 Honolulu, Hawaii 96813</b>
<b>Grant:</b> <b>HOME Investment Partnership Program</b>	
<p>The grantee's authorized representative certifies that:</p> <p>To the best of his/her knowledge and belief the data in this report was true and correct as of the date of the report.</p> <p>The records described in 24 CFR 92.508 are being maintained and will be made available upon request.</p> <p>Activities have been carried out in compliance with the certifications submitted with the application, and future activities will be carried out in compliance with the certifications.</p>	
<b>Name and Title of Authorized Representative</b> (Type/Print)  <b>Karen Seddon Executive Director</b>	<b>Telephone</b>  <b>(808) 587-0641</b>
<b>Signature of Authorized Representative</b>	<b>Date</b>



## **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

<b>Report Period:</b>  <b>July 1, 2012 to June 30, 2013</b>	<b>Name and Address of Grantee:</b>  <b>State of Hawaii Department of Human Services – Benefits, Employment and Support Services Division, Homeless Programs Office 820 Mililani Street, Suite 606 Honolulu, Hawaii 96813</b>
<b>Grant:</b>  <b>Emergency Solutions Grant and Housing Opportunities for Persons with AIDS</b>	
<p>The grantee's authorized representative certifies that:</p> <p>To the best of his/her knowledge and belief the data in this report was true and correct as of the date of the report.</p> <p>The records described in 24 CFR 576.65 and 24 CFR 574.530 are being maintained and will be made available upon request.</p> <p>Activities have been carried out in compliance with the certifications submitted with the application, and future activities will be carried out in compliance with the certifications.</p>	
<b>Name and Title of Authorized Representative</b> (Type/Print)	<b>Telephone</b>  <b>(808)</b>
<b>Signature of Authorized Representative</b>	<b>Date</b>



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# DRAFT - Third Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

*This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.*

*Program Year 3 CAPER Executive Summary response:*

The Hawaii Housing Finance and Development Corporation (HHFDC) is responsible for the development and implementation of the State's Consolidated Plan. The State's Plan concentrates on the use of HOME Investment Partnerships (HOME), Emergency Shelter Grant/Emergency Solutions Grant and Housing Opportunities for Persons with AIDS (HOPWA) funds in the counties of Hawaii, Kauai and Maui. The City and County of Honolulu receives its own allocation of HOME, ESG, and HOPWA funds. This CAPER is for Program Year 2012 (PY2012) which ran from July 1, 2012 to June 30, 2013.

### HOME Investment Partnerships (HOME) Program

For PY2012, the State received \$3,000,000 in new HOME program funds. PY2012 was the first year of the State's rotational allocation between the Counties of Hawaii, Kauai, and Maui (State Recipients); the County of Hawaii was the first in the rotation to receive the PY2012 HOME allocation. The County of Kauai will follow with the PY2013 HOME allocation, and the County of Maui will receive the PY2014 allocation.

The County of Hawaii proposed using HOME funds for activities that help to meet the U.S. Department of Housing and Urban Development's (HUD) decent housing objective. Pursuant to the Action Plan for PY2012, the State anticipated the achievement of HOME objectives through the following activities:

- Develop six (6) affordable rental units in Kailua-Kona for low-income families;
- Develop 44 affordable for-sale units, either through construction by a private developer, or using the self-help building method; and
- Provide tenant-based rental assistance to 75 households in the County Hawaii.

Although the County of Kauai was not scheduled to receive an allocation of PY2012 HOME funds, its activities from prior years generated program income which the County proposed to use as follows:

- Construct one new 3-bedroom, 2-bath home on a County-owned lot in Waimea, to be sold on a leasehold basis to a low-income household at or below 80% of Kauai's median income;
- Provide development financing to construct site infrastructure to create buildable subdivision lots for 48 homes for low-income homeowners with incomes ranging from 30% to 80% of Kauai's median income, using the self-help building method.
- Provide mortgage financing loans to approximately 5 low-income households at or below 80% of Kauai's median income to purchase single family dwellings.

The County of Maui was also not scheduled to receive PY2012 HOME funds, but anticipated the receipt of \$55,000 in program income during PY2012. The County of Maui intended to establish a Tenant-Based Rental Assistance program, and planned to use its program income to fund that program.

During PY2012, HOME funds totaling \$2,888,386.89 were disbursed for HOME activities and program administration. Additionally:

- 50 rental units in the Paanau Village, Phase 2 project (County of Kauai) were completed, 16 of which are HOME-assisted;
- 14 new households in the County of Hawaii received tenant-based rental assistance;
- six affordable for-sale units were completed in the Kenolio Leilani project (County of Maui);
- two affordable for-sale units were completed in the Kamamalu Condominium project (County of Kauai);
- seven HOME units in the Kumakua Self-Help Phase 2B (County of Hawaii) were completed using the self-help building method for low-income homebuyers; and
- nine HOME units in the Hawaiian Paradise Park Phase I projects (County of Hawaii) were completed using the self-help housing building method for low-income homebuyers.

### **Emergency Solutions Grant (ESG) Program**

In PY2012, the State received \$421,470 in Emergency Solutions Grant (ESG) funds. The Homeless Programs Office of the Department of Human Services' Benefits, Employment and Support Services Division (DHS-BESSD), the ESG program administrator, in coordination with the Counties' Continuum of Care, elected to dividethe award equally between the shelter operations and homelessness prevention/rapid re-housing components. ESG funds of \$197,698 were designed for shelter pperational activities in the Counties of Hawaii, Kauai and Maui to meet the 2010-2014 Consolidated Plan objectives of promoting decent, affordable housing and strengthening communities. These funds were awarded to Kauai Economic Opportunity, Women Helping Women, Family Life Center, Ka Hale A Ke Ola Homeless Resoiurce Centers, HOPE Services Hawaii and Child and Family Service. DHS-BESSD anticipated using funds to provide 773 homeless persons with housing stability and to help them transition to permanent housing. To strengthen communities, DHS-

BESSD anticipated providing funds for operations to providers of emergency shelters to assist approximately 1,138 homeless persons and 730 victims of domestic abuse.

The homelessness prevention/rapid re-housing component of ESG was funded \$197,968 and awarded to Family Life Center, Kauai Economic Opportunity, and HOPE Services Hawaii. Funds were utilized to assist homeless individuals and families quickly attain permanent housing and housing stability. Additionally, persons at risk of homelessness were provided assistance to retain permanent housing and housing stability. The agencies provided supportive services and financial assistance such as short- and medium-term rental assistance, security deposits, mortgage and utility payments. DHS-BESSD anticipated providing funds to assist 64 persons at-risk of homelessness and 48 chronically homeless individuals.

In PY2011 a second allocation of Emergency Solutions Grant (ESG2) of \$131,998 was awarded to the State. DHS-BESSD competitively awarded \$119,498 to one agency, Catholic Charities Hawaii, to provide rapid re-housing and housing relocation and stabilization services in the Counties of Hawaii, Kauai and Maui. Another \$10,000 was retained by DHS-BESSD for its administrative expenses, and the remaining \$2,500 was designated for the operation and administration of the Homeless Management Information System (HMIS). ESG2 funds were awarded in June 2012; as such, ESG2 results are being reported in this CAPER. Catholic Charities exceeded their goal by providing 50 households with housing relocation and stabilization services against its target of 30 households. The agency also provided financial assistance to 50 households, surpassing its goal of 30. Financial support included assistance with short- and medium-term rental payments, and security and utility deposits.

DHS-BESSD obligated the ESG funding within the timeframe required by HUD, and exceeded most of the goals identified for PY2012, despite the challenging economic environment.

During the program year, DHS-BESSD utilized 97.5% of the ESG funding designated for operations to providers of emergency shelters and outreach services, and 2.5% was used for program administration. The State's goals for PY2012 were to provide 1,138 safe nights of sleep through emergency shelters in the Counties of Kauai, Maui and Hawaii; 2,090 safe nights were provided. The state funded domestic violence emergency shelters in the Counties of Hawaii, Kauai, and Maui with the goal of providing a safe refuge and place to sleep for 730 adults and children; 770 persons obtained a safe refuge and a place to sleep. The state funded agencies to transition homeless persons into permanent housing. The annual goal was to transition 773 people, and 764 were transitioned.

### **Housing Opportunities for Persons with AIDS (HOPWA) Program**

For PY2012, the State received \$176,906 in HOPWA funds. DHS-BESSD, the HOPWA program administrator, competitively awarded the funds to providers in the Counties of Hawaii, Kauai and Maui to meet the 2010-2014 Consolidated Plan objectives of providing persons with HIV/AIDS with services to achieve housing stability and resources to obtain market rentals. DHS-BESSD proposed using HOPWA funds to provide tenant-based rental assistance (TBRA), short-term rental, mortgage & utility (STRMU) payments; permanent housing placement and supportive services for eligible residents.

The Neighbor Island HIV/AIDS Coalition (NIHAC) is a cooperative effort of the three community-based AIDS Service Organizations (ASOs) serving the islands of Kauai, Molokai, Lanai, Maui and Hawaii. Established in 1998, the cooperating agencies of NIHAC are Malama Pono Health Services (MP) (formerly, Malama Pono & Kauai AIDS project), Maui AIDS Foundation (MAF), and the Hawaii Island HIV/AIDS Foundation (HIHAF). Out of this coalition arose the Neighbor Island Housing Program (NIHP), which is funded by both formula and competitive HOPWA grants. The coalition provides TBRA, STRMU, Housing Placement Assistance services as well as supportive services/case management at the respective island AIDS Service Organizations (ASO). It serves three counties in the State of Hawaii which is comprised of the 5 separate islands.

In PY2012, DHS-BESSD continued its collaborative contract with the MAF as the lead agency for the NIHP. The objective was to accomplish two goals: 1) to provide funds to pay a portion of the market rental unit costs for homeless and homeless-at-risk persons with HIV/AIDS addressing the housing placement and permanent housing strategies, and 2) to provide housing information and rent/deposit assistance services to persons with HIV/AIDS addressing the housing placement strategy. The NIHP was not able to meet its goal to provide tenant-based rental assistance to 28 households, as 19 were assisted. It also fell short of its goal to provide supportive services to 447 persons, as 335 persons who have other housing arrangements received supportive services. The shortage of affordable rental units that are within the fair market rents as required by HUD continues to be an ongoing problem.

### **General Questions**

The State's Consolidated Plan for the period July 1, 2010 to June 30, 2015 identifies housing and special needs objectives to promote decent and affordable housing, strengthen communities, and increase homeownership opportunities. HOME, ESG and HOPWA program funds are used in the counties of Hawaii, Kauai and Maui. Although some projects and activities may benefit areas of minority concentration, funds are not specifically targeted for that purpose. Maps showing the locations or projects assisted with HOME, ESG and HOPWA are attached in Appendix G.

Charts 1, 2 and 3 in Appendix A provide a snapshot of the State's performance in attaining its five-year objectives. The PY2012 accomplishments in attaining these objectives are described below.

### **HOME Program**

1. *Assessment of the one-year goals and objectives:*
  - a. *Describe the accomplishments in attaining the goals and objectives for the reporting period.*

Starting with PY2012, the HHFDC began a rotational allocation of the State's HOME funds between the counties of Hawaii, Kauai and Maui. During PY2012, the State received \$3,000,000 in HOME funds, retained \$75,000 for administration of the program, and distributed \$2,925,000 to the County of Hawaii.

#### Accomplishments

The majority of the HOME activities/projects are funded by multiple years of HOME allocations. As such, the outputs and outcomes achieved during this reporting period are predominantly based on the commitment and

expenditure of prior HOME allocations to existing project/activities. A majority of HOME funds committed to activities in this reporting period will have outputs and outcomes produced in future program years.

The following **HOME Program** accomplishments were made during PY2012 towards attaining the decent housing objective.

Objectives HR-1 and HR-3: To address the shortage of affordable rental units for low-income families and special needs populations, \$25,000 in program income was disbursed to complete the Paanau Village Phase 2 project for families in the County of Kauai. The project provides 50 affordable rental units, 16 of which are HOME-assisted units.

In the County of Hawaii, \$235,946.21 was disbursed for the completion of construction of the Na Kahua Hale O Ulu Wini, formerly known as the Kaloko Housing Project. Lease-up to eligible residents is underway, and this project will be reported as complete in next year's CAPER.

The County of Hawaii also disbursed \$599,800 in prior years' HOME funds to the Mohouli Heights Senior project, expected to produce 60 affordable housing rental units when completed.

The County of Hawaii conditionally committed \$914,000 of its PY2012 HOME funds for the Na Kahua Hale O Ulu Wini project, which will produce 24 transitional housing units and 72 affordable rental units.

Objective HR-2: To address the shortage of affordable rental units for low-income families, the County of Hawaii disbursed \$243,292.94 in HOME funds to assist a total of 50 households, 14 of which are new households, with tenant-based rental assistance, and conditionally committed \$1,000,000 in PY2012 HOME funds for its TBRA program.

Although the County of Maui had proposed using any HOME program income for TBRA, it failed to establish a TBRA program, and expended its program income on its self-help housing project (see Objective HO-2, below)..

Objective H-1: In PY2012, the County of Kauai disbursed program income of \$80,873.44 for its Hanamaulu Transitional Housing Project and \$185,990.12 for its Kapaa Transitional Housing Project. Both projects are acquisition and rehabilitation projects to be used as transitional housing units to assist victims of domestic violence or the working homeless.

Objective HO-1: During the program year, the County of Maui disbursed \$132,105.22 to complete the development of the Kenolio Leilani project. The project has produced six affordable homeownership units to qualified homebuyers.

In the County of Kauai, the acquisition and re-sale of six units in the Kamamalu Condominium project were completed.

Objective HO-2: To address the shortage of affordable for-sale inventory, final disbursements of \$11,500 were made for the Kumukua Self-Help Housing Project, Phase 2B in the County of Hawaii. The project is complete and provides 7 affordable homeownership units.

The County of Hawaii also disbursed \$200,000 to complete construction of Phase 1 of the Hawaiian Paradise Park Mutual Self-Help Project; the project is complete and provides 9 affordable homeownership units.

Additionally, the County of Hawaii conditionally committed \$450,000 of its PY2012 HOME funds to Phases 2 through 5 of the Hawaiian Paradise Park Mutual Self-Help project, expected to produce 40 affordable homeownership units.

The County of Maui disbursed \$244,120.52 in prior years' HOME funds to Phase I of the Molokai Mutual Self-Help Housing project on the island of Molokai in the County of Maui. The project is under construction and anticipated to produce 7 homeownership units when completed. In PY2012, the County of Maui also disbursed a total of \$555,340.94 in prior years' HOME funds and \$19,582.38 in program income, to its Kahawai Apartments project. Construction is underway, and the project is expected to produce 16 affordable homeownership units when completed.

- b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.

**HOME funds** were disbursed for the following activities to attain HUD's **decent housing** objective.

HOME Activity	Hawaii	Kauai	Maui	HHFDC	Total State
HR-1	\$235,946.21	\$25,000.00	\$0.00	\$0.00	<b>\$260,946.21</b>
HR-2	\$243,292.94	\$0.00	\$0.00	\$0.00	<b>\$243,292.94</b>
HR-3	\$599,800.00	\$0.00	\$0.00	\$0.00	<b>\$599,800.00</b>
H-1	\$0.00	\$266,863.56	\$0.00	\$0.00	<b>\$266,863.56</b>
HO-1	\$0.00	\$0.00	\$132,105.22	\$0.00	<b>\$132,105.22</b>
HO-2	\$211,500.00	\$0.00	\$819,043.84	\$0.00	<b>\$1,030,543.84</b>
HA-1	\$75,027.95	\$99,050.89	\$91,919.95	\$88,836.33	<b>\$354,835.02</b>
<b>TOTAL</b>	<b>\$1,365,567.10</b>	<b>\$390,914.45</b>	<b>\$1,043,069.01</b>	<b>\$88,836.33</b>	<b>\$2,888,386.89</b>

Details on how HOME funds were spent follow.

HR-1: Construct affordable rental housing for low-income families.

- During PY2012, HOME funds totaling \$25,000.00 from the County of Kauai's program income or recaptured funds were disbursed for the Paanau Village Phase 2 project. The project is complete, and produced 50 affordable rental units, 16 of which are HOME-assisted rental units.
- The County of Hawaii disbursed \$235,946.21 for Phase III of its Na Kahua Hale O Ulu Wini project (formerly Kaloko Housing Project). The project is complete and began its lease-up in July, 2013.

HR-2: Provide tenant-based rental assistance.

- The County of Hawaii disbursed \$243,292.94 for its Tenant Based Rental Assistance Program, providing 50 low-income households (14 new households) with tenant-based rental assistance (TBRA).

HR-3: Construct affordable rental housing for special needs populations.

- The County of Hawaii disbursed \$599,800 for Phase I of its Mohouli Heights Senior Residences project, which will consist of 60 affordable rental units for seniors when completed.

H-1: Develop transitional housing for the homeless or victims of domestic violence.

- The County of Kauai disbursed program income to two projects:
  - Hanamaulu Transitional Housing, 2 units: \$80,873.44; and
  - Kapaa Transitional Housing, 1 unit: \$185,990.12.

HO-1: Develop (new construction or acquisition/rehabilitation of) affordable for-sale housing.

- The County of Maui disbursed HOME CHDO funds totaling \$132,105.22 for the Kenolio Leilani project in Kihei, Maui; the project is completed and produced 6 homeownership units.

HO-2: Provide project development funds for self-help housing.

- The County of Hawaii disbursed \$11,500 in HOME CHDO funds to complete seven homes in the Kumakua Self-Help Project Increment 2B. The project is complete and provides seven affordable homeownership units.
- The County of Hawaii also completed final disbursement of \$200,000 in HOME funds to complete nine homeownership units in Phase 1 of the Pacific Paradise Gardens Self Help project.
- The County of Maui disbursed \$244,120.52 in HOME CHDO funds for Phase I of the Molokai Mutual Self-Help Housing project. The project is under construction and expected to produce seven units when completed.
- The County of Maui disbursed \$555,340.94 in regular HOME funds, and \$19,582.38 in program income, to its Kahawai Apartments project. The project is under construction and expected to produce 16 affordable homeownership units when completed.

HA-1: Provide effective program administration.

- The County of Hawaii disbursed \$75,027.95 for its HOME administrative expenses.
- The County of Kauai disbursed \$99,050.89 (includes \$39,168.76 from program income) for its HOME administrative expenses.
- The County of Maui disbursed \$91,919.95 for its HOME administrative expenses.
- The HHFDC disbursed \$88,836.33 for its administration of the HOME program.

Program Income / Recaptured Funds:

Of the \$2,888,386.89 in total HOME funds disbursed in PY2012, \$350,614.70 was program income/recaptured funds. The HHFDC continues to allow the Counties of Hawaii, Kauai, and Maui, as State Recipients under the State's HOME Program, to retain all program income/recaptured funds for redistribution to other HOME Program eligible activities. These funds are utilized prior to drawing from the U.S. Treasury account. In addition, the

Counties are allowed to use up to 10% of program income received for administrative purposes.

According to the Action Plan for PY2012, the Counties anticipated receiving a total of \$75,000.00 in program income/recaptured funds. The following reflects the actual amount of program income/recaptured funds received and disbursed by the Counties during this reporting period.

PY2012 Summary of PI/Recaptured Funds:

	County of Hawaii	County of Kauai	County of Maui	Total
Beginning Balance as of 07/01/2012	\$0.00	\$163,838.97	\$0.00	\$163,838.97
PI/Recaptured Funds Received in PY2012	\$0.00	\$704,901.40	\$19,582.38	\$724,483.78
PI/Recaptured Funds Spent in PY2012	\$0.00	\$331,032.32	\$19,582.38	\$350,614.70
Ending Balance as of 06/30/2013	\$0.00	\$537,708.05	\$0.00	537,708.05

For additional disbursement details, please refer to Appendix C, Exhibit A: Active HOME Activities for the Period of July 1, 2012-June 30, 2013.

- c. *If applicable, explain why progress was not made towards meeting the goals and objectives.*

Progress was not made towards carrying out the following **HOME program** activities during PY2012:

HR-1: Construct affordable rental housing.

Although progress is being made in this objective, progress is slow due to several factors.

Generally, the construction of affordable rental housing has been slow, in part due to complexities involved in developing affordable rental housing and a sluggish economy. Delays in the processing of entitlements such as building permits and the availability of infrastructure have delayed developments.

The availability of funding sources is another impediment. The high cost of housing in the State of Hawaii requires large amounts of subsidies to make affordable housing feasible.

More specifically, the cancellation of two rental housing projects in the County of Maui that were anticipated to produce approximately 95 units contributes to the State’s delay in reaching its goals for affordable rental housing. Additionally, the Counties of Hawaii, Kauai and Maui have historically been required to invest HOME funds from several grant years to finance projects. The County of Kauai’s Kalepa Village Phases 3 and 4 were developed using multiple years of HOME funds, illustrating this issue.

HO-1: Construct affordable for-sale housing.

Progress is being made in this objective. The Kenolio Leilani project in the County of Maui was completed, producing 6 affordable for-sale units, and the



Kamalalu Condominiums project in the County of Kauai has provided two more affordable for-sale units.

However, as in rental housing, the development of affordable for-sale housing has been slow due to complexities involved in developing affordable for-sale housing. Delays in the processing of entitlements such as building permits and the availability of infrastructure have delayed developments. Additionally, the cancellation of a for-sale housing project in the County of Maui that was anticipated to produce approximately 10 units contributed to the State's delay in reaching its goals for affordable for-sale housing.

The availability of funding sources is another impediment. The high cost of housing in the State of Hawaii requires large amounts of subsidies to make affordable housing feasible.

2. *Describe the manner in which the recipient would change its program as a result of its experiences.*

Issues pertaining to the timely commitment and disbursement of CHDO funds have been troubling and continued to be of concern in PY2012. In May 2010, the County of Maui's primary recipient of CHDO funds lost its development rights for the Waiehu Mauka project, a significant affordable rental project, which in turn prompted the County of Maui to withdraw its endorsement and funding of two other projects sponsored by this CHDO. These events triggered a return of HOME CHDO Reserve funds to the U.S. Treasury in PY2010 and a myriad of re-programming of multiple years of HOME allocations.

Although the County of Maui allowed the CHDO to complete its development of the Kenolio Leilani project (affordable for-sale project), HHFDC viewed these events as a signal to re-evaluate the way HOME funds are allocated, and consulted with representatives from the Counties of Hawaii, Kauai and Maui to discuss options for program improvement. As a result, HHFDC' changed its allocation of HOME funds to an annual rotation, starting with the County of Hawaii in PY2012. The County of Kauai will receive the State's entire HOME allocation in PY2013, and the County of Maui will receive the entire HOME allocation in PY2014. The receiving county is expected to commit and expend the regular entitlement, CHDO reserve, and administrative funds within the timelines established by HUD.

The intent of this change is to improve the State's administration and maximize efficiency of the HOME program. The annual award of the State's HOME allocation to one county (less a portion for HHFDC's program administration) is expected to result in a more efficient administration of the HOME Program, by reducing the amount of time needed for projects to proceed and ultimately accelerating the State's disbursement of HOME funds. An added benefit is that the Counties will have a two-year planning period to work with its partners to establish feasible projects and to secure additional funding to support its projects.

Additionally, the County of Maui was unable to establish a Tenant-Based Rental Assistance program as described in the PY2011 Action Plan. To meet HOME program deadlines, HHFDC in PY2012 de-obligated PY2011 funds and prior years from the County of Maui, as follows:

**De-Obligation of Funds:**

<b>Source of Funds</b>	<b>Amount De-obligated</b>
PY2011 HOME	\$750,279.00
Prior Years' HOME funds	\$300,000.00
<b>Total De-Obligated from the County of Maui</b>	<b>\$1,050,279.00</b>

These funds were re-allocated to the County of Hawaii for its Na Kahua Hale O Ulu Wini project, which will meet the HOME objective of providing decent affordable housing. The re-allocation will also help HHFDC to meet the HOME deadlines for these funds.

The County of Maui is planning for the PY2014 HOME allocation. HHFDC will continue to monitor its progress on previously-approved projects to ensure timely expenditures and completion.

**ESG Program**

1. *Assessment of the one-year goals and objectives:*

a. *Describe the accomplishments in attaining the goals and objectives for the reporting period.*

For the most part, DHS-BESSD, the ESG program administrator, met its goals identified for PY2012. DHS-BESSD anticipated using ESG funds to provide 773 homeless persons with housing stability and to help them transition to permanent housing, and exceeded this goal, as 764 were transitioned to stability in permanent housing. PY2012 funding for operations to providers of emergency shelters were expected to assist 1,138 homeless persons and far surpassed that goal by assisting 2,090. Funding was expected to assist 730 victims of domestic violence, but sheltered 770, exceeding the projection.

b. *Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.*

In PY2012, the State received \$421,470 in ESG funding. The State committed \$395,396 to service providers in the counties of Hawaii, Kauai and Maui and retained \$21,074 for DHS-BESSD program administration and \$5,000 for HMIS. The following accomplishments were made during PY2011 toward attaining the ESG Program objective of a suitable living environment. Please also refer to the "Grantee ESG Expenditures" table in Appendix E.

Objective HP-1: To address the need to provide unsheltered homeless persons with a safe place to sleep, ESG funds were used to provide operations funding to providers of emergency shelters on Maui, Hawaii and Kauai. 2,090 homeless persons were provided with safe nights of sleep, exceeding the goal to serve 1,138 homeless persons. All expenditures reported below are as of June 28, 2013 and reflect reimbursements through the third quarter. Fourth quarter reimbursements are still pending.

- DHS-BESSD committed operations funding of \$67,802 to HOPE Services Hawaii for emergency shelter for the unsheltered at the Kihei PUA Emergency Shelter in Hilo and the West Hawaii Emergency Housing Facility in Kona. In total, the agency provided safe nights of sleep for 370 homeless

persons, exceeding the annual goal of 293. During the program year, \$48,813 was expended.

- DHS-BESSD committed operations funding of \$22,492 to Ka Hale A Ke Ola Resource Centers (formerly known as Maui Economic Concerns of the Community) for emergency shelter for the unsheltered. The shelter expended \$16,861 and provided safe nights of sleep for 891 people, far exceeding its targeted goal of serving 285 homeless persons.
- DHS-BESSD committed operations funding of \$32,620 to the Kauai Economic Opportunity for emergency shelter for the unsheltered at its Mana'olana Emergency Shelter. As of June 28, 2013, \$31,013 was expended. The goal was to provide safe nights of sleep for 260 unsheltered persons; the agency topped their goal by serving 274 people with emergency shelter.
- DHS-BESSD committed operations funding of \$23,474 to Family Life Center for emergency shelter for the unsheltered at is Ho'olanani Emergency Shelter. As of June 28, 2013, \$23,154 was expended. The goal was to provide 300 safe nights of sleep for unsheltered persons, and the agency surpassed their goal by serving 555.

As homeless persons are not able to find affordable rentals, providers of emergency shelter are required to include transitioning homeless persons into permanent housing as an integral activity. The goal was to assist 773 persons to achieve housing stability with placement in permanent housing; this goal was nearly achieved as 764 people transitioned to permanent housing. The lack of truly affordable housing, coupled with the current economic crisis, continue to hamper efforts for permanent housing placement.

Objective HP-2: To address the need to provide persons fleeing from domestic violence with a safe place to sleep, ESG funds were used to provide operations and essential services funding to three emergency shelters for victims of domestic violence. Overall, 770 women and children were provided with a safe refuge and place to sleep during the program year, surpassing DHS-BESSD's goal of 730. All expenditures reported below are as of June 28, 2013.

- DHS-BESSD committed operations funding of \$14,535 to the Child and Family Services (CFS) Hale Ohana for victims of domestic violence. As of June 28, 2013, \$14,535 was expended. The goal was to protect 240 women and children from harm with a safe refuge and place to sleep; CFS Hale Ohana far exceeded their goal by providing 340 persons with a safe place to sleep.
- DHS-BESSD committed operations funding of \$14,535 to CFS West Hawaii Domestic Abuse Shelter for victims of domestic violence. As of June 28, 2013, \$9,839 was expended. 199 persons were provided with a safe place to sleep, resulting in their goal to serve 240 women and children being unattained.
- DHS-BESSD committed operations funding of \$22,250 to Women Helping Women (WHW) in the County of Maui for victims of domestic violence. The

agency provided 231 victims of domestic violence with a safe place to sleep, which fell short of their goal of serving 250 people. As of June 28, 2013, \$20,093 was disbursed.

Objective HP-4: To assist homeless persons to find affordable rental housing, DHS-BESSD required agencies funded with ESG to include transitioning homeless persons and victims of domestic violence into permanent housing as an integral activity. Its goal was to assist 515 victims of domestic violence, and 258 homeless persons into permanent housing, for a total of 773 persons. Agencies assisted 258 victims of domestic violence and 506 homeless persons into permanent housing, for a total of 764 during the program year.

Objective HP-6: To provide effective program administration to ensure an appropriate, efficient and effective use of ESG funds, DHS-BESSD retained \$21,074 for administration of this program. During the program year, no PY2012 funds were disbursed for administrative purposes, as the remaining balance from previous year's administration budget was utilized. The balance remaining from the PY2012 allocation will be disbursed in the future for audit fees, monitoring expenses, and/or travel reimbursements for program planning meetings of Bridging the Gap expensed during the grant period.

- c. *If applicable, explain why progress was not made towards meeting the goals and objectives.*

DHS-BESSD has met most of its goals and objectives for PY2012, described above. However, agencies serving victims of domestic violence report that it is a struggle to find affordable permanent housing for participants with little or no income, besides welfare benefits. Combined with the high cost of housing, lack of employment providing living wages, and poor emotional/physical health, participants find themselves unable to obtain and sustain safe and stable living environments. Some clients have actually returned to their abusers rather than become homeless. There has also been an increase in the number of victims seeking shelter from abuse, and staff has been stretched thin to get service plans and assessments done in a timely manner. DHS-BESSD and its sub-recipients have actively participated in the Hawaii Interagency Council on Homelessness (HICH) to advocate for the creation of additional permanent, affordable housing inventory across the State. Statewide attention and resources are necessary to create more affordable housing units.

2. *Describe the manner in which the recipient would change its program as a result of its experiences.*

DHS-BESSD is very proud of the accomplishments of the ESG-funded providers. Nearly all goals were surpassed for the program year and are expected to continue in the next program year. Significant efforts have also been made with Bridging the Gap (neighbor island CoC) to keep up-to-date with HUD requirements and preparation for full implementation of the HEARTH Act. DHS-BESSD, the CoC's and BTG worked collaboratively to determine objectives to be targeted with ESG funds. Together, they decided to focus its ESG2 funds solely on rapid re-housing for persons and families living on the streets and in emergency shelters. In addition to rapid re-housing activities, future ESG funds

will be used for homelessness prevention activities for those who are at-risk of becoming homeless. Increased technical assistance and support to the CoC will be planned for the next year.

## **HOPWA Program**

### *1. Assessment of the one-year goals and objectives:*

#### *a. Describe the accomplishments in attaining the goals and objectives for the reporting period.*

Significant achievements this year include ongoing housing stability and health care accessibility in a turbulent environment with a sluggish economy, an ongoing mortgage crisis and increased fuel costs. The service providers have been extremely resourceful in coping with declines in revenue from various funding sources, while maintaining their focus on client needs. Community collaborations have enabled the agencies to provide more with fewer resources at their disposal.

The scarcity of HIV primary care support, including medical, dental, nutritional and mental health care, has also raised concerns among persons living with HIV/AIDS (PLWH/A) and supportive care providers. One of the most significant accomplishments in PY2011 addressed this issue. The Maui AIDS Foundation (MAF) secured a doctor specializing in HIV/AIDS in PY2011 to attend to clients in MAF's offices one day a week. This added service enabled those who have limited transportation options to access a one-stop facility for much needed assistance. MAF has been able to make appointments for their nutritional, housing and health needs during a single visit. The agency is in the process of expanding services to include other physicians. MAF has also hired a registered nurse (RN) to help case manage the clients that need extra care. The agency is also in the process of hiring a second RN to work with the HIV specialist at the local community clinic, Malama E Ke Ola.

#### *b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.*

The following accomplishments were made during PY2012 toward attaining the **HOPWA Program** objective of a suitable living environment. Please also refer to the "HOPWA Performance Outcomes" in Appendix **F**. All expenditures reported below reflect reimbursements made through June 28, 2013.

Objective HP-5: Persons with HIV/AIDS lack sufficient resources for market rentals. To address this problem, MAF expended \$106,655 of its \$118,655 in HOPWA funds to pay a portion of the market rental unit costs for 27 eligible households to secure and/or maintain permanent housing, falling short of meeting its goal to serve 37 households.

Objective HP-3: Persons with HIV/AIDS need services to achieve housing stability. To address this need, the Maui AIDS Foundation (MAF) expended \$39,636 of its \$40,932 in HOPWA funds designated for housing information to assist 27 eligible persons with supportive services in conjunction with housing activities, falling short of its goal of 37, and 335 people received supportive services not in conjunction with housing activities, which fell short of its goal

of 363. Of \$6,702 designated for short-term rent, mortgage and utilities assistance, \$4,831 was expended, assisting six households. Of the \$1,900 committed to permanent housing placement assistance, \$1,900 was expended to assist two households.

Objective HP-6: To provide effective program administration to ensure an appropriate, efficient and effective use of HOPWA funds, DHS-BESSD allocated \$12,012 to MAF for administration, coordination, evaluation, record-keeping and reporting. As of June 28, 2013, \$11,432 was expended. DHS-BESSD also retained \$5,307 for administration of the program, of which no funds had been expended, as previous program years' reserves were utilized. DHS-BESSD's PY2012 administrative funds will be used for future audit services, staff training for new staff assigned to administer the HOPWA program, monitoring expenses, and/or travel reimbursements for program planning meetings of Bridging the Gap expended during the grant period.

- c. *If applicable, explain why progress was not made towards meeting the goals and objectives.*

Goals associated with providing housing assistance fell short of the projections due to numerous barriers related to the state of the economy and high cost of living. Hawaii is one of the most expensive states in which to live, especially considering the prohibitive expense of housing, either to purchase or to rent. These costs are out of reach for most middle income wage earners, more so for low-income persons living with HIV/AIDS. Additionally, in PY2011, NIHP reported that the movement of people leaving the program, which in turn would create openings for new clients, had slowed considerably. Section 8 waiting lists in the rural counties are still closed due to an existing eight-year wait period. Jobs are still severely limited in the Counties of Hawaii, Kauai and Maui.

2. *Describe the manner in which the recipient would change its program as a result of its experiences.*

Despite the many challenges faced by the Neighbor Island Housing Program (NIHP), they have consistently surpassed the housing stability rate of 90% for the national outcome goal. This is achieved by NIHP's continued effort to increase communication between staff and clients, and between agencies, as a means to improve program efficiency and effectiveness. The NIHP has representatives from each of the counties of Hawaii, Kauai and Maui that attend the respective county's Continuum of Care meetings.

The Executive Directors of the AIDS Service Organizations (ASO) also continue to meet quarterly on Oahu for Network Service Provider meetings and will continue to schedule post-meeting sessions to discuss and review NIHP issues. These face-to-face meetings have been tremendously helpful for defining and resolving issues in the Neighbor Island HIV/AIDS Coalition (NIHAC) collaboration. Video conferencing has also been implemented as a less expensive and more convenient option for meetings.

3. Affirmatively Furthering Fair Housing:

- a. *Provide a summary of impediments to fair housing choice.*

In Program Year 2010, the HHFDC and HPHA collaborated to update the Analysis of Impediments to Fair Housing (AI). The 2010 AI identified three impediments to fair housing choice:

- 1) Difficulty Understanding Fair Housing Laws, Rights and Resources;
- 2) Structural Impediments to Fair Housing; and
- 3) Limited Supply of Reasonable Units for Target Population.

The AI recommended several actions to be undertaken by HHFDC and HPHA to address these impediments:

Impediment	Agency	Recommended Action	Status
Difficulty Understanding Fair Housing Laws, Rights and Resources	HPHA	Provide tenant forms (rent subsidy and public housing applications) in translations of Samoan, Chuukese, Tagalog, Ilocano, Chinese and Korean.	In Progress
		Offer, at no charge, interpreters to non-English speaking applicants and tenants prior to interviews and conferences.	Completed and ongoing
	HHFDC	Monitor owners of rental housing projects assisted by HHFDC to ensure fair housing responsibilities are understood and are being met.	Ongoing. Annual monitoring includes fair housing compliance
		Provide fair housing training for HHFDC staff and private managers of HHFDC-owned rental housing properties.	Ongoing. Annual fair housing training is provided
		Promote fair housing awareness by posting fair housing information on HHFDC's website including direct links to the Hawaii Civil Rights Commission, Legal Aid Society of Hawaii, and U.S. Department of Housing and Urban Development Fair Housing/Equal Opportunity sites.	Completed.
Structural Impediments	HPHA	Commission a comprehensive, statewide assessment of HPHA managed properties for compliance with federal accessibility obligations, preparatory to development of a prioritized remedial agenda.	In Progress
		Update the Fair Housing Analysis of Impediments in 2015.	N/A
	HHFDC	Revise agency organizational chart to consolidate fair housing planning and compliance functions.	In progress
		Review and, if needed, amend HHFDC administrative rules to ensure fair housing provisions are met.	In Progress
Limited Supply of Reasonable Units for Targeted Population	HHFDC	Facilitate development and preservation of affordable housing units by providing financing and development tools and resources.	Ongoing
		Ensure that developers/property owners of housing projects assisted by HHFDC effectively market the availability of housing opportunities.	Consolidated Application now requires applicants to provide its affirmative marketing information.

b. *Identify actions taken to overcome effects of impediments identified.*

INFORMATION FORTHCOMING.

4. *Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.*

Major obstacles to meeting underserved needs are the severe shortage of affordable housing in the Counties and the lack of funding. The third Program Year Action Plan outlined the following strategies to address these obstacles. Actions taken during PY2012 are provided in *italicized* print.

- Advocate for increases in State funding to support the development of affordable housing and for homeless/shelter services and improvements.

*The HHFDC, DHS-BESSD and HPHA advocated for increased State funding for affordable housing and homeless initiatives at the 2013 State Legislature.*

*In 2013 the State Legislature:*

- *Appropriated \$7,000,000 for Fiscal Year 2014 and another \$7,000,000 for Fiscal Year 2015 for infusion into the HHFDC's Dwelling Unit Revolving Fund to provide additional interim construction financing for the development of affordable housing statewide;*
- *Appropriated \$45,000,000 to HPHA for Fiscal Year 2014 to develop, upgrade, or renovate public housing properties statewide; and*
- *Appropriated \$19,520,662 to provide for homeless shelters, outreach, and grant programs in all four counties.*
- Consolidate COC SuperNOFA applications for funding to meet underserved needs and provide technical assistance to improve outcomes.

*The State consolidated the CoC SuperNOFA applications for funding to meet underserved needs and provide technical assistance to improve outcomes. Applications included Shelter Plus Care which addresses the needs of the chronically homeless. The State continues to meet with the statewide CoC in an ongoing effort to provide technical assistance.*

- Work with the counties to review and improve HOME administration.

*The HHFDC and Counties continue to explore new ways to improve HOME administration. The Counties are required to submit additional information in its Program Description to the HHFDC to ensure, among other things, that the proposed HOME projects will be constructed in a timely manner and that funds will be available to finance the projects (i.e., evidence of site control, letters of interest/commitment, etc.).*

*As previously mentioned, to resolve issues pertaining to the use and timely commitment and disbursement of HOME funds, HHFDC has changed the way it distributes its annual HOME allocations. In PY2012, HHFDC commenced a rotation of the annual allocations between three neighbor island counties,*



*starting with the County of Hawaii. The intent of the change is to improve the State's administration and maximize efficiency of the HOME program. The annual award of the State's HOME allocation to one county (less a portion for HHFDC's program administration) is expected to reduce the amount of time needed for projects to proceed, and ultimately accelerate the State's disbursement of HOME funds. An additional benefit of the change is that the Counties will have a two-year planning period to work with its partners to establish feasible projects and to secure additional funding to support its projects. HHFDC continues to consider changes to improve its administration of the HOME program.*

*The HHFDC has also implemented additional monitoring requirements to improve the State's HOME program disbursement rate.*

- The lack of affordable housing continues to be an obstacle to successfully transitioning homeless persons into permanent housing. Hawaii's service industry economy and the demand for housing have driven property values and rents up significantly. Existing units, once affordable to rent, have escalated in value and are out of reach for those on the lowest rung of the economic ladder.

*The State is addressing the problem with funding and programs for escalated affordable housing development. However, affordable housing development will take time and must compete for construction resources with other projects.*

*The State has expanded a pilot program in Housing Placement to operate in three counties. Housing placement assistance to families who are eligible under the Temporary Assistance to Needy Families (TANF) program greatly enhances the success for families to secure permanent housing in market units. The immediate focus is on helping those who already have either Welfare to Work or Section 8 vouchers and TANF eligible families transitioning from homeless shelters. Qualified non-profit provider agencies – Catholic Charities Hawaii, Institute for Human Services, Maui Family Life Center, HOPE Services, and Maui Economic Opportunity – have been contracted to assist families to attain and retain housing. The provider agencies cultivate prospective landlords and build relationships that assist in client placement, even for clients that have poor or no credit history. Additionally, the program will help with first month's rent or deposit and provides classes on being a responsible renter. The provider agencies maintain a database of affordable rental housing units to facilitate housing choice in proximity to jobs and services.*

*Given HUD's focus on permanent housing and expressed direction to communities to rely less on emergency and transitional shelters as a solution to homelessness, DHS-BESSD has begun discussions with various communities and agencies to strategically transition some of the existing inventory of homeless transitional shelters to permanent housing. This process will be accomplished with appropriate attention to current community needs and with the support of collaborating agencies.*

## **HOME Program**

### *5. Leveraging Resources*

- a. Identify progress in obtaining "other" public and private resources to address needs.*

Due to Hawaii's high housing costs, the Counties must often leverage their limited HOME Program funds with other public and private funding sources. For details on the various funding sources leveraged with HOME funds for projects/activities completed and conditionally committed from July 1, 2012- June 30, 2013, please refer to Appendix C, Exhibit C: HOME Program - Funding Sources.

- b. How Federal resources from HUD leveraged other public and private resources.*

Please refer to Appendix C, Exhibit C: HOME Program - Funding Sources, which provides a breakdown of the federal, public, and private funding sources leveraged with HOME funds for projects/activities completed and conditionally committed during PY2012.

- c. How matching requirements were satisfied.*

During PY2012, the State expended a total of \$2,888,386.89 in HOME funds. Of this amount, \$2,222,105.83 was subject to a 25% match requirement; the match liability of \$555,526.46 was satisfied with excess match banked from prior years and additional new match totaling \$14,012,421.19 (includes State Rental Housing Trust Fund and Rental Assistance Revolving Fund loans, sweat equity, State tax credits, exemptions from the State's general excise taxes, and Office of Hawaiian Affairs technical assistance grants as well as private funds).

For details on HOME funds expended and match contributions for PY2012, please refer to Appendix C, Exhibit A: HOME Program - Active Activities for the Period of July 1, 2012 - June 30, 2013 and Appendix C, the HOME Match Report, form HUD-40107-A.

(NOTE: The figures provided above differ from the IDIS Report 33 - HOME Matching Liability Report attached since the State's reporting period is from July 1, 2012 through June 30, 2013, while Report 33 provides data from the federal fiscal year of October 1, 2012 through September 30, 2013.)

## **ESG Program**

### *5. Leveraging Resources*

- a. Identify progress in obtaining "other" public and private resources to address needs.*

Housing and homelessness continue to be priorities for the State Administration and the State Legislature. Additionally, the public sector and private nonprofits in the State strongly advocated for solutions to prevent low- and moderate-income families from being forced out of housing due to the depressed economy yielding job losses and reduced hours of employment.

- The State Legislature approved \$16.6 million in State funds for homeless shelter operations, homeless outreach, emergency grant and other services in May 2013, which is in addition to the nearly \$1.5

million allocation of Federal funds from HUD, and \$2.4 million in State funds dedicated to TANF use in FY2014 via the Housing Placement Program.

- In May, 2010, the State Legislature appropriated \$1 million in funding for a Housing First Program; however, funding was not released by the Executive Branch until 2011. DHS-BESSD conducted numerous meetings to determine the scope of a one-year Housing First program, and procured for the service on Oahu. In 2013, the Department of Human Services requested \$1.5 million to continue the Housing First Initiative. The request was ultimately granted, and a new procurement for Housing First services will be done during the upcoming State Fiscal Year 2014.
- The State Legislature also appropriated funding of \$1,000,000 for a rental subsidy program, \$400,000 as matching funds for the State's Shelter Plus Care providers, \$150,000 for homelessness prevention and rapid re-housing, \$100,000 for a voluntary "return to home" program that could help reunite homeless persons with family members on the continental U.S., and \$100,000 for innovative housing programs aimed at the homeless.
- In December 2011, HOPE Services on the Island of Hawaii began operation of Kaloko Transitional Housing in Kailua-Kona, now known as Na Kahua Hale O Ulu Wini. This project proposed to house 50 unduplicated homeless persons. The program will also provide services such as counseling, job training, life skills, educational, life related, family related, and community classes. The County of Hawaii, the landowner and developer of the property, plans to increase the units available for permanent housing at this property in the next program year.
- One of Maui County's current homeless shelter providers, Family Life Center (FLC), completed expansion of existing shelter facilities from 15 to 50 beds in April 2012 with private and local government sources. FLC has successfully sheltered additional families and males with their expanded capacity. ESG, State, and County funds currently support shelter operations.
- With leadership and encouragement from the Governor's Coordinator on Homelessness and Chair of the State's Interagency Council on Homelessness, the State's Department of Health, Alcohol and Drug Abuse Division (ADAD) submitted a proposal in March, 2013, to the U. S. Department of Health and Human Services for Cooperative Agreements to Benefit Homeless Individuals for States (CABHI-States). This collaborative application brought together many government agencies, private homeless service agencies, and the Interagency Council to seek funds to provide more comprehensive services for those chronically homeless individuals what are dually diagnosed with mental health and substance abuse issues. The State has not yet received work on an award but, if granted, this funding will help tremendously to serve a highly vulnerable population of homeless, and will help to create a model for our State.

- b. How Federal resources from HUD leveraged other public and private resources; and
- c. How matching requirements were satisfied.

DHS-BESSD is required to match ESG funding provided by HUD on a dollar for dollar basis with funds from other public or private sources. To satisfy the anticipated matching funds requirement, the State of Hawaii provided funds to agencies in the Counties of Hawaii, Maui and Kauai by contracting for services under the State Homeless Shelter Stipend and Outreach programs. Additionally, the State Legislature recently appropriated specific Shelter Plus Care matching funds of \$400,000 to supplement the in-kind services match being provided. Of the \$400,000 in match appropriation, it is expected that \$94,000 will be set aside for the rural counties, divided up as a pro rata share to each of the Shelter Plus Care provider agencies.

DHS-BESSD matched and leveraged the ESG funding of \$421,470 with the following resources:

Supportive Housing Program	\$271,755
State Funds: Outreach Program	\$2,193,661
Shelter Program	\$13,623,522
State Dept of Human Services	
Housing Placement Program	<u>\$2,431,724</u>
<b>TOTAL:</b>	<b>\$18,520,662</b>

**HOPWA Program**

5. Leveraging Resources

- a. Identify progress in obtaining "other" public and private resources to address needs.

Current funding sources include the HOPWA competitive grant, Ryan White, Hawaii State Department of Health and private and foundation grants, such as the Dennis Dane Emergency Fund and the Maui United Way. The three Executive Directors of the collaborating agencies continue to examine ways to maximize and leverage HOPWA funding.

- b. How Federal resources from HUD leveraged other public and private resources.

In PY2012, an additional \$1,604,862 was leveraged for housing assistance and supportive services:

Ryan White Care Act	\$ 351,440
HOPWA SPNS Grant	\$ 482,058
Department of Health	\$ 701,977
Housing Choice Voucher Program	\$ 24,800
Maui United Way	\$ 17,000
Dennis Dane Emergency Fund	\$ 6,636
Gregory House	\$ 15,720
Ted Stafford	<u>\$ 5,231</u>
<b>TOTAL</b>	<b>\$ 1,604,862</b>

*c. How matching requirements were satisfied.*

HOPWA does not have a match requirement. However, leveraging of HOPWA funds with other sources of funding amplified the impact of HOPWA funding by nearly ten to one.

## **Managing the Process**

*1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.*

### **HOME Program**

Pursuant to Section 92.504 of the HOME regulations, the HHFDC, as the Participating Jurisdiction, is responsible for 1) managing the day-to-day operations of the State's HOME Program, 2) ensuring that the HOME funds are used in accordance with program requirements and written agreements, and 3) taking appropriate action when performance problems arise. The role of the Counties, as State Recipients, does not relieve the HHFDC of its responsibilities. To effectively manage the day-to-day operations of the HOME Program, the HHFDC conducted the following during PY2012:

- a. Imposed timelines to ensure the timely commitment and expenditure of HOME funds. HHFDC provides a timeline when a fund allocation is offered to the County. The timeline identifies the required dates for the submittal of information, execution of agreements, and the commitment and expenditure of HOME funds.
- b. Conducted and participated in HOME meetings with the Counties, as HOME State Recipients, to discuss the administration of the State's HOME Program and to give the Counties the opportunity to share and learn from their counterparts. Discussions involved the status of HOME commitments/ expenditures, procurement, IDIS, eligible activities/projects, environmental requirements, and monitoring.
- c. Required the Counties to submit quarterly status reports of their HOME projects/programs to ensure the projects/programs are complying with the respective program year timelines and agreements.
- d. Conducted on-site monitoring of three State Recipients. (Please refer to Appendix **D** for the results of the HHFDC's on-site monitoring review.)
- e. Conducted HOME Program on-site inspections of rental projects pursuant to 24 CFR Section 92.504(d), and conducted file reviews for the County of Hawaii's Tenant Based Rental Assistance program.
- f. Continued to administer the contract with SPECTRUM Enterprises, Inc., for on-site monitoring of HOME-assisted rental properties.

### **ESG Program**

All funded agencies are required to participate in the State Homeless Management Information System (HMIS). DHS-BESSD further requires homeless

provider agencies funded by State or Federal resources to participate in the County Continuums of Care (CoC) for collaboration and input into the community planning efforts. The State also convenes the Statewide Continuum of Care every other month, which includes the Chairperson of each County CoC and a county government representative. The statewide planning body collaborates on resources, priorities and strategic planning. They have also taken on an expanded role of advising the State on funding priorities and legislative initiatives. DHS-BESSD has been working assertively with Bridging the Gap, the Neighbor Islands' Continuum of Care to update policies and practices to better reflect updated HUD mandates related to the implementation of the HEARTH Act.

### **HOPWA Program**

The Maui AIDS Foundation (MAF) continued its project sponsor/lead agency role throughout PY2012 and provided administrative management and accountability for the agencies which comprise the Neighbor Island HIV/AIDS Coalition (NIHAC): Maui AIDS Foundation, Malama Pono (MP), Health Services (Kauai), and Hawaii Island HIV/AIDS Foundation (HIHAF). HOPWA funds were distributed equitably throughout the counties based on geographic need, unmet needs and acuity levels of individuals/households.

The Executive Directors of the AIDS Services Organization (ASO) met throughout the program year either personally or by video conferencing, for their Network Service Provider meetings and scheduled post-meeting sessions to discuss and review NIHP issues. These meetings have been tremendously helpful for defining and resolving issues in the NIHAC collaboration. The NIHP Housing Director traveled inter-island on a regular basis and while this has been costly, it has increased the efficiency and effectiveness of the staff as well as streamline the services provided to participants. MAF has absorbed much of that cost.

All three agencies participate with the CoCs of their respective counties to collaborate and strategize on a community level.

## **Citizen Participation**

1. *Provide a summary of citizen comments.*

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.*

On August 15, 2013, a Notice of Public Comment (Notice) was published in newspapers of general circulation in all counties announcing that the draft CAPER was available for review and comment. The HHFDC will accept comments from the public through August 30, 2013. The final CAPER will be presented to HHFDC's Board of Directors at its public meeting of September 12, 2013.

2. *In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may*

*also be satisfied by specifying the census tracts where expenditures were concentrated.*

**HOME Program**

Please refer to the Exhibits found in Appendix **C**:

- a. Exhibit A: HOME Program - Active HOME Activities for the Period of July 1, 2012-June 30, 2013. This spreadsheet provides the type and amount of HOME funds expended and the status of these activities as of June 30, 2013.
- b. Exhibit B: HOME Program - Completed Units for the Period of July 1, 2010-June 30, 2015. This spreadsheet identifies the specific HOME projects/activities completed during the reporting period, along with a comparison to the anticipated five-year goals.
- c. Exhibit C: HOME Program - Funding Sources. This spreadsheet identifies all funding sources leveraged with HOME funds for projects/activities completed and conditionally committed from July 1, 2012 to June 30, 2013.
- d. Exhibit D: HOME Program - Grant Balances as of June 30, 2013. This spreadsheet identifies the total amount of HOME funds available (including program income and recaptured funds).

Appendix **G** provides maps showing the geographic distribution of HOME funds.

**ESG Program**

ESG funding of \$421,470 was available for the Counties of Hawaii, Kauai and Maui. No program income was derived from the program. The funds were distributed as follows:

**PY2012 ESG Funding:**

Hawaii County	\$193,744
Kauai County	\$ 65,240
Maui County	\$136,412
DHS-BESSD Administration	\$ 21,074
HMIS	<u>\$ 5,000</u>
TOTAL	\$421,470

**PY2011 ESG2 Funding:**

Catholic Charities	\$119,488
HMIS	\$ 2,500
DHS-BESSD Administration	<u>\$ 10,000</u>
TOTAL	\$131,988

Please also refer to Appendix **E** for additional information on ESG expenditures. Appendix **G** provides a map showing the location of agencies that receive ESG funding.

**HOPWA**

HOPWA funding of \$176,906 was available for the Counties of Hawaii, Kauai and Maui. No program income was derived from the program. The funds were distributed in the following categories and used for eligible people in all three counties:

**PY2012 HOPWA Funding:**

Rental Assistance	\$123,257
Supportive Services	\$ 32,330
Permanent Housing Placement	\$ 2,000
Short-Term Rental, Mortgage, Utilities	\$ 2,000
Maui AIDS Foundation Administration	\$ 12,012
DHS-BESSD Administration	<u>\$ 5,307</u>
TOTAL	\$176,906

Of the \$5,307 set aside for DHS-BESSD Administration, no funds were expended. The remaining balance will be used to pay for audit services and other administrative costs including CoC related travel and monitoring expenditures.

Please also refer to Appendix F for additional information on expenditures.

**Institutional Structure**

1. *Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.*
  - a. Various governmental assistance programs have conflicting requirements that constrain the efficient delivery of affordable homes or support services. Efforts to overcome this gap by reviewing procedural and regulatory requirements and recommending amendments that make it easier to layer financing sources continued during PY2012. Pilot programs to cut across functional "silos" for the provision of housing and supportive services were also continued.
  - b. To enhance coordination between public and private housing, health, and social service agencies, the County of Hawaii includes Request for Proposals and public notices on the County's weekly newsletter that is distributed by e-mail to 10,000 persons or organizations. The County of Hawaii started and expanded an e-mail list by using the e-mail addresses from the County's weekly newsletter website. The County of Hawaii has the capability for video conferencing in its citizen participation activities, but there has not been a demand by the public for its use.

In the County of Kauai, the CDBG Coordinator serves as a liaison on Kauai's Homeless Committee and attends all meetings to assist this community-based working group in addressing homeless priorities and concerns. The County Housing Agency held three workshops during this reporting period. These workshops give public service providers information about CDBG and HOME applications to assist with project development and applications for grant assistance.

To ensure an integrated approach to addressing its community development and housing needs, the County of Maui's CDBG Program Manager and HOME Program Coordinator participated in state-wide meetings, seminars, and conferences to plan and evaluate the community and housing needs and the performance measures for the CDBG and HOME Programs. The County's Continuum of Care group met monthly to review and coordinate statewide initiatives relative to homelessness; the Inter-agency Council on



Homelessness met bi-monthly to coordinate statewide strategies and provide access to current information on homeless programs and services; and the County of Maui's Coordinated Homeless Response Team met monthly to coordinate proactive and immediate solutions to acute homelessness issues affecting public health and safety. The County also participated in the monthly statewide housing administrators meeting to review work in progress, plan and collaborate on housing development initiatives and activities. Furthermore, key County departments met regularly to coordinate efforts, resolve and expedite issues, and facilitate progress in meeting County requirements in order to encourage affordable housing in project developments.

- c. The State continued to coordinate and conduct periodic HOME Program meetings with the Counties of Hawaii, Kauai and Maui in a continuing effort to improve lines of communication and provide an opportunity for the HOME program staff from the Counties and the HHFDC to freely discuss topics relating to the administration of the State's HOME Program.
- d. Within the homeless and special needs arena, the State continued to pursue the following actions during PY2012 to develop and refine the institutional structure:
  - Much of the State's efforts to develop and refine the institutional structure have come as a result of the work of the Hawaii Interagency Council on Homelessness, and its working groups. Content areas such as stable and affordable housing, economic self-sufficiency, and health and stability have created new and sometimes better collaborations between large government systems, the social service community, and the homeless themselves. The effort to achieve wide-spread understanding and acceptance of Housing First as a philosophy and model of intervention for the chronically homeless has taken hold in our state.
  - In November 2012, the Statewide Homeless Conference convened for homeless providers, community members and government officials to focus on best practices in ending homelessness as well as discuss progress in Hawaii to ending homelessness. The conference included a presentation by Mark Chandler of the HUD Honolulu Field Office on the roles that the CoC and HUD play in ending homelessness, the HEARTH Act, and CoC best practices. Other presentations included a homeless service utilization annual report by the University of Hawaii's Center on the Family; Affordable Care Act and Healthcare for the Homeless by Josh Green, MD; and a panel of community and government leaders (including VA housing staff) discussing the role the community plays in ending homelessness. The Homeless Conference was just one of the events of Homeless Awareness Week which was observed with events in all four counties. Events included media campaigns highlighting homelessness; a "Walk the Talk" around the island of Oahu; job and resource fairs, health fairs and strategic planning sessions on homelessness. The week of events culminated with a candlelight vigil that was concurrently held in all four counties.
  - The Statewide Continuum, which includes the chairperson of each County Continuum of Care (CoC) and a representative from each of the County governments, held meetings every other month as a forum for collaboration

on homeless issues, strategic planning on the best use of resources, and to share challenges and successes. More effort has been made to have neighbor island representatives participate in planning and implementation of the Homeless Awareness Annual Conference, and with the Oahu Continuum of Care's (Partners in Care) data committee which is working on necessary funding and programmatic up-grades to HMIS. A portion of each Bridging the Gap meeting is set aside for the PIC chair and the City and County of Honolulu representative to give the neighbor islanders a perspective of the legislative, advocacy, policy and data issues being addressed on Oahu, and vice versa. Additionally, many more neighbor island participants have requested placement on the PIC mailing list so that they can keep their agencies and their counties up-to-date, especially on legislative issues during the legislative session. These efforts are building toward a greater sense of community across the state for homeless service providers, and thus, a more cohesive approach to our statewide infrastructure. For example, this year greater emphasis has been made with PIC's advocacy committee to generate Legislative testimony from neighbor islanders to demonstrate state-wide support for legislation addressing the State's Rental Housing Trust Fund.

- The State's three rural counties have begun to foster a stronger consortium under the balance of State name: Bridging the Gap (BTG). The move for a stronger institutional structure has been triggered in part by the swelling of homeless numbers during Hawaii's soaring economic condition that has priced the most vulnerable of our population out of the housing and rental market. The homeless trends that have affected even Hawaii's most rural counties have stirred the County Mayors to action, and they look to the CoCs to advise and collaborate on solutions. Neighbor islanders are well-represented on the Hawaii Interagency Council on Homelessness (HICH). Although Oahu remains the population center of the State, the rural counties have far less infrastructure (and resources) but still must address homelessness as it occurs in their communities.
- HUD's Honolulu Field Office has also contributed significantly to the capacity of BTG by providing technical assistance (TA) in February 2013 to the State's Homeless Programs Office on the administration of the ESG program. HUD recognized that HPO's administrator and primary program monitor were both new to their jobs, and requested TA which was provided by Training and Development Associates (TDA). The TA provider met with HPO staff, BTG leadership, and traveled to each neighbor island in the continuum to train the general membership on ESG and changes to the CoC as required by the HEARTH Act. The TA also provided guidance and consultation on administration of the ESG program and further development of the CoC to fully meet HEARTH Act requirements. A total of 45 CoC members participated state-wide in this training opportunity.

The TA consultant began by reviewing all of the draft governance and policy and procedure documents that have been historically utilized by the CoC and the State to administer ESG, HOPWA, and other HUD-funded programs for the neighbor islands. She concluded that while many procedures were in place and were addressing HUD requirements, further refinement and formal adoption of these processes should be implemented. For example, a written agreement between the CoC and the State must be developed to formally assign the State to be the "collaborative applicant," on behalf of the

Continuum. Moreover, the consultant strongly encouraged the Continuum to explore use of technology (i.e., video conferencing, Skype, etc.) as a means to involve greater numbers of members, and as a mode to hold a minimum of two general membership meetings per year as required. CoC leadership has been meeting regularly to finalize the draft charter. Subsequently, research into the most efficient and cost effective mode of communication has been initiated.

## **Monitoring**

### **HOME Program**

- 1. Describe how and the frequency with which you monitored your activities.*

During PY2012, the HHFDC monitored all State Recipients, CHDOs and active HOME projects/activities using the U.S. Department of Housing and Urban Development's Community Planning and Development Monitoring Handbook 6509.2, Rev. 6, Chapter 7 as its key monitoring tool. Monitoring included all applicable HOME Program-wide and project/program specific compliance reviews as described in the Handbook.

The HHFDC conducted on-site monitoring of the HOME Program for the Counties of Kauai, Maui and Hawaii. The HHFDC also conducted on-site HOME Program project and unit inspections and tenant file reviews for the below-listed rental projects in the second quarter of PY2012:

INFORMATION FORTHCOMING.

#### County of Hawaii Program Monitoring

During PY2012, HHFDC conducted on-site monitoring of the County of Hawaii's records pursuant to 24 CFR 92.508 of the HOME regulations and examined records focusing on the administration of the County's HOME program. Staff also examined project/program records for the Na Kahua Hale O Ulu Wini project (formerly known as Kaloko Rental Housing), the Hawaiian Paradise Park Phase I project, the Mohouli Heights Senior Neighborhood Phase I project, Hawaii County's Tenant Based Rental Assistance Program, Hawaii County's American Dream Down Payment Initiative Program, and general program administration.

#### County of Kauai monitoring

During PY2012, HHFDC conducted on-site monitoring of the County of Kauai's records pursuant to 24 CFR 92.508 of the HOME regulations and examined records focusing on the administration of the County's HOME program. HHFDC also examined project/program records for the Hanamaulu Transitional Housing Project, Kapaa Transitional Housing Project, the Ele'ele Iluna Phase 2, Increment A project, the Waimea Lot Development project, the Kamamalu Condominium acquisition project, the County's Homebuyer Loan Program, and reviewed the County's general program administration.

#### County of Maui monitoring

During PY2012, HHFDC conducted on-site monitoring of the County of Maui's records pursuant to 24 CFR 92.508 of the HOME regulations and examined

records focusing on the administration of the County's HOME program. Staff also examined project/program records for the Kenolio Leilani project, Kahawai Apartments project, the Molokai Mutual Self-Help Housing Phase II project, the County's First Time Homebuyers Agreement, and reviewed the County's general program administration.

HHFDC also discussed concerns over the County's failure to establish a tenant-based rental assistance program as planned and stressed the need to commit program funds to another eligible activity.

2. *Describe the results of your monitoring including any improvements.*

Monitoring findings, concerns and recommendations are listed in Appendix **D**.

3. *Self Evaluation*

a. *Describe the effect programs have in solving neighborhood and community problems.*

The HOME-funded programs and projects are not specifically aimed at solving neighborhood and community problems. Rather, the primary objective is decent housing for lower income households. Nevertheless, households in safe, decent and affordable housing make better neighbors and contribute to overall community well-being.

b. *Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality; and*

c. *Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.*

The State has made positive progress in meeting its HOME Program objectives to provide decent housing. The narrative and charts included in this CAPER provide details on activities to provide decent housing and an assessment of the HOME accomplishments.

d. *Indicate any activities falling behind schedule.*

- HR-1: The objective to develop affordable rental housing for families is lagging, largely because the State and the County of Maui had anticipated the completion of 96 units in the Waiehu Mauka project (41 units) and the Honokowai Affordable Housing project (55 units), but both projects were cancelled. Among other issues, Lokahi Pacific's shortage of experienced staff, led to the cancellation of its development agreements, the termination of the County of Maui's CHDO agreements, and the ultimate return of HOME funds to the IRS.

To assist the County of Maui's production of CHDO projects, HHFDC certified two new CHDOs during PY2010, and the County of Maui committed its CHDO funds to new CHDO projects on the island of Molokai.

HHFDC continues to collaborate with the Counties of Hawaii, Maui, and Kauai to resolve concerns relating to timely commitments and expenditure

of HOME funds, including CHDO funds. HHFDC's newly-adopted rotation of the annual HOME allocation between the Counties is expected to help alleviate some issues by providing an entire year's allocation to one county, providing funds necessary to complete projects.

- HR-2: Assisting households with tenant-based rental assistance is falling behind schedule, due to the County of Maui's failure to establish a HOME Tenant-Based Rental Assistance program as anticipated. This setback generates concerns over the County of Maui's ability to commit and expend HOME funds within HUD's deadlines. In PY2012, HHFDC de-obligated \$1M+ designated for the County of Maui's TBRA and re-allocated the funds to the County of Hawaii's Na Kahua Hale O Ulu Wini project.
- HO-1: Progress on the development of affordable for-sale units has also been hampered, due in part to the PY2010 cancellation of the County of Maui's Kaiola Apartments, an affordable for-sale development sponsored by the CHDO Lokahi Pacific. The project would have provided 10 affordable homeownership opportunities, had it been completed.

The County of Maui has allowed Lokahi Pacific to complete its Kenolio Leilani affordable for-sale project, downsized from seven to six units, and completed during PY2012. The Kahawai Apartments project in the County of Maui, sponsored by the nonprofit Habitat for Humanity, is due for completion next year. Both affordable homeownership projects have moved slowly, largely due to the economic downturn and the lack of funding to complete the projects. HHFDC continues to closely monitor progress on these projects.

*e. Describe how activities and strategies made an impact on identified needs.*

The projects/activities completed and conditionally committed during this reporting period helped to address one of the primary purposes of the HOME Program, to expand the supply of decent, safe, affordable and sanitary housing. The State addressed the need for affordable rental units for low-income households through the construction of the Paanau Village Phase 2 project (County of Kauai, 60 rental units, 16 of which are HOME-assisted), and affordable for-sale units through the construction of the Kenolio Leilani project (County of Maui, 6 HOME-assisted units); the Kamamalu Condominium acquisition, rehabilitation and resale (County of Kauai, two units); Hawaiian Paradise Park Phase I self-help project (9 affordable self-help, for-sale units, County of Hawaii); Kumakua Self-Help Housing Phase 2B project (7 affordable self-help, for-sale units, County of Hawaii); and by providing tenant based rental assistance to 50 households, 14 of which are new households receiving assistance (County of Hawaii).

In addition, the County of Hawaii conditionally committed its PY2012 HOME funds to construct rental units in the Hawaiian Parkadise Park Mutual Self-Help Phases 2 through 5 project, the Habitat for Humanity Affordable Workforce Housing, the Na Kahua Hale O Ulu Wini (formerly the Kaloko Rental Housing Project), and tenant-based rental assistance, all in the County of Hawaii. The County of Kauai conditionally committed its prior years' funds to construct rental units in the Ele'ele Iluna Phase 2 Increment A project, the

development of a county-owned lot in Waimea, and the County's Homebuyer Loan Program.

- f. *Identify indicators that would best describe the results.*

Performance indicators are included in Appendix **A**.

- g. *Identify barriers that had a negative impact on fulfilling the strategies and overall vision.*

A major barrier that had a negative impact on fulfilling the strategies and overall vision is the high cost of housing. Housing costs, including the cost of materials and labor, continue to escalate. As HOME funds (and other government financing resources) are limited, the development of new housing projects is delayed until such time as adequate financing resources are in place.

Another barrier is the lack of housing inventory which exerts upward pressure on housing prices. Homebuyer loan programs are slow moving because it is difficult for first-time homebuyers to find homes within their price range.

- h. *Identify whether major goals are on target and discuss reasons for those that are not on target.*

During this program year, the State provided 14 new households, and a total of 50 households, in the County of Hawaii with tenant-based rental assistance exceeding the target of 20 households.

Although the State fell short of its second-year objective for the development of affordable rental housing for low-income families, the Paanau Village Phase 2 project was completed, consisting of 60 affordable rental units (16 HOME-assisted units), and the the Na Kahua Hale O Ulu Wini project in the County of Hawaii will be completed within the next few years, producing 24 transitional and 72 permanent affordable rental units.

While no units for special needs populations were completed during the program year, the Mohouli Heights Neighborhood Senior housing project is under construction the County of Hawaii, and will produce 60 affordable rental units for seniors when completed.

In the homeownership arena, the Kenolio Leilani Apartments project was completed in the County of Maui (6 units), and the acquisition and rehabilitation of two units in the Kamamalu Condominium project in the County of Kauai was completed.

Nine units of affordable for-sale housing in the Hawaiian Paradise Park Phase I Project, constructed using the self-help building method, were completed during the program year, and seven units in the Kumakua Self-Help Housing Phase 2B project were completed. Both projects are in the County of Hawaii. In the County of Maui, the Molokai Mutual Self-Help Housing project (7 units) and the Kahawai Apartments project (16 units) are scheduled for completion over the next few years.

One reason for the slow pace of the development of homeownership units and affordable rentals is the limited amount of HOME funds allocated to the State of Hawaii. When projects are selected by the counties, it sometimes becomes a multi-year process before sufficient HOME funds are accumulated for the project. To address this issue, HHFDC has begun implementation of awarding an entire year's HOME allocation to one county, on a rotating basis. This will help projects to accumulate a greater amount of HOME funds at once, rather than having to "save up" several years' HOME allocations.

Another contributing factor for not meeting targeted goals was the cancellation of two rental projects and one homeownership project in the County of Maui. The cancelled projects were anticipated to produce approximately 96 rental units and 10 homeownership units. The projects were cancelled, in part, due to concerns over the CHDO's capacity to develop the projects. To assist in addressing this issue, HHFDC certified two additional CHDO's during PY2010; one of the new CHDO's was awarded PY2011 HOME funds to proceed with the development of affordable homeownership housing using the self-help building method, and its first project is underway on the island of Molokai.

- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.*

Issues pertaining to the timely commitment and disbursement of HOME funds have continued to be of concern in PY2012. To address these concerns, HHFDC consulted with representatives from the Counties of Hawaii, Kauai and Maui to evaluate the way HOME funds are allocated and discuss options to improve the HOME program. As a result, HHFDC initiated a rotation between the Counties of the annual HOME allocation.

The intent of the rotation is to allow one County to receive a larger amount of HOME funds at once, allowing projects to proceed quicker than the previous practice of dividing annual HOME allocations that resulted in delays due to the Counties' need to "save up" over time before a project could proceed.

The HHFDC will continue to monitor all State Recipients, CHDOs, and active HOME projects/activities on an annual basis. HUD believes that extensive monitoring will increase the performance of the State's HOME Program, particularly in the disbursement of funds. The HHFDC and the Counties will focus efforts on compliance monitoring.

HHFDC has taken steps to strengthen the administration of the HOME program. HHFDC clearly identifies HOME units in its monitoring reports, and verifies results of on-site inspections performed by HHFDC's contractor. For oversight activities of State Recipients, HHFDC developed and implements policies and procedures for the reviews of State Recipient audit reports and fair share tests, subsidy limit tests, and subsidy layering analyses.

## **ESG Program**

- 1. Describe how and the frequency with which you monitored your activities.*

Onsite monitoring is done every other year, and desk monitoring is an ongoing monthly activity. On-site monitoring includes review of randomly selected client files at each agency and a physical inspection of the project and property to ensure the agency's compliance with program rules, Federal and State regulations, and health and safety requirements. Additionally, internal reviews are conducted to ensure that provider agencies are in compliance with contract terms (i.e., adequate and current insurance coverage, timeliness of reports, numbers served, expenditure of funds, etc.) that are not covered by the site visit. Verification of independent financial audits, client eligibility, reported expenditures and persons served, and providing communication/training via telephone, e-mail and facsimile are incorporated in regular desk monitoring.

After an on-site monitoring visit, the program specialist documents any areas of noncompliance or needed improvements and recommends corrective actions through a written Program Compliance Report (PCR). This report is sent to the agency's Executive Director, who is required to submit a detailed Corrective Action Plan (CAP) for any item which received a rating of less than passing, or as otherwise noted. Each CAP must indicate the following:

1. What specific actions will be taken to ensure compliance in the future?
2. Who will be responsible for implementing the corrective action plan?
3. When will the plan be implemented?
4. How will staff be informed of any policy or procedural changes?

Many items rated as "not passing" or "needs improvement" in the PCR may have been due to non-submittal of requested documents for review, and/or insufficient or lack of responses to exit interview questions. These issues may be rectified by the agency's subsequent submittal of documents and satisfactory responses to queries.

2. *Describe the results of your monitoring including any improvements.*

- In anticipation of receiving ESG funds for Homelessness Prevention and Rapid Re-housing (HPRP) financial assistance and services, HPO conducted site visits to the following sub-recipient agencies: Family Life Center, Kauai Economic Opportunity, and HOPE Services Hawaii. The purpose of the visits was to review participant files for the recently-completed three year American Recovery and Reinvestment Act (ARRA) HPRP Program because of its similarities to the ESG HPRP Program. HPO identified some problems in the area of verifying and documenting rent reasonableness and non-duplication of services. These issues were immediately addressed; HPO was satisfactorily assured by each agency that they would be vigilant about rent reasonableness and non-duplication of services checks.
- Catholic Charities Hawaii (CCH) received \$119,488 of the second allocation of PY2011 Emergency Solutions Grant funds of \$131,998, which was awarded to the State in PY2012. As a first-time recipient of ESG funds and a newcomer to the program, the CCH Kauai office was designated to be monitored by HPO four months into the program. Due to its slow start, CCH had not assisted any client by that time and had no files to assess. HPO opted for a summary interview and informational session to assist CCH staff to quickly implement the program. The HPO monitor provided CCH staff with the HMIS authorization form; rent reasonableness form; information on HUD guidelines



and informational websites; Fair Market Rent and Area Median Income tables; checklist of required file documents; and HUD homeless definition and ESG component guidelines. The interview also identified barriers to finding eligible ESG program participants:

- a. inability of literally homeless individuals to sustain permanent housing without ESG assistance;
- b. CCH's internal policy stipulating that neighbor island programs provide only security deposit or first month rent financial assistance; this policy limits the agency's ability to provide other sources of assistance such as utility deposits, payment of utility bills in arrears, rental arrears, and short- or medium-term rental assistance; and
- c. CCH's internal policy stipulating that neighbor island programs provide assistance only to homeless individuals from emergency shelters or places not meant for human habitation (i.e., beaches, parks, streets, etc.), effectively excluding individuals residing in transitional shelters.

The program monitor advised that expanding the scope of eligible financial assistance and qualified participants may reduce some of the challenges facing CCH's ESG program. Monitor confirmed that individuals from transitional shelters are eligible for assistance according to HUD's definition of "literally homeless." Despite the slow start, CCH ultimately exceeded their goals in the number of persons served.

- HPO visited Ka Hale A Ke Ola (KHAKO) Resource Center on Maui to conduct a physical inspection of the emergency shelter and to review client files. KHAKO was a sub-recipient of ESG Shelter Operation funds. The resultant four findings and two concerns were satisfactorily addressed in a corrective action plan submitted by KHAKO.
- HPO also conducted a site visit to Kauai Economic Opportunity (KEO), as a sub-recipient of ESG Shelter Operation funds. The Mana'olana Emergency Shelter satisfactorily passed the shelter inspection; however, the Program Compliance Reports is still be completed as of this writing.

### 3. *Self Evaluation*

- a. *Describe the effect programs have in solving neighborhood and community problems.*

The participants served through the Emergency Solutions Grant program were provided with a safe refuge and a place to sleep as well as information and education to increase their independent living skills, child development and care, referrals for mental health and medical services, etc. The services help create opportunities to rebuild lives and provide a safe and nurturing environment.

The homeless in rural communities were provided shelter services which take them out of living in public spaces and creating public health issues within the community.

Domestic violence agencies funded by ESG provided shelter, food, clothing and support services to help victims and their families heal from the damages

of abuse. Families were given opportunities to change their attitudes and regain belief in the futures for a healthier sense of self and community. These services also helped make the community safer by reducing abuse and danger to lives.

The ESG HPRP program provided at-risk individuals and families with financial assistance and supportive services critical to circumventing current crisis and remain housed. The funds also assisted homeless persons get back on their feet by giving them the opportunity to obtain and sustain housing, and providing them with supportive services to learn employment and life skills.

- b. *Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.*

Many individuals and families served by ESG-funded shelters are affected by mental illness and/or are those who self-medicate with alcohol, marijuana and other drugs to cope with the stresses of everyday life. Many are recovering from domestic violence abuse, addiction to drugs and/or alcohol, and poverty. Left unsheltered, homeless persons are more likely to have increased rates of emergency room visits, extended hospital stays and arrests, thereby draining valuable community resources. ESG funding positively impacts the community by providing each agency the resources which enable them to assist these homeless individuals with a safe place to sleep, food, clothing, hygiene products, and supportive services. Oftentimes the relationships developed between shelter provider and participant are critical in paving the way to more permanent housing.

The State continues to make exceptional progress in meeting its ESG Program objectives. The State is thus far meeting or exceeding the goals set forth in the program year. The narratives and charts included in this CAPER provide details and an assessment of the ESG accomplishments during this reporting period.

- c. *Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.*

Agencies funded through ESG are providing services through emergency shelters and domestic violence shelters. Participants who have left situations of domestic violence are usually ill-equipped to live independently or maintain a single parent household. The participants that enter the programs are provided with a safe and nurturing environment, as well as assisted to develop individual goals to increase their ability to become self-sufficient and maintain long-term housing stability. Domestic violence shelters are located in peaceful, secure areas, where access is strictly regulated for safety purposes. All other non-domestic violence ESG-funded agencies provide clean, comfortable living areas for the homeless, situated on the islands of Kauai, Maui, and Hawaii. Many are located in areas convenient to schools, libraries, employment, stores, and medical offices. Each have programs to address a variety of needs such as employment, financial and life skills training. The primary objective is to provide a clean and safe environment for the homeless to seek refuge and recovery from homelessness.

*d. Indicate any activities falling behind schedule.*

Not applicable.

*e. Describe how activities and strategies made an impact on identified needs.*

The State's goals for PY2012 were to provide 1,138 safe nights of sleep through emergency shelters on Maui and Hawaii; 2,090 safe nights were provided. The state funded domestic violence emergency shelters on Hawaii, Kauai, and Maui with the goal of providing a safe refuge and place to sleep for 730 adults and children; 770 were served.

*f. Identify indicators that would best describe the results.*

Please review the Performance Measures Models on Chart 3, Appendix **A**.

*g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.*

Barriers to program improvement include the following:

- Shortage of jobs providing liveable wages.
- Hawaii continues to have one of the highest cost of living rates in the nation, especially in relation to the housing market, resulting in a severe lack of affordable housing.
- Many more people from outside the State are seeking assistance through emergency shelters in recent years, especially immigrants that come to Hawaii through the Compact of Free Association.
- Many out-state homeless individuals come to Hawaii with no plan for housing and are unfamiliar with the high costs of rent, food, transportation and other needs.
- Participants lack marketable job skills.
- Participants lack support network (family/friends).
- Participants often have severe mental health and substance abuse issues.
- Substantial decreases in other funding sources resulted in budgetary constraints.
- Challenges to communication across the islands.
- Staffing cutbacks and turnover.
- Transient nature of the homeless. Cannot set up social services plan and work consistently with many of them.
- Poor history (criminal, rental and financial) prevents housing applications from being successful.
- Many homeless who have drug and/or alcohol dependency and mental health issues experience great difficulty finding and maintaining safe and affordable housing.
- Closed or long waitlists for subsidized housing impacting opportunities for shelter participants to transition into affordable housing.
- Lack of safe, affordable childcare.
- Severely limited public transportation options in the rural counties.
- Most homeless participants with limited or no income and ongoing financial problems have no one to co-sign rental agreements required by most housing providers.

- h. *Identify whether major goals are on target and discuss reasons for those that are not on target.*

Major goals are on target.

- i. *Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.*

With the current spreadsheet format for capturing performance and financial statistics, agencies are able to enter data each quarter after which year-to-date totals are automatically calculated. With the fourth quarter data entered, the annual total is calculated without any additional input. This format has provided a more efficient tool for reporting by the agencies, as well as for the State to utilize the information for the CAPER. The spreadsheet data is compared to data captured in HMIS to ensure accuracy. In an effort to streamline reporting, HPO has initiated plans to update the ESG and HOPWA segments of HMIS to capture comparable data. HPO intends to transition these statistics into the IDIS Online reporting tool in the near future.

Over the past year, HPO has made progress in educating the public about best practices in the field of homelessness. Housing First as a model for housing and serving the chronically homeless are better understood by the Legislature and by the general public. Data driven performance standards are being updated and refined. Further, HPO is developing a means to transform State funding to more closely reflect performance standards and performance based funding as does HUD. While these systemic changes take time, the process to initiate them has begun.

### **HOPWA Program**

- 1. *Describe how and the frequency with which you monitored your activities.*

Onsite monitoring is done every other year, and desk monitoring is an ongoing monthly activity. The monitoring includes a review of independent financial audits, client eligibility documentation, review of monthly expenses for tenant-based rental assistance and supportive service, and verification of reported expenditures and persons served. The desk monitoring includes a review of each of the payment requests and documentation to justify payment. The DHS-BESSD program specialist documents any areas of noncompliance and details corrective action needed through written correspondence, telephone interviews, and by e-mail.

- 2. *Describe the results of your monitoring including any improvements.*

During PY2012, DHS-BESSD did not conduct on-site monitoring of Maui AIDS Foundation (MAF). The State plans a site visit to the agency in Program Year 2013. Desk monitoring showed no areas non-compliance that required corrective action for PY2012.

- 3. *Self Evaluation*

- a. *Describe the effect programs have in solving neighborhood and community problems.*

NIHP has successfully assisted persons with AIDS to maintain stable decent housing within the community at large. NIHP continues to be successful in having individuals and families maintain contact with their case manager and with a primary health provider, and develop a housing plan to maintain or establish stable on-going residency. The program preempts homelessness, which is a major community problem and ensures better health outcomes for homeless persons with HIV/AIDS.

- b. *Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.*

Most HOPWA beneficiaries have limited incomes derived from welfare (State Financial Assistance), SSI and/or SDI. Given the high cost of housing in Hawaii, the majority of the participants served would not be able to find or maintain decent housing and a suitable living environment without HOPWA assistance. Access to collaborative services through the case management provided by the NIHP is critical to addressing the ongoing health, medical and housing needs of the participants. Healthy communities with access to healthcare and housing are a current and future community vision.

The most significant achievement for PY2012 was the ongoing housing stability and health care accessibility at a time when government agencies and private donors were cutting back on funding. With the mortgage crisis came foreclosures and short sales which not only put stress on the homeowners but on the renters as well. Rental costs have gone up due to the upsurge of renters, including previous homeowners now forced to rent. Despite this turmoil in the housing market, NIHP has continued to successfully accommodate HOPWA program participants.

As stated earlier, the scarcity of HIV primary care support in the islands, including medical, dental, nutritional and mental health care, has also raised concerns among persons living with HIV/AIDS (PLWH/A) and supportive care providers. To contend with this predicament, MAF retains an HIV/AIDS specialist doctor in-house who sees clients one day a week. The agency is in the process of expanding services to include other physicians. MAF has also hired a Registered Nurse (RN) to help case manage clients that need extra care. The agency is in the process of hiring another RN to work with the HIV specialist at the local community clinic, Malama E Ke Ola.

The NIHP has consistently surpassed the housing stability rate of 90%. The availability of funding and services provided through the grants as well as the dedication, commitment and hard work of the staff (including case managers and housing coordinators) contributed to the achievement and maintenance of the high stability rate. NIHP has continued to assist households to establish or better maintain a stable living environment in housing that is safe, decent and sanitary, reduced the risks of homelessness, and improved access to HIV treatment and other health care and support.

- c. *Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.*

Through the HOPWA funding, the NIHP continues to provide an increasing number of individuals and families living with AIDS with rental assistance, housing information, supportive services and short term rental and utility

assistance. These critical services have supported those living with AIDS to maintain permanent housing and increase access to health care, thereby increasing their ability to live independently.

*d. Indicate any activities falling behind schedule.*

Not applicable. All activities are meeting or exceeding expectations of the 5-year plan. Tenant based rental assistance has been a challenge due to the shortage of affordable housing in Hawaii, especially in the counties of Maui, Kauai and Hawaii; however, is on track to attain the 5-year output goal.

*e. Describe how activities and strategies made an impact on identified needs.*

During PY2012, 27 households received HOPWA housing subsidy assistance, in the forms of tenant-based rental assistance, short-term rent, mortgage and utility assistance, and permanent housing placement services. For those with HIV/AIDS, housing stability is a vital component to health maintenance and survival. For these 27 households, housing stability was made a reality through this program.

An additional 335 individuals and their families received supportive services without HOPWA housing assistance. These people received assistance in accessing services to increase their ability for self-sufficiency.

*f. Identify indicators that would best describe the results.*

Please review the Performance Measures Models on Chart 3, Appendix **A**.

*g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.*

- Diminished resources and rising costs: While the population of people living with HIV/AIDS has grown, funding has decreased due to the distressed economy.
- Challenges to communication across the islands.
- The fast-changing HIV/AIDS environment that includes unmet needs for mental health assistance, nutrition and socialization opportunities.
- Lack of community awareness of the immense challenges of HIV/AIDS.
- Lack of some medical services in the targeted communities which requires clients to travel to Honolulu for treatment and sometimes remain there for one month or more.
- High rents in the counties of Hawaii, Kauai and Maui continue to exceed Fair Market Rents: the rent determination and fair market rents need to better reflect the true market rents experienced in the region. There have been considerable fluctuations of market rents in certain areas of each island. As a tourist economy, Hawaii rents can vary by the season and the number of visitors. It is challenging to adequately house clients in modest facilities.
- Co-morbidities, including substance abuse, mental illness, and domestic violence continue to complicate and aggravate housing stability and access to health care for persons living with HIV/AIDS.
- Lack of available HIV primary care in the counties of Hawaii, Kauai and Maui.
- Low availability of public transportation and the high costs of existing means of transportation.
- HIV stigmatization in the general population.

- Decreased sense of urgency among those at high and highest risk for HIV infection.
  - Insufficient staff capacity and administrative support. The substantial amount of reporting requirements and the cost of administration are on the rise while the amount of funding to pay for the same is diminishing.
  - Disparity of expectations for levels of service between clients and providers.
  - Continued misconception that HIV/AIDS does not affect the heterosexual community.
  - Increased belief among youths that HIV/AIDS is no longer a problem.
- h. Identify whether major goals are on target and discuss reasons for those that are not on target.*  
Major goals are on target.
- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.*  
Recommendations are as follows:
- Increase the level of communication between staff and clients and between agencies. Increase the travel of the Housing Director and the meetings of the collaborating agency Executive Directors to discuss issues of concern. Clear communication between collaborating agencies will help alleviate problems during program implementation.
  - Clarify the needs that NIHP can and cannot meet for clients. Set boundaries, and give staff a firm foundation from which to make decisions about appropriate service delivery.
  - The Executive Directors and Housing Coordinators throughout the rural counties will continue to address the high cost of housing and the nonexistent public transportation issues with other island providers. The Rent Determination and Fair Market Rents need to better reflect the market rents experienced in this region.
  - Preservation of HOPWA funding should be incorporated in overall HUD regulations in order to assure and maintain adequate housing for individuals and their families living with HIV/AIDS.
  - Explore low cost technological solutions to providing services across the islands, and set benchmarks to incorporate into routine use.
  - Seek ways to make the HIV/AIDS service systems easier to navigate for the clients, and put more responsibility on those clients who are able.
  - Increase the level of education that HIV/AIDS can still be fatal. NIHP has found that many youths feel that HIV/AIDS is no longer a problem, and believe there is a "cure."

## **Lead-based Paint**

1. *Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.*

During PY2012, the HPHA completed lead-based paint testing on 179 public housing units, resulting in 85 positive results and abatement on 23 units. Completion of abatement on the balance of units is scheduled during PY2013. HPHA approaches all modernization work with precautions to treat the existing paint as containing lead, unless lead-based paint testing is conducted. Lead-

based paint testing is included in all contracts awarded for repairs and renovations at all public housing developments, and abatement is being included as reports indicate they are necessary.

The County of Hawaii, through its Residential Emergency Repair Program, continues to conduct lead-based paint risk assessments on homes throughout the program year. Distribution of lead-based paint pamphlets to its RERP applicants is ongoing, and the County of Hawaii continued its efforts in implementing the State's lead-based paint regulations.

The County of Maui continues to assist in educating the public on the hazards of lead-based paint by providing informational material to Section 8 applicants, tenants and landlords.

## **HOUSING**

### **Housing Needs**

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. *Describe Actions taken during the last year to foster and maintain affordable housing.*

*Program Year 3 CAPER Housing Needs response:*

The State continued to make available incentives for non-profit and for-profit entities to develop affordable housing. Incentives include low-interest loans, low income housing tax credits, and exemptions from the state's general excise taxes. HHFDC ensured that the organizations are aware of the benefits of the various state programs and of how equity may be obtained for affordable rentals.

### **Specific Housing Objectives**

1. *Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.*
2. *Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.*

The State is making progress in meeting its decent housing objectives. The majority of the HOME activities/projects are multi-year funded. As such, the outputs and outcomes achieved during this reporting period are largely based on the commitment and expenditure of prior HOME fund allocations for existing project/activities. Please refer to Appendix **A**, Chart 1, for details on activities during PY2012.

#### Rental Housing

For Objective HR-1, the promotion of decent, affordable housing through the construction of affordable rentals, the State anticipated the completion of 50 units, but completed 16 HOME units in the Paanau Village Phase 2 project in



the County of Kauai. The project provides a total of 50 affordable rental units for families. In addition, the Kaloko Housing Project in the County of Hawaii is under construction and is anticipated to produce 24 transitional units and 72 affordable rental units when completed, some of which will be HOME-assisted.

For Objective HR-2, tenant-based rental assistance, the State anticipated that approximately 77 households would be assisted - 75 in the County of Hawaii and 2 in the County of Maui. The County of Hawaii's Tenant-Based Rental Assistance Program served a total of 50 households (14 new households), but the County of Maui failed to establish a TBRA program. To ensure that funds intended for the County of Maui's TBRA program did not lapse, HHFDC de-obligated \$1,050,279 from the County of Maui and re-allocated those funds to the County of Hawaii for its Na Kahua Hale O Ulu Wini project (see Objective H-1 aBove).

For Objective HR-3, constructing affordable rental housing for special needs populations, the State anticipated the completion of 60 units during the program year. None were completed, but the Mohouli Heights Senior Neighborhood project in the County of Hawaii is under construction. Completion of the project is anticipated in December 2013, and is expected to produce a total of 60 affordable rental units for seniors.

For Objective H-1, development (new construction or acquisition/rehab of existing buildings) of new transitional housing units to assist victims of domestic violence or the working homeless, the State anticipated the completion of four units during the program year, but none were completed during the program year. However, the acquisition of two properties in the County of Kauai was completed, and rehabilitation started in PY2012. One of the properties will be converted to two units, resulting in a total of three housing units when completed.

#### Homeownership

For Objective HO-1, the State had anticipated that no affordable for-sale housing units would be completed during the program year. However, the Kenolio Leilani project in the County of Maui was completed, producing six affordable for-sale housing units. In addition, the acquisition and re-sale of two units in the Kamamalu Condominiums project (County of Kauai) were completed; the re-sale of one additional unit to an eligible owner is underway.

Construction on the 16-unit Kahawai Apartments project was delayed, and completion is anticipated in the next program year. However, this affordable homeownership project is a self-help project and should have been categorized in HHFDC's Consolidated Plan as Objective HO-2 (providing development funds to carry out projects that produce affordable homeownership housing using a self-help building method); it will henceforth be referred to as meeting Objective HO-2.

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Twenty units were anticipated for completion during this program year for Objective HO-2, providing project development funds to carry out projects that produce affordable for-sale housing using a self-help building method. Sixteen units in the Kumakua Self-Help Phase 2B project (seven units) and the Hawaiian Paradise Park Phase I project (nine units), both in the County of Hawaii, were completed in this program year. In addition, the County of Hawaii conditionally

committed its HOME funds to Phases 2 through 5 of the Hawaiian Paradise Park Mutual Self-Help project, which is anticipated to produce 40 units when completed, and to the Habitat for Humanity Affordable Workforce Housing Self-Help Project, expected to produce 4 affordable self-help homeownership units.

For Objective HO-4: INFORMATION FORTHCOMING.

Households in the following income groups and racial and ethnic groups benefited from these rental housing and homeownership activities:

<b>Assistance by Income Group:</b>					
<b>Objective</b>	<b>&lt;30%</b>	<b>&gt;30% and &lt;50%</b>	<b>&gt;50% and &lt;60%</b>	<b>&gt;60% and &lt;80%</b>	<b>Totals</b>
HR-1	5	10	1	0	16
HR-2	13	1	0	0	14
HR-3	0	0	0	0	0
H-1	0	0	0	0	0
HO-1	0	0	2	6	8
HO-2	2	7	3	4	16
HO-3	0	0	0	0	0
HO-4	0	0	0	0	0
<b>Total</b>	<b>20</b>	<b>18</b>	<b>6</b>	<b>10</b>	<b>54</b>

<b>Assistance by Racial and Ethnic Group</b>	<b>Renter</b>		<b>Owners</b>		<b>Totals</b>
	<b>H/L</b>	<b>NH/NL</b>	<b>H/L</b>	<b>NH/NL</b>	
•White	0	15	0	1	16
•Black/African American	0	0	0	0	0
•Asian	0	5	0	4	9
•American Indian/Alaska Native	0	0	0	0	0
•Native Hawaiian/Other Pacific Islander	0	5	2	16	23
•American Indian/Alaska Native & White	0	0	0	0	0
•Asian & White	0	4	0	0	4
•Black/African American & White	0	0	0	0	0
•American Indian/Alaska Native & Black/African American	0	0	0	0	0
•Other Multi Racial	0	1	0	1	2
<b>Totals</b>	<b>0</b>	<b>30</b>	<b>2</b>	<b>22</b>	<b>54</b>

H/L = Hispanic or Latino, NH/NL = Not Hispanic or Latino

Please refer to Appendix C, Exhibit B: HOME Program - Completed Units for the Period of July 1, 2010 to June 30, 2015, which further identifies the specific HOME projects/activities completed during the reporting period, along with a comparison to the anticipated five-year goals.

3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 3 CAPER Specific Housing Objectives response:

Efforts have been made to address the “worst-case” housing needs and housing needs of persons with disabilities through the construction of affordable rental housing for special needs populations. Although no senior projects were completed during the year, the Mohouli Heights Senior Neighborhood project is expected in the coming years, and will help to address the need for low-income elderly households.

As a means of addressing the shortage of rental units available to support homeless with transitional housing needs, the County of Kauai has acquired two housing units for transitional housing which are pending rehabilitation, one of which will produce two units and, when completed, will assist the working homeless transition to permanent housing.

## **Public Housing Strategy**

### *1. Describe actions taken during the last year to improve public housing and resident initiatives.*

During PY2012, the HPHA collaborated with resident associations, service providers, legislators, businesses, and various community members to improve the quantity and quality of the HPHA housing inventory.

Milestones achieved during this period include completion of the second tower of the first phase of the revitalization and redevelopment of the State’s largest public housing site, Kuhio Park Terrace and Kuhio Homes. The HPHA began working with Micaels Development Company on plans for the second phase of the redevelopment, which will include Kuhio Homes and the low-rise. In addition, the HPA, in partnership with Michaels Development Company was awarded a Choice Neighborhoods Initiative Planning Grant, and is working with a consultant to plan for improvements to the Kuhio Park Community.

An initiative was adopted to prohibit smoking in all of its public housing properties to better provide a healthy and safe environment for our residents, children, staff and guests. In the implementation of this new program, the HPHA partnered with the state Department of Health and the Coalition for a Tobacco-Free Hawaii to provide cessation resources, including patches and coaching.

Increased investment in capital improvements and initiatives aimed at crime deterrence and improved tenant security were made, including the improvement of fencing, installation of additional ground lighting, and the issuance of resident ID cards.

Taking advantage of the new law exempting HPHA from civil service requirements when hiring repair, maintenance, and construction management personnel to work on vacant units, the HPHA created four new teams to address the backlog of vacant units, resulting in 53 new rent-ready units.

The HPHA was able to secure a legislative appropriation of \$45 million in capital improvement funding from the state general funds to continue to make improvements to the agency’s statewide inventory of public housing properties.

In addition to state funding, the HPHA was awarded a federal Safe and Security Grant of \$250,000 to provide additional security improvements at one of our federal assisted public housing properties.

The HPHA was also able to secure the Legislature and Governor's support in passing laws:

- prohibiting possession of open liquor containers in common areas in state and federal public housing projects, which will enable HPHA to better address crime and safety initiatives at the properties. Previously, the prohibition of drinking in common areas was difficult to enforce;
- broadening the petty misdemeanor crime of criminal trespass in the second degree to include public housing projects. This will add another tool for HPHA to work with local law enforcement and security personnel to ensure the safety and security of the properties for our residents.
- authorizing the HPHA to receive, use and dispose of property and sell real property subject to legislative approval, receive donations to benefit public housing residents, and use volunteer services. This measure will enable HPHA to significantly improve its ability to manage available community resources to administer its programs and enhance the quality of life for our tenants, as well as build better relationships with the community at large; and
- authorizing the HPHA Board of Directors to set the Executive Director's salary, which will allow the HPHA to better recruit and retain qualified individuals in key positions within the agency, which will save the agency millions of dollars in the long term that is currently used to hire specialized consultants, and allow the agency to use the money saved to move more needy families into low-income public housing.

## **Barriers to Affordable Housing**

1. *Describe actions taken during the last year to eliminate barriers to affordable housing.*

*Program Year 3 CAPER Barriers to Affordable Housing response:*

The Action Plan for PY2012 proposed to take the following actions to address barriers to affordable housing. Actions taken during the program year are provided in *italicized* print.

Barrier: Lack of resources to develop affordable housing.

*The State HHFDC, HPHA and DHS-BESSD advocated for increased state funding for affordable housing and homeless shelter / services and improvements.*

*In 2013 the state legislature:*

- *Appropriated \$7,000,000 for Fiscal Year 2014 and another \$7,000,000 for Fiscal Year 2015 for infusion into the HHFDC's Dwelling Unit Revolving Fund to*

*provide additional interim construction financing for the development of affordable housing statewide;*

- *Appropriated \$45,000,000 to HPHA for Fiscal Year 2014 to develop, upgrade, or renovate public housing properties statewide; and*
- *Appropriated \$19,520,662 to DHS-BESSD to provide for homeless shelter operations, outreach and grant programs in all four counties.*

*The HPHA advocated for and gained legislative support of a bill authorizing HPHA to develop commercial and industrial properties in connection with the development of public housing units which will enable the HPHA to create more revenue sources to development and maintain affordable housing, and help the HPHA to serve our low-income residents by providing more employment options and community resources that could benefit in surrounding communities in which those properties are situated.*

*DHS-BESSD also consolidated the CoC SuperNOFA applications for the rural counties for funding to meet underserved needs and provide technical assistance to improve outcomes. Applications included Shelter Plus Care which addresses the needs of the chronically homeless. DHS-BESSD's application was successful with \$1,968,979 being awarded to provider applicants in the three rural counties. The State continues to meet with the Statewide CoC in an ongoing effort to provide technical assistance.*

*The State's Interagency Council on Homelessness has devoted one of their work groups to address the State's need for stable and affordable housing. Developers, service providers, the State and others interested and committed to affordable housing have come together to do work in this committee. The committee is currently pursuing a "pilot" project to develop single room occupancy units for the homeless, with hopes that this model for leveraged funding, expedited permitting, and granting of entitlements may be replicated in the future.*

*In order to increase the availability of permanent affordable housing as a core solution to homelessness, the State has begun the process of planned conversion of transitional shelter units from our inventory into permanent housing (transition in place) for homeless individuals and families. That process has begun with a provider on the island of Hawaii that received tenant-based vouchers and project-based vouchers from the County of Hawaii that allowed ten (10) transitional shelter units to be converted to permanent housing. The transition in place strategy will also be employed over the next year at one of the state-owned properties on the Leeward coast of Oahu.*

Barrier: Land use controls and local governmental policies, such as zoning and subdivision ordinance, and impact fees, are enacted to protect and further the general welfare of the public. However, a complex regulatory environment also serves as a barrier to affordable housing by delaying development and increasing the cost of housing.

*To address this obstacle, the Governor in September 2007 established the Affordable Housing Regulatory Barriers Task Force. The Task Force completed its review of state and county regulatory requirements and provided recommendations for solutions to achieve regulatory reform needed to help reduce the costs of affordable housing. A copy of the Report of the Governor's*

Affordable Housing Regulatory Barriers Task Force may be viewed electronically at:

<http://hawaii.gov/gov/leg/session-2009/reports/AffordableHousingRegulatoryBarriersReport.pdf>.

The Task Force introduced a package of legislative proposals for regulatory reform in the 2009 Session of the Hawaii State Legislature. One proposal was enacted by the legislature; Act 142, Session Laws of Hawaii 2009, provides the counties 90 days to accept or reject a request for public infrastructure dedication for affordable housing, or the infrastructure is deemed dedicated. Discussions on other task force proposals will continue in the next legislative session.

In addition, the County of Kauai's Housing Task force continues to meet monthly to "fast track" affordable housing projects that must undergo government approvals and permitting in order to develop new affordable housing units. During the reporting period no permitting occurred for any of the Housing Task Force projects.

## HOME

### 1. Assessment of Relationship of HOME Funds to Goals and Objectives

- a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.

The HHFDC allows the Counties, as HOME program State Recipients, to utilize their share of HOME funds to address their respective housing needs. The funds must be used to address the housing priorities set forth in the State's Consolidated Plan, and the HOME project/program must be in compliance with HOME regulations. Progress was made during PY2012 toward meeting goals for providing affordable housing using HOME funds.

The following categories of persons were assisted with housing:

<b>Number and Type of Families Served</b>			
<b>Assistance by Income Group</b>	<b>Renters</b>	<b>Owners</b>	<b>Totals</b>
•0-30 Percent of Area Median	18	2	20
•30-50 Percent of Area Median	11	7	18
•50-60 Percent of Area Median	1	5	6
•60-80 Percent of Area Median	0	10	10
<b>Totals</b>	<b>30</b>	<b>24</b>	<b>54</b>

Assistance by Racial and Ethnic Group	Renter		Owners		Totals
	H/L	NH/NL	H/L	NH/NL	
•White	0	15	0	1	16
•Black/African American	0	0	0	0	0
•Asian	0	5	0	4	9
•American Indian/Alaska Native	0	0	0	0	0
•Native Hawaiian/Other Pacific Islander	0	5	2	16	23
•American Indian/Alaska Native & White	0	0	0	0	0
•Asian & White	0	4	0	0	4
•Black/African American & White	0	0	0	0	0
•American Indian/Alaska Native & Black/African American	0	0	0	0	0
•Other Multi Racial	0	1	0	1	2
<b>Totals</b>	<b>0</b>	<b>30</b>	<b>2</b>	<b>22</b>	<b>54</b>

H/L = Hispanic or Latino, NH/NL = Not Hispanic or Latino

2. HOME Match Report

- a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.

Please refer to Appendix C, the HOME Match Report HUD-40107-A.

3. HOME MBE and WBE Report

- a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women’s Business Enterprises (WBEs).

The number and dollar value of contracts with Minority and Women’s Business Enterprises for HOME projects completed during this reporting period are reflected in HUD Form 40107 in Appendix C.

4. Assessments

- a. Detail results of on-site inspections of rental housing.

The HHFDC contracted with SPECTRUM Enterprises, Inc. to conduct on-site inspections of HOME assisted rental housing. Please see Appendix D for detailed results.

- b. Describe the HOME jurisdiction’s affirmative marketing actions.

The HHFDC has evaluated the affirmative marketing actions of the Counties of Hawaii, Kauai and Maui as State Recipients under the State’s HOME Program. The HHFDC has determined that the Counties have adequately complied with the applicable affirmative marketing procedures through the use of commercial media, community contacts, the Equal Housing Opportunity logo/slogan, and display of the Fair Housing poster.

- c. Describe outreach to minority and women owned businesses.

The Counties of Hawaii, Kauai and Maui as State Recipients under the State’s HOME Program have each acknowledged their acceptance and utilization of the State’s current MBEs/WBEs Outreach Program as follows:

- Solicitations for the procurement of services and property by the state recipients, subrecipients or other entities receiving funding under the HOME

Program includes outreach efforts to the MBEs and WBEs (such as utilization of the State of Hawaii's Department of Transportation's Disadvantaged Business Enterprise Directory).

- Public notices of bids solicitation and requests for proposals include a statement that encourages participation by MBEs and WBEs.
- State recipients, subrecipients and other entities receiving funding under the HOME Program report annually on the type and number of contracts awarded, the names and addresses of the firms awarded bids, the dollar value of all contracts awarded, the dollar value of contracts awarded to MBEs and WBEs, names and addresses of MBEs/WBEs who submitted bids but were not awarded contracts, and the method of implementing the outreach requirements.

HOME data compiled during this reporting period reflects that one contract generated seven subcontracts for one HOME project completed during PY2012. Of the seven subcontracts, four were awarded to MBEs and one was awarded to a WBEs. The state remains confident that WBEs and MBEs will continue to be given opportunities to participate in the State's HOME Program.

The number and dollar value of contracts with Minority and Women's Business Enterprises for HOME projects completed during this reporting period are reflected in HUD Form 40107 attached in Appendix C.

## HOMELESS

### Homeless Needs

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

#### 1. *Identify actions taken to address needs of homeless persons.*

Governor Neil Abercrombie continued to take an aggressive stand to address homelessness in Hawaii. He helped create the Hawaii Interagency Council on Homelessness (HICH), comprised of state department directors, federal agency representatives, and community leaders whose mission is to develop a unified plan to end homelessness in Hawaii.

HICH's achievements were numerous in PY2012 and are summarized below:

- The work of the administratively-created HICH was transferred to the statutorily-created HICH and numerous meetings were conducted amongst its members at the call of the Chair;
- The HICH adopted the state strategic plan to end homelessness and formed working groups which created tactical implementation plans to retoll the crisis response system, to increase access to stable and affordable housing, to increase economic stability, to improve health and stability, and to improve the collection and use of data on homeless individuals;
- The HICH completed and published a study on the inadvisability of creating homeless encampments on public property;



- Meetings were conducted with community groups, neighborhood boards, business entities, foundations, not-for-profit entities, service providers, federal, state, and county governments and faith-based groups across Hawaii to discuss homelessness, its causes, and to articulate strategies to end it;
- The HICH, through its Chair and staff:
  - a. Actively supported the 100,000 homes campaign in Waikiki, downtown Honolulu, and the Waianae coast in late 2012; a list of the 100 of the most medically vulnerable chronically homeless individuals was created and attempts to locate permanent homes for these individuals was begun;
  - b. Assisted various state and county agencies (Department of Transportation, Department of Land and Natural Resources, Department of Accounting and General Services, City and County of Honolulu) in conducting clean ups on public property and to locate emergency and transitional housing for homeless individuals across the state;
  - c. Assisted in providing testimony to the Hawaii State Legislature and to the Honolulu City Council on matters relating to addressing and ending homelessness in Hawaii;
  - d. Met with key decision makers at both the State and County levels to address and end homelessness;
  - e. Assisted in applying for a grant made available to the state Department of Health by the Substance Abuse and Mental Health Services Administration to address the treatment needs of the chronically homeless in Hawaii;
- The HICH Chair assisted the Mayor of the City and County of Honolulu and his cabinet in creating housing programs for the chronically homeless.

Additionally, the State of Hawaii collaborated with each County Continuum of Care on programs to address the needs of the homeless. A complete spectrum of services was funded in each County to provide access to outreach, emergency shelter and transitional shelter. The State also provided funding to several neighbor island agencies for housing placement services. These funds were intended to assist families with minor children find and secure housing. Agencies have utilized funding in a manner that maximizes and leverages resources available to them via their counties. For example, Maui County has for many years funded a "Rental Assistance Program" that provides four core agencies with funding for rental subsidies. All four of these agencies receive some funding from the State for homeless related needs. The agencies have worked collaboratively with the County to leverage funding to be able to place more families by the strategic use of funding from all sources. These types of collaborations between the State, Counties, and the non-profit providers have been encouraged and recognized as replicable and effective practices.

The membership of the HICH has included mayors of the three rural counties. Additionally, the HICH has also had significant contributions from other neighbor island representatives, including various members of Bridging the Gap on housing-specific work groups.

2. *Identify actions to help homeless persons make the transition to permanent housing and independent living.*

All agencies that are contracted to provide shelter and services must also work with the clients toward permanent housing and independent living. As such, a client assessment and program plan must be completed within the first two weeks of contact to set goals and objectives to achieve permanent housing.

Agencies facilitate clients in achieving access to jobs, job training, basic educational goals, access to mainstream resources, application to subsidized housing, budgeting/life skills, drug rehabilitation, etc.

Furthermore, the State has executed the Housing Placement Program to assist in transitioning homeless families into permanent housing. The service provides housing counseling, deposit/first month's rent assistance, landlord cultivation, rental unit damage insurance, and landlord-tenant intervention. The program is funded through the TANF program and is available in three counties.

The State has implemented HUD's ESG Homelessness Prevention and Rapid Re-Housing program in the three rural counties. The program has prevented many who were hovering on the brink of homelessness to stay housed. It has also assisted the newly homeless to quickly get back into permanent housing.

3. *Identify new Federal resources obtained from Homeless SuperNOFA.*

The State of Hawaii received new program funding for PY2012 totaling \$2,369,883, which included Supportive Housing and Shelter Plus Care program funds.

### **Specific Homeless Prevention Elements**

1. *Identify actions taken to prevent homelessness.*

The State completed its seventh year of housing placement activities. Initially, the Housing Placement Program was funded with TANF funding. However, in PY2011, State general funds were utilized for this program, though it continues to be referenced as a "TANF" program so that the restrictive use by TANF-eligible families is made clear. The service provides housing counseling, deposit/first month's rent assistance, landlord cultivation, rental unit damage insurance, and landlord-tenant intervention. The program helps holders of Section-8 vouchers to find appropriate rental units and maintain the unit for the long term. The program is especially helpful in getting landlords to accept client who do not have good credit histories and attain and retain permanent housing. Due to its success, Housing Placement was expanded to three counties.

Upon notification of approval for ESG2 funds of \$131,998, DHS-BESSD worked collaboratively with Bridging the Gap (BTG), the CoC for the rural counties, to determine the best and highest use of these funds. BTG leadership felt that, aside from the administrative costs, all funding would be set aside for rapid re-housing. The State procured for this service, and Catholic Charities Hawaii was selected as the provider to serve the three rural counties. Catholic Charities has gained invaluable experience as a provider for the three rural counties via the State's Housing Placement Program and State Homeless Emergency Grant Program. ESG2 rapid re-housing services commenced on July 1, 2012. Results are reported in this CAPER.

The State Homeless Emergency Grants Program (SHEG) provides funds to those who have an emergency bill or other financial need that threatens their ability to pay rent has been a mainstay of the prevention program. The State Legislature continued to support funding for this program for PY2012. Currently, the

administrative format allows agencies to provide aid up to twice per year and also broadens eligibility for items that encourage employment (such as specialized program equipment for work).

## **Emergency Solutions Grants (ESG)**

1. *Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).*

The following actions support the priority needs identified in the gap analysis table wherein emergency shelter, transitional shelter and permanent housing are all high priority need areas as well as victims of domestic violence.

HP-1: Provide operations funding to five providers of emergency shelter for the unsheltered (Kauai, Maui and Hawaii).

HP-2: Provide operations funding for four emergency shelters for victims of domestic violence (Hawaii, Kauai, Maui).

HP-4: Agencies funded by ESG will include transitioning homeless persons into permanent housing as an integral activity (Hawaii, Kauai, Maui).

2. *Assessment of Relationship of ESG Funds to Goals and Objectives*

- a. *Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.*

The use of ESG funds to address homeless and homeless prevention needs and goals are on target with regard to the specific objectives identified in the Consolidated Plan.

- b. *Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.*

ESG funds provide the immediate first-response that is vital to any jurisdiction's comprehensive planning strategy to end homelessness. ESG funds were used to help three emergency shelters for victims of domestic violence, for whom a shelter provides a life-saving haven to escape abuse and a place to stabilize and transition to safe housing accommodation. ESG funds were also used for operations of five emergency shelters, all of which address the very basic life and health preservation needs of people who experience homelessness. Services are delivered to deter life threatening situations and facilitate transitions into more stable housing.

### On the Island of Hawai'i:

HOPE Services Hawaii far exceeded their objectives with the Kihei PUA Emergency Shelter in Hilo and the West Hawai'i Emergency Housing Facility in Kona. The combined effort resulted in sheltering 370 persons in total (goal: 293) and transitioning 195 persons to permanent housing (goal: 102). HOPE Services continued to strengthen partnerships with other community providers to maximize resources, including the Hawaii Community College, Office of Continuing Education and the Work Force Development Division.

HOPE also increased referrals to essential services including the Neighborhood Place of Puna (provides support to families to prevent Child and Welfare Services intervention) and mental health case management providers (for those living with severe and persistent mental illness).

HOPE Services utilized their ESG HPRP funding to assist 79 at-risk persons to retain their housing, exceeding the goal of 50. The agency narrowly missed their rapid re-housing goal of 25 by providing assistance to 22 homeless individuals. The most significant barriers HOPE Services regularly encounters are the lack of access to subsidized housing and educational/employment skill-building opportunities. Without access to affordable housing and the ability to obtain higher education or meaningful employment training, the agency finds it challenging for their population to obtain and maintain living wage employment. The result is the near-impossibility of becoming self-sufficient and securing quality housing.

Child and Family Services (CFS)' Hale Ohana Domestic Abuse Shelter provided shelter to 340 women and children, exceeding its goal of 240 persons. CFS transitioned 115 persons to permanent housing, missing its projected goal to transition 220 individuals. The West Hawaii Domestic Abuse Shelter was unable to attain their goal of sheltering 240 individuals but provided shelter to 199 participants. The agency transitioned 14 individuals to permanent housing, missing their goal of 195. The biggest barrier facing the overall vision of CFS is the lack of affordable housing and living wages. Many of their clients have no source of income besides welfare benefits, so are limited in their ability to afford basic necessities such as food, supplies, clothing and housing. However, through case management and supportive services, clients continued to establish goals to help them transition safely and successfully back into the community.

On the Island of Kauai:

At Kauai Economic Opportunity's (KEO) Mana'olana Emergency Shelter, 274 persons were provided shelter, surpassing the projected goal of 260 persons. Thirty participants transitioned to permanent housing, exceeding their goal of 25; 31 were placed in KEO's transitional shelter, and 6 were able to obtain employment through programs provided by the shelter. KEO continued to provide the only emergency shelter services on the island of Kauai. Homeless individuals and families were assisted with case management services; development of individual service plans identifying short-term goals and objectives to move them to temporary transitional or permanent housing; and to obtain employment as they work toward self-sufficiency. KEO has succeeded in achieving their emergency shelter objectives and continues to develop new programs to further their clients' abilities to achieve housing stability.

KEO narrowly missed its goals for the ESG HPRP program. The agency provided 8 households with assistance for homelessness prevention against its goal of 13, and provided 8 homeless households with rapid re-housing assistance against its goal of 9.

The agency continued the Ready to Rent training program to prepare participants to become successful renters. Additionally, KEO has been approved for CDBG funding to assist participants in identifying and removing

barriers that prevent them from obtaining and maintaining employment, a critical component of attaining stable, permanent housing.

On the Island of Maui:

Ka Hale A Ke Ola Homeless Resource Center (KHAKO) provided shelter to 891 persons, surpassing their goal of 285 persons. Of these participants, 176 were transitioned to permanent housing, exceeding their projection of 62. KHAKO continued to provide required programs to assist participants in becoming more employable. Once employed, these clients may become eligible for KHAKO's Rental Assistance Program which provided financial assistance and case management for up to a year.

Family Life Center (FLC) Ho'olanani Emergency Shelter exceeded its goal of serving 300 persons, by assisting 555. FLC transitioned 105 persons into permanent housing, surpassing their goal of 69. They utilized other resources (i.e., the State Outreach and Housing Placement Programs) to facilitate movement of clients into permanent or transitional housing. In June 2012, FLC opened a renovated space in the Ho'olanani Shelter that increased bed capacity from 15 to 50 beds. Originally, FLC could accommodate women and children only, but after renovations was able to accommodate men as well. FLC also attributes the increase in service to expanded outreach efforts and greater collaboration with community social services agencies, law enforcement, hospitals and the community at large.

Through the ESG HPRP funds, FLC was able to provide 52 homeless persons with rapid re-housing assistance, far surpassing its goal of 14. The agency also provided 4 at-risk individuals with homelessness prevention assistance, exceeding its goal of 1. Although there were many barriers to contend with, including the lack of affordable housing and clients with limited or no financial resources and poor credit history, FLC continued to work closely with landlords and other housing providers in their community. Through their Representative Payee Program, enrolled participants have their finances handled by the "Rep Payee." This method provided assurance to housing providers that they would receive their rent payments in a timely and consistent manner. The ESG HPRP funds were instrumental in preventing homelessness and rapidly re-housing the homeless through financial support, including security and utility deposits, and short- and medium-term rental assistance.

Women Helping Women (WHW) provided emergency shelter and support services for 231 women and children fleeing actual or potential domestic violence. While this number was slightly short of their objective to service 250 persons, the actual number of 129 persons transitioned to permanent housing exceeded their goal of 100 persons. WHW continues to provide one-on-one supportive services, including Housing Advocacy which prepares participants for life apart from their abusers. WHW recognizes that for battered women, "housing equals safety." An overwhelming majority of the women have little or no income at intake; only 5% of WHW participants report wage income in excess of \$16,000 per year, placing the shelter's population, by most metrics, in the low-income category. Nonetheless, WHW participants, upon exit, went into a permanent housing situation equipped with applicable government benefits and other available assistance. The agency has made credible attempts to utilize mainstream resources to address client needs. In addition,

WHW has implemented and refined protocols to best meet the needs of individuals with limited English proficiency, in anticipation of a coming need for access from this segment of the population.

### 3. *Matching Resources*

- a. *Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.*

DHS-BESSD received the following funds to address homeless needs and to prevent homelessness:

- \$13.6 million for the State Homeless Shelter Program (shelter and supportive services),
- \$1.8 million in additional TANF funds to supplement funding for shelter and support services for the state Homeless Shelter Program,
- \$2.2 million for the State Homeless Outreach Program (service to the unsheltered homeless including case management and the provision of medical care, food, living supplies, and referrals),
- \$500,000 for the State Homeless Grant and Loan Program (rental housing deposit and utility payment assistance),
- \$1 million for the Housing First Program,
- \$421,470 for the Emergency Solutions Grant Program,
- \$176,906 for Housing Opportunities for Persons with AIDS,
- \$265,455 for the Supportive Housing Program,
- \$2,431,724 for the state's Housing Placement Program (state TANF funds providing a wide range of supportive services to enable housing placement in affordable market rentals),
- \$2,104,428 in Shelter Plus Care.

To satisfy the anticipated matching funds requirement, the State of Hawaii provided funds to agencies in the Counties of Hawaii, Maui and Kauai by contracting for services under the State Homeless Shelter Program and Outreach Program.

### 4. *State Method of Distribution*

- a. *States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.*

The State received a formula allocation from HUD for ESG funds and requested pre-award authority from HUD in order to continue implementation of ESG projects without interruption.

The State solicited requests for proposals for PY2012 from emergency shelter providers in the three rural counties. DHS-BESSD's allocation of the grant amounts are based on the applicant's ability to satisfy two criteria: 1) each rural county should receive a portion of the funds for emergency or abuse shelters; and 2) grant allocations are prioritized in a manner that supports the continuum of care for the homeless population in a particular rural county. When competing proposals were received from various service providers with equally high priority need, eligible proposals were measured for priority based on the agency's experience and capability, qualifications of personnel, proposed past service delivery, CoC participation, and financial viability.

5. *Activity and Beneficiary Data*

- a. *Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.*

Please refer to Appendix E, Grantee Expenditure Table.

b. *Homeless Discharge Coordination*

- i. *As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.*

ESG funds were not used for homeless at risk who were being released from publicly funded institutions.

- c. *Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.*

The State's goal is that all public institutions will have discharge policies in place and that the discharge policy does not allow anyone to be discharged into homelessness. Through collaboration with the Hawaii Interagency Council on Homelessness (HICH), the state Department of Health's Adult Mental Health Division has a zero tolerance policy for homelessness for their consumers. Hence the Adult Mental Health Division has a Housing Office, which addresses housing needs of their consumers. Additionally, housing is a high priority for the state Department of Public Safety in efforts to reduce recidivism. The Department of Public Safety recently created and filled the position of Re-entry Coordinator. Discharge planning has remained a major focus for the HICH, and specifically includes the transition of young adults from the state foster care system and the discharge of patients from public and private hospitals. It is anticipated that additional progress will be made in these areas over the next year as the State's Plan is formally adopted and implemented. During the 2013 Legislative session, the Department of Human Services (DHS) successfully advocated for an "extension" of foster care benefits for those young adults who are working or attending school for more than 20 hours per week to maintain their status in foster care. This legislation

will enable foster families and foster youth to voluntarily continue to receive benefits from DHS and to allow for a more well-planned transition for these youths into full independence.

## **COMMUNITY DEVELOPMENT**

### **Community Development**

**(Not Applicable. The State does not administer CDBG.)**

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. *Assessment of Relationship of CDBG Funds to Goals and Objectives*
  - a. *Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.*
  - b. *Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.*
  - c. *Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.*
2. *Changes in Program Objectives*
  - a. *Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.*
3. *Assessment of Efforts in Carrying Out Planned Actions*
  - a. *Indicate how grantee pursued all resources indicated in the Consolidated Plan.*
  - b. *Indicate how grantee provided certifications of consistency in a fair and impartial manner.*
  - c. *Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.*
4. *For Funds Not Used for National Objectives*
  - a. *Indicate how use of CDBG funds did not meet national objectives.*
  - b. *Indicate how did not comply with overall benefit certification.*
5. *Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property*
  - a. *Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.*
  - b. *Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.*
  - c. *Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.*
6. *Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons*



- a. *Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.*
  - b. *List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.*
  - c. *If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.*
7. *Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit*
  - a. *Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.*
8. *Program income received*
  - a. *Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.*
  - b. *Detail the amount repaid on each float-funded activity.*
  - c. *Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.*
  - d. *Detail the amount of income received from the sale of property by parcel.*
9. *Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:*
  - a. *The activity name and number as shown in IDIS;*
  - b. *The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;*
  - c. *The amount returned to line-of-credit or program account; and*
  - d. *Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.*
10. *Loans and other receivables*
  - a. *List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.*
  - b. *List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.*
  - c. *List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.*
  - d. *Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.*
  - e. *Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.*
11. *Lump sum agreements*
  - a. *Provide the name of the financial institution.*
  - b. *Provide the date the funds were deposited.*

- c. *Provide the date the use of funds commenced.*
- d. *Provide the percentage of funds disbursed within 180 days of deposit in the institution.*

12. *Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year*
  - a. *Identify the type of program and number of projects/units completed for each program.*
  - b. *Provide the total CDBG funds involved in the program.*
  - c. *Detail other public and private funds involved in the project.*

13. *Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies*

- a. *Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.*

The State does not administer Community Development Block Grants.

### **Antipoverty Strategy**

1. *Describe actions taken during the last year to reduce the number of persons living below the poverty level.*

The State's strategy to reduce the number of poverty level families was to (a) meet basic subsistence requirements for those in need, (b) strengthen and preserve families, and (c) support self-empowerment.

The Department of Human Services continues to implement its policy that requires adults who are receiving financial assistance under the Temporary Assistance to Needy Families (TANF) or Temporary Assistance to Other Needy Families (TAONF) to participate in work programs. Non-compliance with the work program results in a full-household termination of assistance. Also, every work mandatory adult who has received assistance for at least 24 months must participate in a work activity. The adult must participate in an activity for each month he or she receives financial assistance after month twenty-four. Failure to do so will make the entire household ineligible.

## **NON-HOMELESS SPECIAL NEEDS HOUSING**

### **Non-homeless Special Needs**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. *Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).*

During this reporting period, the State completed 59 units for special needs populations, 5 of which were HOME-assisted, in the Hale Mahaolu Ehiku Phase 2 project in the County of Maui. Anticipated completion of the Mohouli Heights Senior Neighborhood project in the County of Hawaii in the next few program years will help to address this need.

## Specific HOPWA Objectives

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. *Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives*  
*Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding.*

*Grantees should demonstrate:*

- a. *That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;*

As a part of the community planning effort, HOPWA has provided affordable housing for 27 participants and resources to access supportive services to 335 persons. NIHP actively participates in the COC of each county, which is the locally-based community planning organization focusing on affordable housing and services for the homeless and at-risk homeless. Additionally, NIHP is a member of the Statewide Coordinating Council which is tasked with strategic planning for housing and services for persons with HIV/AIDS.

- b. *That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;*

The NIHP is a unique model of providing housing and services to the homeless and at-risk homeless in Hawaii. The NIHP began as the Neighbor Island HIV/AIDS Coalition (NIHAC) comprised of the primary AIDS service organization on the rural counties of Maui, Hawaii and Kauai seeking to provide a collective voice to address the regional inequities that impact persons living with HIV/AIDS on these counties. The NIHP provided an avenue to build upon the NIHAC collaborative model. Through the NIHP, Maui AIDS Foundation, Malama Pono, Kauai, and the Hawaii Island HIV/AIDS Foundation share resources, experiences and strategies in order to respond to the housing needs across the three counties. The collaboration of the three counties maximizes the efficient delivery of housing and services, and moves resources where the need exists.

The commitment of the agencies in the NIHP to attend each of their respective county's increases community awareness to address the service gaps in the continuum for those with HIV/AIDS. Along with the NIHP presence in the CoC, there is a collaborated effort with the State and County to aggressively develop affordable housing and increase the inventory for all, including units for those with special needs.

- c. *That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;*

The State has required the project sponsor administering the HOPWA funds in the rural counties to attend and participate in the Continuum of Care on each of the respective counties. Through this participation, community based non-profits have been able to network with one another to provide comprehensive services such as: medical, housing, financial and other supportive services to encourage self-sufficiency.

- d. *That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;*

Through community-wide-strategic planning efforts, resources have been provided by leveraging matches such as the Ryan White Care Act (\$351,440) and the Department of Health (\$701,977). The leveraged funds provide assistance for tenant-based rental assistance, supportive services in conjunction with housing assistance, supportive services not in conjunction with housing assistance, grantee administration (other than DHS-BESSD) and project sponsor administration.

- e. *That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,*

The participating agencies in the NIHP meet regularly to identify the funding sources available to support and sustain the affordable housing units in each of the rural counties. Through this collaborative effort, they are able to effectively plan and support the requests for funding for each of the agencies. The success of their efforts is apparent in the ongoing support for 19 units of housing for persons with HIV/AIDS and the services that are provided to the residents and families.

- f. *That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.*

Each of the participants in the NIHP (Maui AIDS Foundation, Malama Pono, and Hawaii Island HIV/AIDS Foundation) work collaboratively with other non-profit agencies on each of their respective rural counties, to provide the continuum of services for those with HIV/AIDS. Supportive services are integral to the long-term housing stability for client struggling with medical, social and economic issues.

- 2. *This should be accomplished by providing an executive summary (1-5 pages) that includes:*
  - a. *Grantee Narrative*
    - i. *Grantee and Community Overview*

- (1) *A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services.*

DHS-BESSD administers state and federal funds for programs that target the homeless and at-risk-homeless persons. The overall goal is to offer homeless or at-risk-homeless persons an opportunity to stabilize health, housing and social issues for transition to permanent housing while maintaining long term economic independence and self-sufficiency.

The HOPWA project sponsor is the Maui AIDS Foundation (MAF), which administers The Neighbor Island Housing Program (NIHP), a collaborative housing program model that includes the Counties of Hawaii, Kauai and Maui. DHS-BESSD contracts with the MAF, which works in conjunction with the Hawaii Island HIV/AIDS Foundation and Malama Pono (Kauai) to provide affordable housing using HOPWA funds for low-income persons living with HIV/AIDS and their families in all of the rural counties of the State of Hawaii.

HOPWA funds are used to provide tenant-based rental assistance; rental deposit; supportive services in and not in conjunction with housing activity; and housing information and placement services to persons with HIV/AIDS. The collaboration of the three counties maximizes the efficient delivery of housing and services and moves resources where the need exists.

- (2) *How grant management oversight of project sponsor activities is conducted and how project sponsors are selected.*

DHS-BESSD conducted a Request for Proposals to select project sponsors for expenditure of HOPWA funds in the Counties of Hawaii, Kauai, and Maui for PY2012. A committee of one government employee and representatives from each of the three rural County CoCs reviewed the proposals that were submitted. As a result of the proposal review, DHS-BESSD selected MAF, which partnered with Hawaii Island HIV/AIDS Foundation and Malama Pono (Kauai), to be the collaboration of project sponsorship.

Onsite monitoring is done every other year and desk monitoring is performed continuously. The monitoring includes a review of independent financial audits, client eligibility, review of expenses for tenant-based rental assistance and supportive service, verification of reported expenditures and persons served, and communication/training provided via telephone, e-mail and by facsimile. The program specialist documents any areas of noncompliance and details corrective action needed through written correspondence, telephone interviews, and by e-mail.

The MAF Housing Director travels to the counties to assess and assists Housing Coordinators on Kauai and the Big Island of Hawaii. The MAF will continue to build inter-agency/inter-island relationships, deepen client interaction, and offer supervision and assistance to Project

Sponsor Partners, Housing Coordinators and other agency staff. Each of the Housing Coordinators must meet the qualifications as set by the respective agencies.

- (3) *A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS.*

Hawaii's total population is estimated at nearly 1.4 million. While Hawaii's poverty and unemployment rates are slightly lower than the U.S. average, Hawaii has some of the highest median monthly housing costs in the nation.

The State Department of Health's (DoH) HIV/AIDS Surveillance Program maintains active HIV and AIDS statistical data for the State of Hawaii. As of this writing, the DoH anticipated completion of its data report for 2012 by September 2013. As of December 31, 2011, it reported that there were approximately 2,425 people diagnosed in Hawaii and living with HIV/AIDS, and an additional 1,349 people living in Hawaii but diagnosed elsewhere, totaling an estimated 3,774 people in Hawaii requiring access to HIV medical care. Although not included in the NIHP, Honolulu County is the most densely populated of the island counties and reported approximately 70% of the state's total HIV/AIDS cases. The County of Hawaii reported 13%, followed by the County of Maui at 11% and the County of Kauai at 6% of people living with HIV/AIDS.

- (4) *A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body.*

Planning and public consultation for the use of HOPWA funds occurs through the Consolidated Plan process and through the County Continuum of Care meetings. One area for growth was communication between staff and agencies. This challenge is being addressed through the efforts of the three Executive Directors of the primary AIDS service organizations who meet regularly to discuss matters of mutual concern and the particulars of NIHP. To assist in these matters, NIHP staff is regularly consulting with the technical assistance provider, Building Changes.

Additionally, the State facilitates the Statewide Coordinating Committee of AIDS service providers which meet regularly to discuss challenges and barriers to housing and services.

- (5) *What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations.*

In PY2012, an additional \$1,694,891 in other resources was utilized:

Ryan White Care Act	\$351,440.00
HOPWA SPNS Grant	\$482,058.00
Department of Health	\$701,977.00
Housing Choice Voucher Program	\$24,800.00
Gregory House	\$15,720.00
Dennis Dane Emergency Fund	\$6,636.00
Maui United Way	\$17,000.00
Ted Stafford	\$5,231.00
Project Sponsor/Subrecipient	
Cash Resources	\$58,000.00
Resident Rent Payments by	
Clients Private Landlord	\$181,670.00
<b>TOTAL</b>	<b>\$1,844,532.00</b>

(6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.

The participating agencies within the NIHP have been working with the State of Hawaii Department of Health. Leveraged funds are received from the Ryan White Care Act. The NIHP coordinates services for their clients with the AIDS Drug Assistance programs, DHS-BESSD, and the county Continuums of Care (CoC) for collaboration and input into the community planning efforts. Additionally, all funded agencies are required to participate in the State Homeless Management Information System.

ii. Project Accomplishment Overview

(1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences.

During the program year, the NIHP expended \$106,655 in HOPWA funds for tenant-based rental assistance, STRMU and permanent housing placement services, and \$29,636 for supportive services in conjunction with and without housing assistance. (Pending expenditures not processed in IDIS by June 28, 2012.) No funds were expended for facility based housing.

Of the 19 households provided with tenant-based rental assistance, 14 will continue with housing assistance into the next operating year.

Individuals and their families had contact with a case manager at least once in the last three months. The participants remained consistent with the schedule specified in their individualized service plan to be in contact with a primary health provider and have a housing plan for maintaining or establishing stable on-going residency. The NIHP is

accomplishing access to care and support using the measure identified by HOPWA. Participants and others are connected to a range of resources through Maui AIDS Foundation, Hawaii Island HIV/AIDS Foundation and Malama Pono. Resources include assistance with utilities, medical assistance and care, food and other services.

- (2) *The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds.*

Not applicable. The State has no HOPWA-funded activity committed to creating housing units through acquisition, rehabilitation, or new construction since 1993.

- (3) *A brief description of any unique supportive service or other service delivery models or efforts.*

The Neighbor Island Housing Program (NIHP) is a unique model of providing housing and services to the homeless and at-risk homeless in Hawaii. The NIHP began as the Neighbor Island HIV/AIDS Coalition (NIHAC) comprised of the primary AIDS service organization on the rural counties of Maui, Hawaii and Kauai seeking to provide a collective voice to address the regional inequities that impact persons living with HIV/AIDS on these counties. In response the NIHP provided the avenue to build upon the NIHAC collaborative model. Through the NIHP, with the lead agency Maui AIDS Foundation, Malama Pono, Kauai, Hawaii Island HIV/AIDS Foundation share resources, experiences and strategies in order to respond to the housing needs across the three counties. The collaboration of the three counties maximizes the efficient delivery of housing and services and moves resources where the need exists.

The commitment from the agencies which comprise the NIHP to attend each of their respective county's CoC, increases the awareness of the service gaps in the continuum for those with HIV/AIDS. Along with the NIHP presence in the CoC, there is a collaborated effort with the State and County to aggressively develop affordable housing and increase the inventory for all, including units for those with special needs.

- (4) *Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.*

Not applicable.

iii. *Barriers or Trends Overview*

- (1) *Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement*  
(2) *Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and*  
(3) *Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years.*

A Needs Assessment Steering Committee, consisting of HOPWA and Ryan White grantees, in conjunction with Building Changes, completed a statewide survey to increase the knowledge and understanding of



the housing, care and treatment needs of people living with HIV/AIDS in Hawaii and to identify opportunities to address these needs. Defining needs and developing strategies was done largely by local stakeholders, particularly the Steering Committee, in order to ensure that the plan was truly community based. The plan continues to be a useful guide for further efforts in housing, care and treatment programs for people living with HIV/AIDS.

The Needs Assessment Steering Committee gathered data through a statewide survey to assess the housing and services needs of people living with HIV/AIDS. The survey included questions regarding demographics, housing, employment and benefits, care services and barriers. Approximately 200 stakeholders from each of Hawaii's four counties participated in the process by completing the survey, as well as participating in focus groups, interviews, Steering Committee meetings or Community Planning Group meetings. In April 2009, Building Changes submitted the final report consisting of the critical issues identified in the study and recommendations to address these issues. The report is an essential tool for current planning efforts and future strategic planning.

One of the challenges to program management is the continued difficulties in communication between clients, staff and collaborating agencies across the three islands. This is currently being addressed by increased interaction among the three executive directors of the partnering agencies, increased site visits by the MAF Housing Director, and the increased use of video conferencing.

Many clients have to travel a far distance from their homes to their places of employment. Hawaii gas prices are among the highest in the nation which makes it difficult for HOPWA participants to afford. To combat this dilemma, some ASO's issue monthly bus passes or gas cards to help keep clients employed and stably housed.

MAF provides HIV primary care support for medical, dental, nutritional and mental health care needs by retaining an HIV/AIDS specialist doctor one day a week and is endeavoring to expand services to include other physicians. A registered nurse (RN) is on premise to help case manage the clients that need extra care. The agency is also in the process of hiring another RN to work with the HIV specialist at the local community clinic, Malama E Ke Ola.

For those with transportation and/or mobility issues, MAF provides the added benefit of one-stop assistance for housing, medical, food bank and other support services.

Despite the many barriers, NIHP has consistently surpassed the housing stability rate of 90%. The availability of funding and services provided through the grants as well as the dedication, commitment and hard work of the staff (including case managers and housing coordinators) contributed to achieve and maintain the high stability rate.

b. *Accomplishment Data*

- i. *Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).*
- ii. *Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).*

Objective: HP-3

Problem/Need: Persons with HIV/AIDS need services to achieve housing stability.

Activity: Provide housing information and rent/deposit assistance services to persons with HIV/AIDS (Hawaii, Kauai, and Maui).

- Provided \$32,330 to MAF to assist eligible households with supportive services in conjunction with or without housing activities. MAF expended \$29,636 for this purpose while assisting 27 households with supportive services in conjunction with housing activities, and 335 persons with supportive services not in conjunction with housing activities.
- Initially provided \$2,000 to MAF to assist households with permanent housing placement; the budget was subsequently reduced to \$1,900 to assist two eligible households.
- Initially provided \$2,000 to provide households with partial short-term rental, mortgage and utility payments; the budget was subsequently increased to \$6,702. MAF expended \$4,831 and assisted six eligible households.

Expenditures reflected above are as of June 28, 2013.

Objective: HP-5

Problem/Need: Persons with HIV/AIDS lack sufficient resources for market rentals.

Activity: Provide funds to pay a portion of the market rental unit costs for homeless and homeless-at-risk persons with HIV/AIDS (Hawaii, Kauai, Maui).

- Initially provided \$123,257 to MAF to pay a portion of the market rental units costs for persons with HIV/AIDS who were homeless or homeless-at-risk. The budget was subsequently revised to \$118,655; as of June 28, 2013, MAF expended \$106,638 for this purpose, enabling 19 households to secure and/or maintain housing.

As the grant period waned, MAF was unable to expend the balance of the TBRA funds without running the risk of accepting a new client, only to terminate him/her during the next grant period when the FMR in Maui decreased. With permission from DHS-BESSD, MAF amended their budget and moved the remaining funds into STRMU, which it was fully utilized to assist additional participants.

Objective: HP-6

Problem/Need: Appropriate, efficient and effective use of funds

Activity: Provide effective program administration

- Provided \$12,012 to MAF for administration, coordination, evaluation, record-keeping and reporting; as of June 28, 2013, MAF expended \$11,432 for this purpose.

- DHS-BESSD retained \$5,307 for administration of this program. No funds were expended as the remaining administrative funds from the previous program year were used. The remaining balance will be utilized for audit services, other administrative costs including CoC-related travel, and monitoring expenditures.

Please see the HOPWA CAPER Performance Chart 3 provided in Appendix F.

## **OTHER NARRATIVE**

*Include any CAPER information that was not covered in any other section.*

### **Neighborhood Stabilization Program, Round 1**

Under Round 1 of the Neighborhood Stabilization Program (NSP1), authorized by Title III of the Housing and Economic Recovery Act of 2008, the State of Hawaii received \$19,600,000 to provide emergency assistance to acquire and redevelop foreclosed and vacant properties in the State of Hawaii. Through a collaborative effort with all four counties, HHFDC entered into five contracts to undertake NSP1 activities in all four counties. As of June 30, 2013, the NSP funds met the 100% expenditure deadline with the total grant and program income expenditures. Due to the substantial amount of program income funds generated by the County of Kauai's activities, and the challenges of acquiring foreclosed properties, the County of Kauai developed a plan to expand the use of program income to include Eligible Use E, allowing for the redevelopment of vacant properties and the establishment of a revolving loan fund for homebuyer loans. As the county needed to amend its administrative rules to provide for NSP funding of homebuyer loans, the NSP amendments were addressed separately. The Substantial Amendment No. 3 was approved by HUD on November 3, 2012 which provide for the development of an additional single family home in Waimea, and allowed the State to exercise its pre-award authority to avoid delays or interruption of activities under Eligible Use E. The Substantial Amendment No. 4 to provide for the County of Kauai to establish a revolving loan fund for a homebuyer loan program was submitted to HUD for approval on June 3, 2013.

ADDITIONAL INFORMATION FORTHCOMING.

### **Neighborhood Stabilization Program, Round 3**

INFORMATION FORTHCOMING.

### **Section 3 Summary Reports**

INFORMATION FORTHCOMING.

**CAPER IDIS Reports**

The following CAPER IDIS Reports are required to be submitted to HUD as part of the CAPER process. These documents are available for review upon request and are as follows:

_____	PR02 – List of Activities by Program Year and Project
<u>N/A</u>	PR03 – CDBG Activity Summary Report
_____	PR06 – Summary of ConPlan Projects for Report Year
<u>N/A</u>	PR10 – CDBG Housing Activities
_____	PR19, Part 1 – ESG Program Grantee Statistics for Program Year
_____	PR19, Part 2 – ESG Grantee Activity Summary
_____	PR22 – Status of HOME Activities
_____	PR23 – Summary of Accomplishments
_____	PR25 – Status of CHDO Funds by Fiscal Year
<u>N/A</u>	PR26 – CDBG Financial Summary (Form 4949.3)
_____	PR27 – Status of HOME Grants
_____	PR33 – HOME Match Liability Report

To request a specific report, please complete the form in Appendix K.

## APPENDIX A

### Charts – Performance Measurement Models



INFORMATION FORTHCOMING.





## APPENDIX B Project Information Sheets



Information Forthcoming.



## APPENDIX C

# HOME Reports: Annual Performance Report & HOME Match Report

- Exhibit A: Active HOME Activities – July1, 2011 – June 30, 2012
- Exhibit B: HOME Program – Completed Units July 1, 2010 – June 30, 2015
- Exhibit C: HOME Program – Funding Sources
- Exhibit D: HOME Program – Grant Balances as of June 30, 2012



# Annual Performance Report HOME Program

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

OMB Approval No. 2506-0171  
(exp. 8/31/2009)

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

This form is intended to collect numeric data to be aggregated nationally as a complement to data collected through the Cash and Management Information (C/MI) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each section if further explanation is needed.

Submit this form on or before December 31. Send one copy to the appropriate HUD Field Office and one copy to: <b>HOME Program, Rm 7176, 451 7th Street, S.W., Washington D.C. 20410</b>	This report is for period (mm/dd/yyyy)		Date Submitted (mm/dd/yyyy)
	Starting	Ending	

## Part I Participant Identification

1. Participant Number	2. Participant Name		
3. Name of Person completing this report		4. Phone Number (Include Area Code)	
5. Address	6. City	7. State	8. Zip Code

## Part II Program Income

Enter the following program income amounts for the reporting period: in block 1, enter the balance on hand at the beginning; in block 2, enter the amount generated; in block 3, enter the amount expended; and in block 4, enter the amount for Tenant-Based rental Assistance.

1. Balance on hand at Beginning of Reporting Period	2. Amount received during Reporting Period	3. Total amount expended during Reporting Period	4. Amount expended for Tenant-Based Rental Assistance	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5
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## Part III Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

In the table below, indicate the number and dollar value of contracts for HOME projects completed during the reporting period.

	a. Total	Minority Business Enterprises (MBE)			f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	
A. Contracts					
1. Number					
2. Dollar Amount					
B. Sub-Contracts					
1. Number					
2. Dollar Amount					
	a. Total	b. Women Business Enterprises (WBE)	c. Male		
C. Contracts					
1. Number					
2. Dollar Amount					
D. Sub-Contracts					
1. Number					
2. Dollar Amounts					

**Part IV Minority Owners of Rental Property**

In the table below, indicate the number of HOME assisted rental property owners and the total dollar amount of HOME funds in these rental properties assisted during the reporting period.

	a. Total	Minority Property Owners				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
1. Number						
2. Dollar Amount						

**Part V Relocation and Real Property Acquisition**

Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition. The data provided should reflect only displacements and acquisitions occurring during the reporting period.

	a. Number	b. Cost	Minority Business Enterprises (MBE)			f. White Non-Hispanic
Households Displaced	a. Total	b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
1. Parcels Acquired						
2. Businesses Displaced						
3. Nonprofit Organizations Displaced						
4. Households Temporarily Relocated, not Displaced						
5. Households Displaced - Number						
6. Households Displaced - Cost						



# HOME Match Report

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

OMB Approval No. 2506-0171  
(exp. 12/31/2012)

REVISED 8/1/13

<b>Part I Participant Identification</b>		Match Contributions for <b>Federal Fiscal Year (yyyy) 7/11 - 6/12</b>	
1. Participant No. (assigned by HUD) SG-15-0100	2. Name of the Participating Jurisdiction Hawaii Housing Finance and Development Corporation		
5. Street Address of the Participating Jurisdiction 677 Queen Street, Suite 300		7. State Hawaii	8. Zip Code 96813
6. City Honolulu	3. Name of Contact (person completing this report) Glori Inafuku		
		4. Contact's Phone Number (include area code) 808-587-0538	

## Part II Fiscal Year Summary

1. Excess match from prior Federal fiscal year	\$	11,927,409.61	
2. Match contributed during current Federal fiscal year (see Part III.9.)	\$	621,645.32	
3. Total match available for current Federal fiscal year (line 1 + line 2)	\$		12,549,054.93
4. Match liability for current Federal fiscal year			\$ 339,717.06
5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)			\$ 12,209,337.87

## Part III Match Contribution for the Federal Fiscal Year

1. Project No. or Other ID	2. Date of Contribution (mm/dd/yyyy)	3. Cash (non-Federal sources)	4. Foregone Taxes, Fees, Charges	5. Appraised Land / Real Property	6. Required Infrastructure	7. Site Preparation, Construction Materials, Donated labor	8. Bond Financing	9. Total Match
County of Hawaii								
Mohouli Heights Sr.	05/17/12		77,047.72					
Hawaiian Paradise Pk	06/06/12		65,990.87					
Kumakua Self-Help	03/14/12		55,426.87					
Pacific Paradise 8	01/05/12		1,935.36					
County of Kauai								
Kalepa Village Ph 2B	06/30/12		88,744.50					
Kalepa Village Ph 3	06/30/12		332,500.00					

1. Project No. or Other ID	2. Date of Contribution (mm/dd/yyyy)	3. Cash (non-Federal sources)	4. Foregone Taxes, Fees, Charges	5. Appraised Land / Real Property	6. Required Infrastructure	7. Site Preparation, Construction Materials, Donated labor	8. Bond Financing	9. Total Match

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

## Instructions for the HOME Match Report

### Applicability:

The HOME Match Report is part of the HOME APR and must be filled out by every participating jurisdiction that incurred a match liability. Match liability occurs when FY 1993 funds (or subsequent year funds) are drawn down from the U.S. Treasury for HOME projects. A Participating Jurisdiction (PJ) may start counting match contributions as of the beginning of Federal Fiscal Year 1993 (October 1, 1992). A jurisdiction not required to submit this report, either because it did not incur any match or because it had a full match reduction, may submit a HOME Match Report if it wishes. The match would count as excess match that is carried over to subsequent years. The match reported on this form must have been contributed during the reporting period (between October 1 and September 30).

### Timing:

This form is to be submitted as part of the HOME APR on or before December 31. The original is sent to the HUD Field Office. One copy is sent to the

Office of Affordable Housing Programs, CGHF  
Room 7176, HUD, 451 7th Street, S.W.  
Washington, D.C. 20410.

The participating jurisdiction also keeps a copy.

### Instructions for Part II:

1. **Excess match from prior Federal fiscal year:** Excess match carried over from prior Federal fiscal year.
2. **Match contributed during current Federal fiscal year:** The total amount of match contributions for all projects listed under Part III in column 9 for the Federal fiscal year.

3. **Total match available for current Federal fiscal year:** The sum of excess match carried over from the prior Federal fiscal year (Part II, line 1) and the total match contribution for the current Federal fiscal year (Part II, line 2). This sum is the total match available for the Federal fiscal year.

4. **Match liability for current Federal fiscal year:** The amount of match liability is available from HUD and is provided periodically to PJs. The match must be provided in the current year. The amount of match that must be provided is based on the amount of HOME funds drawn from the U.S. Treasury for HOME projects. The amount of match required equals 25% of the amount drawn down for HOME projects during the Federal fiscal year. Excess match may be carried over and used to meet match liability for subsequent years (see Part II line 5). Funds drawn down for administrative costs, CHDO operating expenses, and CHDO capacity building do not have to be matched. Funds drawn down for CHDO seed money and/or technical assistance loans do not have to be matched if the project does not go forward. A jurisdiction is allowed to get a partial reduction (50%) of match if it meets one of two statutory distress criteria, indicating "fiscal distress," or else a full reduction (100%) of match if it meets both criteria, indicating "severe fiscal distress." The two criteria are poverty rate (must be equal to or greater than 12.5% of the average national family poverty rate to qualify for a reduction) and per capita income (must be less than 75% of the national average per capita income to qualify for a reduction). In addition, a jurisdiction can get a full reduction if it is declared a disaster area under the Robert T. Stafford Disaster Relief and Emergency Act.

5. **Excess match carried over to next Federal fiscal year:** The total match available for the current Federal fiscal year (Part II, line 3) minus the match liability for the current Federal fiscal year (Part II, line 4). Excess match may be carried over and applied to future HOME project match liability.

### Instructions for Part III:

1. **Project No. or Other ID:** "Project number" is assigned by the C/MI System when the PJ makes a project setup call. These projects involve at least some Treasury funds. If the HOME project does not involve Treasury funds, it must be identified with "other ID" as follows: the fiscal year (last two digits only), followed by a number (starting from "01" for the first non-Treasury-funded project of the fiscal year), and then at least one of the following abbreviations: "SF" for project using shortfall funds, "PI" for projects using program income, and "NON" for non-HOME-assisted affordable housing. Example: 93.01.SF, 93.02.PI, 93.03.NON, etc.

Shortfall funds are non-HOME funds used to make up the difference between the participation threshold and the amount of HOME funds allocated to the PJ; the participation threshold requirement applies only in the PJ's first year of eligibility. [§92.102]

Program income (also called "repayment income") is any return on the investment of HOME funds. This income must be deposited in the jurisdiction's HOME account to be used for HOME projects. [§92.503(b)]

Non-HOME-assisted affordable housing is investment in housing not assisted by HOME funds that would qualify as "affordable housing" under the HOME Program definitions. "NON" funds must be contributed to a specific project; it is not sufficient to make a contribution to an entity engaged in developing affordable housing. [§92.219(b)]

2. **Date of Contribution:** Enter the date of contribution. Multiple entries may be made on a single line as long as the contributions were made during the current fiscal year. In such cases, if the contributions were made at different dates during the year, enter the date of the last contribution.

3. **Cash:** Cash contributions from non-Federal resources. This means the funds are contributed permanently to the HOME Program regardless of the form of investment the jurisdiction provides to a project. Therefore all repayment, interest, or other return on investment of the contribution must be deposited in the PJ's HOME account to be used for HOME projects. The PJ, non-Federal public entities (State/local governments), private entities, and individuals can make contributions. The grant equivalent of a below-market interest rate loan to the project is eligible when the loan is not repayable to the PJ's HOME account. [§92.220(a)(1)] In addition, a cash contribution can count as match if it is used for eligible costs defined under §92.206 (except administrative costs and CHDO operating expenses) or under §92.209, or for the following non-eligible costs: the value of non-Federal funds used to remove and relocate ECHO units to accommodate eligible tenants, a project reserve account for re-placements, a project reserve account for unanticipated increases in operating costs, operating subsidies, or costs relating to the portion of a mixed-income or mixed-use project not related to the affordable housing units. [§92.219(c)]

4. **Foregone Taxes, Fees, Charges:** Taxes, fees, and charges that are normally and customarily charged but have been waived, foregone, or deferred in a manner that achieves affordability of the HOME-assisted housing. This includes State tax credits for low-income housing development. The amount of real estate taxes may be based on the

post-improvement property value. For those taxes, fees, or charges given for future years, the value is the present discounted cash value. [§92.220(a)(2)]

5. **Appraised Land/Real Property:** The appraised value, before the HOME assistance is provided and minus any debt burden, lien, or other encumbrance, of land or other real property, not acquired with Federal resources. The appraisal must be made by an independent, certified appraiser. [§92.220(a)(3)]

6. **Required Infrastructure:** The cost of investment, not made with Federal resources, in on-site and off-site infrastructure directly required for HOME-assisted affordable housing. The infrastructure must have been completed no earlier than 12 months before HOME funds were committed. [§92.220(a)(4)]

7. **Site preparation, Construction materials, Donated labor:** The reasonable value of any site-preparation and construction materials, not acquired with Federal resources, and any donated or voluntary labor (see §92.354(b)) in connection with the site-preparation for, or construction or rehabilitation of, affordable housing. The value of site-preparation and construction materials is determined in accordance with the PJ's cost-estimate procedures. The value of donated or voluntary labor is determined by a single rate ("labor rate") to be published annually in the Notice Of Funding Availability (NOFA) for the HOME Program. [§92.220(6)]

8. **Bond Financing:** Multifamily and single-family project bond financing must be validly issued by a State or local government (or an agency, instrumentality, or political subdivision thereof). 50% of a loan from bond proceeds made to a multifamily affordable housing project owner can count as match. 25% of a loan from bond proceeds made to a single-family affordable housing project owner can count as match. Loans from all bond proceeds, including excess bond match from prior years, may not exceed 25% of a PJ's total annual match contribution. [§92.220(a)(5)] The amount in excess of the 25% cap for bonds may carry over, and the excess will count as part of the statutory limit of up to 25% per year. Requirements regarding

bond financing as an eligible source of match will be available upon publication of the implementing regulation early in FY 1994.

9. **Total Match:** Total of items 3 through 8. This is the total match contribution for each project identified in item 1.

**Ineligible forms of match include:**

1. Contributions made with or derived from Federal resources e.g. CDBG funds [§92.220(b)(1)]
2. Interest rate subsidy attributable to the Federal tax-exemption on financing or the value attributable to Federal tax credits [§92.220(b)(2)]
3. Contributions from builders, contractors or investors, including owner equity, involved with HOME-assisted projects. [§92.220(b)(3)]
4. Sweat equity [§92.220(b)(4)]
5. Contributions from applicants/recipients of HOME assistance [§92.220(b)(5)]
6. Fees/charges that are associated with the HOME Program only, rather than normally and customarily charged on all transactions or projects [§92.220(a)(2)]
7. Administrative costs

Exhibit A: HOME Program - Active Activities  
For the Period of July 1, 2012 - June 30, 2013

Objective #	Activity Type	Active HOME Activities	Total Units	HOME Units	Total Commitment to Date	Total Prior Draws	Draws During Reporting Year					Available Balance To Date	Activity Status As of June 30, 2013
							SU	CR	AD	P/WPA	Total Disbursed		
HR-1	Construct affordable rental housing	<u>County of Kauai</u> Paanau Village Phase 2	50	10	2,700,347.00	2,675,347.00				25,000.00	25,000.00	0.00	Completed
		<u>County of Hawaii</u> Kaloako Housing Project - Phase III	36	2	235,946.21	0.00	235,946.21				235,946.21	0.00	Construction completed. Lease up to begin July, 2013.
HR-2	Provide tenant-based rental assistance	<u>County of Hawaii</u> Tenant Based Rental Assistance	14	14	2,033,955.35	552,739.60	243,292.94				243,292.94	1,237,922.81	On-going
HR-3	Construct affordable rental housing for special needs populations	<u>County of Hawaii</u> Mohouli Heights Senior - Phase I	60		600,000.00	0.00		599,800.00			599,800.00	200.00	Construction in progress. Est. completed Dec., 2013.
H-1	Develop (new construction or rehab of existing bldgs.) new transitional housing units to assist victims of domestic violence or the working homeless.	<u>County of Kauai</u> Hanamaulu Transitional Housing	2	2	300,000.00	219,126.56			80,873.44		80,873.44	0.00	Acquisition & partial rehab completed. Add'l. rehab with CDBG funds to be completed along with conversion to two units.
		Kapaa Transitional Housing	1	1	232,080.00	0.00			185,990.12		185,990.12	46,089.88	Acquisition completed. Rehab to begin July, 2013.
HO-1	Affordable for-sale housing	<u>County of Maui</u> Kenolio Leilani	6	6	1,361,999.84	1,229,894.62		132,105.22			132,105.22	0.00	Completed
HO-2	Provide project development funds to carry out projects that produce affordable housing using a self-help	<u>County of Hawaii</u> Kumukua Self Help Housing Phase 2B	10	10	250,000.00	238,500.00		11,500.00			11,500.00	0.00	Completed
		Hawaiian Paradise Park - Phase I	10	10	200,000.00	0.00		200,000.00			200,000.00	0.00	Completed
		<u>County of Maui</u> Molokai Mutual Self-Help Housing I	7	7	327,515.92	60,554.24		244,120.52			244,120.52	22,841.16	Construction in progress
		Kahawai Apartments	16	16	2,322,757.00	120,281.60	555,340.94			19,582.38	574,923.32	1,627,552.08	Construction in progress
HO-3	Provide downpayment/closing cost assistance and gap loans through various County Home-Buyer Loan Programs	No Activities											
HO-4	Provide homebuyer education and counseling sessions	No Activities											
HA-1	Provide effective program administration	<u>County of Hawaii</u> Administration			75,027.95	0.00			75,027.95		75,027.95	0.00	Completed
		<u>County of Kauai</u> Administration			199,196.76	54,774.82		59,882.13	39,168.76		99,050.89	45,371.05	On-going
		<u>County of Maui</u> Administration			255,000.00	91,740.23		91,919.95			91,919.95	71,339.82	On-going
		<u>HHFDC</u> Administration			120,138.05	31,301.72		88,836.33			88,836.33	0.00	Completed
HA-2	Conduct housing study to measure progress and needs of the housing market	Total	212	78	11,213,964.08	5,274,260.39	1,034,580.09	1,187,525.74	315,666.36	350,614.70	2,888,386.89	3,051,316.80	

Exhibit B: HOME Program - Completed Units  
For the Period of July 1, 2010- June 30, 2015

Objective #	Activity Type	Project Name	Location	Total Units	Total HOME Units	Completed HOME units by Objective (2012 - 2013)	3rd Year Goals (2012 - 2013)	Differential in Meeting 3rd Year Goals (2012-13)	Five Year Goals (2010-15)	Total (2010-15)	Differential in Meeting Five Year Goals
HR-1	Construct affordable rental housing	<u>County of Kauai</u> Paanau Village Phase 2		50	16	16	50	-34	202	16	-186
HR-2	Provide tenant-based rental assistance	<u>County of Hawaii</u> Tenant Based Rental Assistance Program Year 2010 Program Year 2011 Program Year 2012	County-wide	22 14 14	22 14 14	50	20	-6	100	50	-50
HR-3	Construct affordable rental housing for special needs populations	<u>County of Maui</u> Program Year 2010 Hale Mahaolu Ehiku 1B  Program Year 2011 Hale Mahaolu Ehiku Phase II	Kihei, Maui  Kihei, Maui	20  59	15  5	20	60	-60	144	20	-124
H-1	Develop (new construction or rehab of existing bldgs.) new transitional housing units to assist victims of domestic violence or the working homeless.	No Activities				0	4	-4	18	0	-18
HO-1	Affordable for-sale housing	<u>County of Maui</u> Kenolio Leilani  <u>County of Maui</u> Kamamalu Condominium	Kihei, Maui  Lihue, Kauai	6  2	6  2	8	0	8	33	8	-25
HO-2	Provide project development funds to carry out projects that produce affordable housing using a self-help building method	<u>County of Hawaii</u> Program Year 2010 Kumakua Self-Help Increment 2A Program Year 2011 Pacific Paradise Gardens Mutual Self- Help Phase 8 Program Year 2012 Kumakua Self-Help 2B Hawaiian Paradise Park Phase I	North Kohala, Hawaii  Mt. View, Hawaii  North Kohala, Hawaii Keaau, Hawaii	10  8  7 9	10  8  7 9	34	20	-4	40	34	-6
HO-3	Provide downpayment/closing cost assistance and gap loans through various County Home-Buyer Loan Programs	<u>County of Hawaii</u> County Homebuyer Loan Program Program Year 2010 Program Year 2011  <u>County of Maui</u> County Homebuyer Loan Program Program Year 2010 Program Year 2011	County-Wide    County-wide	1  1	1  1	4	5	-5	30	4	-26
HO-4	Provide homebuyer education and counseling sessions	No Activities									
<b>Total Completed Units</b>				<b>225</b>	<b>132</b>	<b>54</b>	<b>159</b>	<b>-105</b>	<b>567</b>	<b>132</b>	<b>-435</b>

**Exhibit C: Funding Sources**

**Completed HOME Projects/Activities in Program Year 2012-2013**

Program Administrator	Project/Program	HOME Program Funds		Public Funds			Private Funds			Low Income Housing Tax Credit Proceeds	Totals
		2012 HOME Funds	Prior Allocations of HOME Funds	Other Federal Funds	State/Local Funds	Tax-Exempt Bond Proceeds	Private Loans	Owner Cash Contributions	Private Grants		
Hawaii	Kumakua 2B	0.00	250,000.00	1,488,160.00	0.00	0.00	18,283.00	27.00	20,000.00	0.00	1,776,470.00
Hawaii	Hawaiian Paradise Park Phase I	0.00	200,000.00	1,441,900.00	0.00	0.00	0.00	987.59	0.00	0.00	1,642,887.59
Kauai	Paanau Village Phase 2	0.00	2,700,347.00	0.00	0.00	0.00	0.00	0.00	0.00	11,134,463.00	13,834,810.00
Kauai	Kamamalu Condominium	0.00	500,000.00	0.00	39,000.00	0.00	0.00	0.00	0.00	0.00	539,000.00
Maui	Kenolio Leilani	0.00	1,361,999.84	0.00	700,000.00	0.00	700,000.00	0.00	250,000.00	0.00	3,011,999.84
<b>Totals</b>		<b>0.00</b>	<b>5,012,346.84</b>	<b>2,930,060.00</b>	<b>739,000.00</b>	<b>0.00</b>	<b>718,283.00</b>	<b>1,014.59</b>	<b>270,000.00</b>	<b>11,134,463.00</b>	<b>20,805,167.43</b>

**Conditionally Committed HOME Projects/Activities in Program Year 2012-2013**

Program Administrator	Project/Program	HOME Program Funds		Public Funds			Private Funds			Low Income Housing Tax Credit Proceeds	Totals
		2012 HOME Funds	Prior Allocations of HOME Funds	Other Federal Funds	State/Local Funds	Tax-Exempt Bond Proceeds	Private Loans	Owner Cash Contributions	Private Grants		
Hawaii	Tenant Based Rental Assistance	1,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
Hawaii	Hawaiian Paradise Park Mutual Self Help PH 2-5	450,000.00	0.00	3,351,900.00	USDA RD 502/523	0.00	0.00	0.00	0.00	0.00	3,801,900.00
Hawaii	Habitat for Humanity Affordable Workforce Housing	336,000.00	0.00	225,000.00	CDBG			228,000.00			789,000.00
Hawaii	Na Kahua Hale O Ulu Wini (formerly Kaloko Housing Project)	914,000.00	1,286,225.21	10,164,435.08	NSP, EDI	12,530,715.29	HI	0.00	0.00	0.00	24,895,375.58
<b>Subtotals</b>		<b>2,700,000.00</b>	<b>1,286,225.21</b>	<b>13,741,335.08</b>		<b>12,530,715.29</b>		<b>228,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,486,275.58</b>
Kauai	County Homebuyer Loan Program	500,000.00	250,000.00	0.00		0.00		0.00	0.00	0.00	750,000.00
Kauai	Waimea Lot Development*	227,084.00	0.00	0.00		0.00		0.00	0.00	0.00	227,084.00
Kauai	Ele'ele Iluna Phase 2 - Increment A	1,920,000.00	0.00	1,215,681.00	CDBG, EDI	0.00		1,568,572.00	RCAC	622,911.00	5,327,164.00
<b>Subtotals</b>		<b>2,647,084.00</b>	<b>250,000.00</b>	<b>1,215,681.00</b>		<b>0.00</b>		<b>1,568,572.00</b>	<b>0.00</b>	<b>622,911.00</b>	<b>6,304,248.00</b>
<b>Totals</b>		<b>5,347,084.00</b>	<b>1,536,225.21</b>	<b>14,957,016.08</b>		<b>12,530,715.29</b>		<b>228,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,790,523.58</b>

\*Funding for this activity has been provided by Neighborhood Stabilization Program funds. County to determine new use of funds.

Federal Funding Sources  
 CDBG Community Development Block Grant  
 EDI Economic Development Initiative  
 NSP Neighborhood Stabilization Program  
 USDA-RD USDA Rural Development Financing Program

State/Local Funding Sources  
 County of HI County CIP/County Revolving

Private  
 RCAC Rural Community Assistance Corporation

## Exhibit D: HOME Program - Grant Balances

As Of: June 28, 2013

Reconciliation with Report PR35 & PR27

	2007	2008	2009	2010	2011	2012	TOTALS
<b>HHFDC (UOG 150001-00001)</b>							
<b>(IDIS 141967871)</b>							
Entitlement (EN)	\$3,032,266.00	\$3,013,037.00	\$3,035,377.00	\$3,043,720.00	\$3,001,118.00	\$3,000,000.00	
Administration (AD)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.60	\$0.00	\$0.60
CHDO Reserve (CR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subrecipient (SU)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Income (PI)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recaptured (RE)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.60</u>	<u>\$0.00</u>	<u>\$0.60</u>
<b>Hawaii (UOG 159001-00001)</b>							
<b>(IDIS 996000567)</b>							
AD Uncommitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AD Available To Be Drawn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225,000.00	\$225,000.00
CR Uncommitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	\$450,000.00
CR Available To Be Drawn	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
SU Uncommitted	\$0.00	\$0.00	\$0.00	\$272,543.80	\$750,279.00	\$1,255,639.33	\$2,278,462.13
SU Available To Be Drawn	\$0.00	\$0.00	\$0.00	\$0.00	\$271,018.34	\$994,360.67	\$1,265,379.01
PI/RE Available To Be Drawn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$272,543.80</u>	<u>\$1,021,497.34</u>	<u>\$2,925,000.00</u>	<u>\$4,219,041.14</u>
<b>Kauai (UOG 159007-00001)</b>							
<b>(IDIS 996000658)</b>							
AD Uncommitted	\$0.00	\$0.00	\$0.00	\$0.00	\$35,024.67	\$0.00	\$35,024.67
AD Available To Be Drawn	\$0.00	\$0.00	\$0.00	\$5,367.72	\$40,003.33	\$0.00	\$45,371.05
CR Uncommitted	\$103,910.12	\$150,000.00	\$151,769.00	\$152,186.00	\$150,056.00	\$0.00	\$707,921.12
CR Available To Be Drawn	\$46,089.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,089.88
SU Uncommitted	\$0.00	\$379,160.60	\$783,523.00	\$762,388.00	\$811,906.99	\$0.00	\$2,736,978.59
SU Available To Be Drawn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PI/RE Available To Be Drawn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$537,708.05	\$537,708.05
	<u>\$150,000.00</u>	<u>\$529,160.60</u>	<u>\$935,292.00</u>	<u>\$919,941.72</u>	<u>\$1,036,990.99</u>	<u>\$537,708.05</u>	<u>\$4,109,093.36</u>
<b>Maui (UOG 159009-00001)</b>							
<b>(IDIS 996000618)</b>							
AD Uncommitted	\$0.00	\$0.00	\$0.00	\$0.00	\$75,028.00	\$0.00	\$75,028.00
AD Available To Be Drawn	\$0.00	\$0.00	\$0.00	\$71,339.82	\$0.00	\$0.00	\$71,339.82
CR Uncommitted	\$0.00	\$71,466.00	\$151,769.00	\$152,186.00	\$22,355.00	\$0.00	\$397,776.00
CR Available To Be Drawn	\$0.00	\$17,299.31	\$5,541.85	\$0.00	\$127,701.00	\$0.00	\$150,542.16
SU Uncommitted	\$0.00	\$0.00	\$0.00	\$85,625.38	\$0.00	\$0.00	\$85,625.38
SU Available To Be Drawn	\$523,606.06	\$0.00	\$727,184.40	\$376,761.62	\$0.00	\$0.00	\$1,627,552.08
PI/RE Available To Be Drawn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$523,606.06</u>	<u>\$88,765.31</u>	<u>\$884,495.25</u>	<u>\$685,912.82</u>	<u>\$225,084.00</u>	<u>\$0.00</u>	<u>\$2,407,863.44</u>
<b>TOTALS</b>	<b>\$673,606.06</b>	<b>\$617,925.91</b>	<b>\$1,819,787.25</b>	<b>\$1,878,398.34</b>	<b>\$2,283,572.93</b>	<b>\$3,462,708.05</b>	<b>\$10,735,998.54</b>



## APPENDIX D HOME Monitoring and Inspection Reports



Information Forthcoming.



## APPENDIX E Grantee ESG Expenditures



State and Local Government ESG Expenditures Form

Grantee Government: State of Hawaii, Department of Human Services

Official: Pat McManaman, Director

	FY2010		FY2011		FY2012	
	PLANNED	ACTUAL	PLANNED	ACTUAL	PLANNED	ACTUAL
Major Rehabilitation/ Renovation/Conversion	\$0	\$0	\$0	\$0	\$0	\$0
Homeless Prevention	\$0	\$0	\$0	\$0	\$64,338	\$34,758
Rapid Re-housing	\$0	\$0	\$131,998	\$69,347	\$128,568	\$81,120
Essential Services	\$0	\$0	\$0	\$0	\$0	\$0
Operations	\$227,069	\$188,577	\$228,842	\$210,362	\$194,399	\$164,309
Administration	\$5,821	\$0	\$5,821	\$2,160	\$28,841	\$0
Data Collection (HMIS)	\$0	\$0	\$0	\$0	\$5,000	\$0
TOTAL	\$0	\$188,577	\$366,661	\$281,869	\$421,146	\$280,187

NOTES:

INSTRUCTIONS: This sheet is a supplement for reporting the uses of ESG funds for annual reporting purposes in IDIS and the CAPER.  
 PLANNED: Proposed ESG activity amounts from the governmental grantee's Consolidated Plan.  
 ACTUAL: Final ESG activity amount as reported by the governmental grantee in its annual report.

State and Local Government ESG Expenditures Form

Grantee Government: State of Hawaii, Department of Human Services

Official: Pat McManaman, Director



## APPENDIX F HOPWA Performance Outcomes





# **Housing Opportunities for Persons with AIDS (HOPWA) Program**

## **Consolidated Annual Performance and Evaluation Report (CAPER) Measuring Performance Outcomes**

**OMB Number 2506-0133 (Expiration Date: 10/31/2014)**

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The CAPER report for HOPWA formula grantees provides annual information on program accomplishments that supports program evaluation and the ability to measure program beneficiary outcomes as related to: maintain housing stability; prevent homelessness; and improve access to care and support. This information is also covered under the Consolidated Plan Management Process (CPMP) report and includes Narrative Responses and Performance Charts required under the Consolidated Planning regulations. The public reporting burden for the collection of information is estimated to average 42 hours per manual response, or less if an automated data collection and retrieval system is in use, along with 60 hours for record keeping, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Grantees are required to report on the activities undertaken only, thus there may be components of these reporting requirements that may not be applicable. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless that collection displays a valid OMB control number.

**Overview.** The Consolidated Annual Performance and Evaluation Report (CAPER) provides annual performance reporting on client outputs and outcomes that enables an assessment of grantee performance in achieving the housing stability outcome measure. The CAPER, in conjunction with the Integrated Disbursement Information System (IDIS), fulfills statutory and regulatory program reporting requirements and provides the grantee and HUD with the necessary information to assess the overall program performance and accomplishments against planned goals and objectives.

HOPWA formula grantees are required to submit a CAPER, and complete annual performance information for all activities undertaken during each program year in the IDIS, demonstrating coordination with other Consolidated Plan resources. HUD uses the CAPER and IDIS data to obtain essential information on grant activities, project sponsors, Subrecipient organizations, housing sites, units and households, and beneficiaries (which includes racial and ethnic data on program participants). The Consolidated Plan Management Process tool (CPMP) provides an optional tool to integrate the reporting of HOPWA specific activities with other planning and reporting on Consolidated Plan activities.

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1. Sources of Leveraging
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**PART 6: Annual Certification of Continued Use for HOPWA Facility-Based Stewardship Units (Only)**

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- A. Information on Individuals, Beneficiaries and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, PHP, Facility Based Units, Master Leased Units ONLY)
- B. Facility-Based Housing Assistance

**Continued Use Periods.** Grantees that received HOPWA funding for new construction, acquisition, or substantial rehabilitations are required to operate their facilities for HOPWA-eligible beneficiaries for a ten (10) years period. If no further HOPWA funds are used to support the facility, in place of completing Section 7B of the CAPER, the grantee must submit an Annual Certification of Continued Project Operation throughout the required use periods. This certification is included in Part 6 in CAPER. The required use period is three (3) years if the rehabilitation is non-substantial.

In connection with the development of the Department’s standards for Homeless Management Information Systems (HMIS), universal data elements are being collected for clients of HOPWA-funded homeless assistance projects. These project sponsor/subrecipient records would include: Name, Social Security Number, Date of Birth, Ethnicity and Race, Gender, Veteran Status, Disabling Conditions, Residence Prior to Program Entry, Zip Code of Last Permanent Address, Housing Status, Program Entry Date, Program Exit Date, Personal Identification Number, and Household Identification Number. These are intended to match the elements under HMIS. The HOPWA program-level data elements include: Income and Sources, Non-Cash Benefits, HIV/AIDS Status, Services Provided, and Housing Status or Destination at the end of the operating year. Other suggested but optional elements are: Physical Disability, Developmental Disability, Chronic Health Condition, Mental Health, Substance Abuse, Domestic Violence, Date of Contact, Date of Engagement, Financial

Assistance, Housing Relocation & Stabilization Services, Employment, Education, General Health Status, , Pregnancy Status, Reasons for Leaving, Veteran’s Information, and Children’s Education. Other HOPWA projects sponsors may also benefit from collecting these data elements.

**Final Assembly of Report.** After the entire report is assembled, please number each page sequentially.

**Filing Requirements.** Within 90 days of the completion of each program year, grantees must submit their completed CAPER to the CPD Director in the grantee’s State or Local HUD Field Office, and to the HOPWA Program Office: at [HOPWA@hud.gov](mailto:HOPWA@hud.gov). Electronic submission to HOPWA Program office is preferred; however, if electronic submission is not possible, hard copies can be mailed to: Office of HIV/AIDS Housing, Room 7212, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C.

**Record Keeping.** Names and other individual information must be kept confidential, as required by 24 CFR 574.440. However, HUD reserves the right to review the information used to complete this report for grants management oversight purposes, except for recording any names and other identifying information. **In the case that HUD must review client level data, no client names or identifying information will be retained or recorded. Information is reported in aggregate to HUD without personal identification. Do not submit client or personal information in data systems to HUD.**

**Definitions**

**Adjustment for Duplication:** Enables the calculation of unduplicated output totals by accounting for the total number of households or units that received more than one type of HOPWA assistance in a given service category such as HOPWA Subsidy Assistance or Supportive Services. For example, if a client household received both TBRA and STRMU during the operating year, report that household in the category of HOPWA Housing Subsidy Assistance in Part 3, Chart 1, Column [1b] in the following manner:

HOPWA Housing Subsidy Assistance		[1] Outputs: Number of Households
1.	Tenant-Based Rental Assistance	1
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units	
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies	
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year	
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year	
4.	Short-term Rent, Mortgage, and Utility Assistance	1
5.	<b>Adjustment for duplication (subtract)</b>	1
6.	<b>TOTAL Housing Subsidy Assistance (Sum of Rows 1-4 minus Row 5)</b>	1

**Administrative Costs:** Costs for general management, oversight, coordination, evaluation, and reporting. By statute, grantee administrative costs are limited to 3% of total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive.

**Beneficiary(ies):** All members of a household who received HOPWA assistance during the operating year including the one individual who qualified the household for HOPWA assistance as well as any other members of the household (with or without HIV) who benefitted from the assistance.

**Central Contractor Registration (CCR):** The primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Both current and potential federal government registrants (**grantees**) are required to register in CCR in order to be awarded contracts by the federal government. Registrants must update or renew their registration at least once per year to maintain an active status. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA (American Recovery and Reinvestment Act). Per ARRA and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all **grantees** and sub-grantees or subcontractors receiving federal grant awards or contracts must have a DUNS (Data Universal Numbering System) Number.

**Chronically Homeless Person:** An individual or family who : (i) is homeless and lives or resides individual or family who: (i) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and (iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility. (See 42 U.S.C. 11360(2)) This does not include doubled-up or overcrowding situations.

**Disabling Condition:** Evidencing a diagnosable substance use disorder, serious mental illness, developmental disability, chronic physical illness, or disability, including the co-occurrence of two or more of these conditions. In addition, a disabling condition may limit an individual's ability to work or perform one or more activities of daily living. An HIV/AIDS diagnosis is considered a disabling condition.

**Facility-Based Housing Assistance:** All eligible HOPWA Housing expenditures for or associated with supporting facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.

**Faith-Based Organization:** Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

**Grassroots Organization:** An organization headquartered in the local community where it provides services; has a social services budget of \$300,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered

“grassroots.”

**HOPWA Eligible Individual:** The one (1) low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered “Head of Household.” When the CAPER asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).

**HOPWA Housing Information Services:** Services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability.

**HOPWA Housing Subsidy Assistance Total:** The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the operating year.

**Household:** A single individual or a family composed of two or more persons for which household incomes are used to determine eligibility and for calculation of the resident rent payment. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-beneficiaries (e.g. a shared housing arrangement with a roommate) who resided in the unit are not reported on in the CAPER.

**Housing Stability:** The degree to which the HOPWA project assisted beneficiaries to remain in stable housing during the operating year. See *Part 5: Determining Housing Stability Outcomes* for definitions of stable and unstable housing situations.

**In-kind Leveraged Resources:** These involve additional types of support provided to assist HOPWA beneficiaries such as volunteer services, materials, use of equipment and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the rate established in HUD notices, such as the rate of ten dollars per hour. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sales, advertised prices, appraisals, or other information for comparable property similarly situated.

**Leveraged Funds:** The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by grantees or sponsors in dedicating assistance to this client population. Leveraged funds or other assistance are used directly in or in support of HOPWA program delivery.

**Live-In Aide:** A person who resides with the HOPWA Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See the *Code of Federal Regulations Title 24, Part 5.403 and the HOPWA Grantee Oversight Resource Guide* for additional reference.

**Master Leasing:** Applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord, and subleases the units to homeless or low-income tenants. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.

**Operating Costs:** Applies to facility-based housing only, for facilities that are currently open. Operating costs can include day-to-day housing

function and operation costs like utilities, maintenance, equipment, insurance, security, furnishings, supplies and salary for staff costs directly related to the housing project but not staff costs for delivering services.

**Outcome:** The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary, (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness, and improve access to HIV treatment and other health care and support.

**Output:** The number of units of housing or households that receive HOPWA assistance during the operating year.

**Permanent Housing Placement:** A supportive housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

**Program Income:** Gross income directly generated from the use of HOPWA funds, including repayments. See grant administration requirements on program income for state and local governments at 24 CFR 85.25, or for non-profits at 24 CFR 84.24.

**Project-Based Rental Assistance (PBRA):** A rental subsidy program that is tied to specific facilities or units owned or controlled by a project sponsor or Subrecipient. Assistance is tied directly to the properties and is not portable or transferable.

**Project Sponsor Organizations:** Any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended. Funding flows to a project sponsor as follows:

HUD Funding → Grantee → Project Sponsor

**Short-Term Rent, Mortgage, and Utility (STRMU) Assistance:** A time-limited, housing subsidy assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for up to 21 weeks in any 52 week period. The amount of assistance varies per client depending on funds available, tenant need and program guidelines.

**Stewardship Units:** Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction and rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the three-year use agreement if rehabilitation is non-substantial and to the ten-year use agreement if rehabilitation is substantial.

**Subrecipient Organization:** Any organization that receives funds from a project sponsor to provide eligible housing and other support services and/or administrative services as defined in 24 CFR 574.300. If a subrecipient organization provides housing and/or other supportive services directly to clients, the subrecipient organization must provide performance data on household served and funds expended. Funding flows to subrecipients as follows:

HUD Funding → Grantee → Project Sponsor → Subrecipient

**Tenant-Based Rental Assistance (TBRA):** TBRA is a rental subsidy program similar to the Housing Choice Voucher program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy amount is determined in part based on household income and rental costs associated with the tenant's lease.

**Transgender:** Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender at birth.

**Veteran:** A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

# Housing Opportunities for Person with AIDS (HOPWA) Consolidated Annual Performance and Evaluation Report (CAPER) Measuring Performance Outputs and Outcomes

OMB Number 2506-0133 (Expiration Date: 10/31/2014)

## Part 1: Grantee Executive Summary

As applicable, complete the charts below to provide more detailed information about the agencies and organizations responsible for the administration and implementation of the HOPWA program. Chart 1 requests general Grantee Information and Chart 2 is to be completed for each organization selected or designated as a project sponsor, as defined by CFR 574.3. In Chart 3, indicate each subrecipient organization with a contract/agreement of \$25,000 or greater that assists grantees or project sponsors carrying out their administrative or evaluation activities. In Chart 4, indicate each subrecipient organization with a contract/agreement to provide HOPWA-funded services to client households. These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definition section for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A. Do not leave any section blank.*

### 1. Grantee Information

<b>HUD Grant Number</b> <a href="#">DHS-13-HPO-726HI-H12-F999</a>		<b>Operating Year for this report</b> From (mm/dd/yy) 7/01/12 To (mm/dd/yy) 6/30/13		
<b>Grantee Name</b> State of Hawaii				
<b>Business Address</b>		677 Queen Street, Suite 300		
<b>City, County, State, Zip</b>		Honolulu	Honolulu, Honolulu	HI 96813
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		141967871		
<b>DUN &amp; Bradstreet Number (DUNs):</b>		80-441-2661	<b>Central Contractor Registration (CCR):</b> Is the grantee's CCR status currently active? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide CCR Number:	
<b>*Congressional District of Grantee's Business Address</b>		1		
<b>*Congressional District of Primary Service Area(s)</b>				
<b>*City(ies) and County(ies) of Primary Service Area(s)</b>		Cities:		Counties:
<b>Organization's Website Address</b> <a href="http://www.hawaii.gov/dbedt/hhfdc">www.hawaii.gov/dbedt/hhfdc</a>		<b>Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service Area?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain in the narrative section what services maintain a waiting list and how this list is administered.		

\* Service delivery area information only needed for program activities being directly carried out by the grantee.

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definitions for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A.*

<b>Project Sponsor Agency Name</b> Maui AIDS Foundation (Neighbor Island Housing Program)		<b>Parent Company Name, if applicable</b> NA		
<b>Name and Title of Contact at Project Sponsor Agency</b>	Steve Hire, Executive Director / Scott Dixon, NIHP Director			
<b>Email Address</b>	<a href="mailto:Steve@mauiaids.org">Steve@mauiaids.org</a> / <a href="mailto:Scott@mauiaids.org">Scott@mauiaids.org</a>			
<b>Business Address</b>	1935 Main St., Suite 101 / PO Box 858			
<b>City, County, State, Zip,</b>	Wailuku	Maui	HI	96793
<b>Phone Number (with area code)</b>	808-242-4900		<b>Fax Number (with area code)</b> 808-242-1968	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	99-0256926			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	62-370-3071			
<b>Congressional District of Project Sponsor's Business Address</b>	2			
<b>Congressional District(s) of Primary Service Area(s)</b>	2			
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Cities Ualapue, Haiku, Haliimaile, Hana, Honokowai, Kaanapali, Kaanapali Landing, Kahului, Kapalua, Kaunakakai, Keokea, Kihei, Kualapuu, Lahaina, Lanai City, Launiupoko, Maalaea, Makawao, Makena, Maunaloa, Napili, Olowalu, Pauwela, Paia, Pukalani, Waiehu, Waihee, Waikapu, Wailea, Wailuku, Anahola, Eleele, Haena, Hanalei, Hanamaulu, Hanapepe, Kalaheo, Kalihiwa, Kapaa, Kaunakani, Kekaha, Kilauea, Koloa, Lawai, Lihue, Omao, Pakala Village, Poipu, Princeville, Puhi, Wailu, Wailua Homesteads, Waimea, Wainiha, Ainaloa, Captain Cook, Discovery Harbour, Eden Roc, Fern Acres, Fern Forest, Halaula, Hawaiian Acres, Hawaiian Beaches, Hawaiian Ocean View, Hawaiian Paradise Park, Hawi, Hilo, Holualoa, Honalo, Honaunau, Honokaa, Honomu, Kahaluu, Kailua, Kalaoa, Kapaau, Keaau, Kealahakua, Keauhou, Kukuiahae, Kurtistown, Laupahoehoe, Leilani Estates, Mountain View, Naalehu, Nanawale Estates, Napaopoo, Orchidlands Estates, Paauilo, Pahala, Pahoia, Papaikou, Paukaa, Pepeekeo, Puako, Volcano, Waikoloa Village, Waimea, Wainaku			
<b>Total HOPWA contract amount for this Organization for the operating year</b>	173,007		<b>Counties:</b> Maui Kauai Hawaii	
<b>Organization's Website Address</b>  Mauiaids.org	<b>Does your organization maintain a waiting list?</b> Yes X No  <b>If yes, explain in the narrative section how this list is administered.</b>			
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>	<b>Does your organization maintain a waiting list?</b> Yes X No  <b>If yes, explain in the narrative section how this list is administered.</b>			



### 3. Administrative Subrecipient Information

Use Chart 3 to provide the following information for each subrecipient with a contract/agreement of \$25,000 or greater that assists project sponsors to carry out their administrative services but no services directly to client households. Agreements include: grants, subgrants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders. (Organizations listed may have contracts with project sponsors) These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definitions for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A.*

<b>Subrecipient Name</b>	NA	NA			<b>Parent Company Name, if applicable</b>
					NA
<b>Name and Title of Contact at Subrecipient</b>	NA				
<b>Email Address</b>	NA				
<b>Business Address</b>	NA				
<b>City, State, Zip, County</b>	NA	NA	NA	NA	
<b>Phone Number (with area code)</b>	NA			<b>Fax Number (include area code)</b>	
				NA	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	NA				
<b>DUN &amp; Bradstreet Number (DUNs):</b>	NA				
<b>North American Industry Classification System (NAICS) Code</b>	NA				
<b>Congressional District of Subrecipient's Business Address</b>	NA				
<b>Congressional District of Primary Service Area</b>	NA				
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Cities: NA			Counties: NA	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	NA				

#### 4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

*Note: Please see the definition of a subrecipient for more information.*

*Note: Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.*

*Note: If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.*

<b>Sub-recipient Name</b>	<b>Malama Pono Health Services</b>		<b>Parent Company Name, if applicable</b>	
			NA	
<b>Name and Title of Contact at Contractor/ Sub-contractor Agency</b>	David Jackson, Executive Director			
<b>Email Address</b>	Dq@malama pono.org			
<b>Business Address</b>	4357 Rice Street / PO Box 1950			
<b>City, County, State, Zip</b>	Lihue	Kauai	HI	96766
<b>Phone Number (include area code)</b>	808-246-9577		<b>Fax Number (include area code)</b>	
			808-246-9588	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	99-0260914			
<b>DUN &amp; Bradstreet Number (DUNs)</b>	10-795-8873			
<b>North American Industry Classification System (NAICS) Code</b>	62412			
<b>Congressional District of the Sub-recipient's Business Address</b>	2			
<b>Congressional District(s) of Primary Service Area</b>	2			
<b>City(ies) and County(ies) of Primary Service Area</b>	<b>Cities:</b> Anahola, Eleele, Haena, Hanalei, Hanamaulu, Hanapepe, Kalaheo, Kalihiwa, Kapaa, Kaumakani, Kekaha, Kilauea, Koloa, Lawai, Lihue, Omao, Pakala Village, Poipu, Princeville, Puhi, Wailu, Wailua Homesteads, Waimea, Wainiha		<b>Counties:</b> Kauai	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	22,428			

<b>Sub-recipient Name</b>	Hawaii Island HIV/AIDS Foundation		<b>Parent Company Name, if applicable</b>	
			NA	
<b>Name and Title of Contact at Contractor/ Sub-contractor Agency</b>	Misty Pacheco, DrPh, MHA, Executive Director			
<b>Email Address</b>	Misty@hihaf.org			
<b>Business Address</b>	75-240 Nani Kailua, Suite 5 Kailua, Kona, HI, 96740			
<b>City, County, State, Zip</b>	Kailua, Kona	Hawaii	HI	96740
<b>Phone Number (included area code)</b>	808-331-8177		<b>Fax Number (include area code)</b>	
			808-331-0762	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	99*0305807			
<b>DUN &amp; Bradstreet Number (DUNs)</b>	83-182-8967			
<b>North American Industry Classification System (NAICS) Code</b>	62412			
<b>Congressional District of the Sub-recipient's Business Address</b>	2			
<b>Congressional District(s) of Primary Service Area</b>	2			
<b>City(ies) and County(ies) of Primary Service Area</b>	<b>Cities:</b> Ainaloa, Captain Cook, Discovery Harbour, Eden Roc, Fern Acres, Fern Forest, Halaula, Hawaiian Acres, Hawaiian Beaches, Hawaiian Ocean View, Hawaiian Paradise Park, Hawi, Hilo, Holualoa, Honalo, Honaunau, Honokaa, Honomu, Kahaluu, Kailua, Kalaoa, Kapaa, Keaa, Kealakekua, Keaou, Kukuihaele, Kurtistown, Laupahoehoe, Leilani Estates, Mountain View, Naalehu, Nanawale Estates, Napaopoo, Orchidlands Estates, Paauilo, Pahala, Paho, Papaikou, Paukaa, Pepeekeo, Puako, Volcano, Waikoloa Village, Waimea, Wainaku		<b>Counties:</b> Hawaii	
<b>Total HOPWA Subcontract Amount of this Organization for the operating year</b>	72,457.42			

## 5. Grantee Narrative and Performance Assessment

### a. Grantee and Community Overview

Provide a one to three page narrative summarizing major achievements and highlights that were proposed and completed during the program year. Include a brief description of the grant organization, area of service, the name(s) of the program contact(s), and an overview of the range/type of housing activities provided. This overview may be used for public information, including posting on HUD's website. *Note: Text fields are expandable.*

*For Program Year 2012-2013, the State anticipated receiving \$~~171,599~~176,906.00 in HOPWA funds. The Department of Human Services (DHS), the HOPWA program administrator, proposed using the funds to provide tenant-based rental assistance, non-rental assistance grants, housing information services, resource identification and supportive services for eligible residents. The DHS contracted with the Maui AIDS Foundation (MAF) as the lead agency for the Neighbor Island HIV/AIDS Coalition (NIHAC) to accomplish two objective goals: 1) to provide housing information, rent deposit, and supportive services, and 2) to provide funds to pay a portion of the market rental unit costs for homeless and homeless-at-risk persons with HIV/AIDS in Hawaii, Kauai and Maui. The agencies are:*

*Lead agency: Maui AIDS Foundation for the County of Maui  
1935 Main Street, Wailuku, Maui 96793*

*Partnering agencies: Malama Pono Health Services (HIV/AIDS services) for the County of Kauai  
4357 Rice Street, Lihue, Kauai 96766*

*Hawaii Island HIV/AIDS Housing Program for the County of Hawaii  
75-240 Nani Kailua Drive, Ste. 5, Kailua-Kona, Hawaii 96740*

*Maui AIDS Foundation is the only project sponsor and lead agency for the project. HIHAF, on the island of Hawaii, is a sub-recipient for over \$25,000, and Malama Pono, on the island of Kauai, is a sub-recipient to MAF for less than \$25,000 per year.*

*The Neighbor Island HIV/AIDS Coalition (NIHAC) is a cooperative effort of the three community-based AIDS Service Organizations (ASOs) serving the islands of Kauai, Molokai, Lanai, Maui and Hawaii. Established in 1998, the cooperating agencies of NIHAC are Malama Pono Health Services (MP) [formerly, Malama Pono & Kauai AIDS Project], Maui AIDS Foundation (MAF) and the Hawaii Island HIV/AIDS Foundation (HIHAF). Out of this coalition arose the Housing Program we have today, which is funded by both formula and competitive HOPWA grants. The coalition provides TBRA (Tenant Based Rental Assistance), STRMU (Short-term Rent, Mortgage, Utilities), Housing Placement Assistance services as well as supportive services/case management at the respective island ASOs. It serves three counties in the State of Hawaii which is comprised of the 5 separate islands.*

*Maui AIDS Foundation continued its project sponsor/lead agency role throughout the program year 2012/13 and provided administrative management and accountability for the agencies. Program Year 2012/13 saw a change in leadership for MAF, with the induction of a new Executive Director and Housing Director, both of whom bring many years of valuable experience in the service of HIV/AIDS clients.*

*~~The most significant achievement this year would be the~~ Significant achievements include ongoing housing stability and health care accessibility at a time when the government and donors are cutting back on funding. With the mortgage crisis came foreclosures and short sales which not only put ~~a~~ stress on the homeowners but also on the renters. ~~The rents have gone up due to the increase of renters.~~ This increase in renters, which resulted in higher rental costs, is in part due to previous homeowners ~~which who~~ are now looking to rent. ~~Even with this~~ Despite this turmoil in the housing market, ~~we~~ NIHAC have has been able continued to accommodate ~~our~~ program participants. clients.*

*The scarcity of HIV primary care support on the islands, including medical, dental, nutritional and mental health care, has also raised concerns among persons living with HIV/AIDS (PLWH/A) and supportive care providers. ~~Another One of the most significant accomplishments~~ improvement addressed this issue. is that we have In PY11, MAF now have secured a doctor specializing in ~~a~~ HIV/AIDS to attend to clients in MAF's offices one day a week. MAF had also hired a registered nurse (RN) to help case manage the clients that needed extra care. ~~specialist doctor in-house who sees our clients one day a week and we in the process of expanded that to include other physicians.~~ This added benefit enabled those who have limited transportation options to access a one-stop facility for much needed assistance. Due to the success of offering in-house medical assistance, MAF has continued its efforts to further develop this service in PY12.*

The agency is currently in the process of expanding services to include other physicians. The agency is also in the process of hiring another RN to work with the HIV specialist at the local community clinic, Malma E Ke Ola. In addition to providing health services, MAF has been able to assist with participants' nutritional, transportation and housing needs during a single visit. This also helps to serve those that have transportation problems as they can have a one stop service for housing, medical, food bank and other services that we provide. We are now able to make appointments for their food bank needs, housing needs and health needs all at one time. We have also hired an RN to help ease manage the clients that need extra care and are in process of hiring another RN to work with the local Community Clinic, Malma E Ke Ola, to work with their HIV specialist.

Over ~~\$1,800,000.00~~ \$1.6 million was leveraged throughout NIHAC from the DHS HOPWA Formula Grant to the Ryan White Care Act, Department of Health of the State of Hawaii, Section 8 Program of the State of Hawaii, Gregory House Programs in Honolulu, Hawaii and other locally raised monies. Out of these leveraged funds, an additional 52 individuals/households were served with some type of tenant based rental assistance and 15 served with short term mortgage, rent or utility assistance. Leveraged dollars were also expended towards Supportive Services and other non-direct housing costs to 362 households.

Currently 17 eligible individuals/households have unmet housing needs and are not currently served by HOPWA due to the unavailability of funds (HOPWA and leveraging from other public and private sources). Seventeen of these clients are currently interested in participation in the TBRA program. This is up from the 13 clients with unmet needs last year. The increased numbers indicate the lack of funds and the frustration with the lack of movement and the length of time to get on programs such as Section 8. New participant enrollment at NIHAC is administered by the Housing Director at Maui AIDS Foundation on Maui for all 5 of the islands. Clients are processed in order of date and needs. The final determination is made with synchronization of the housing coordinators of all three counties.

#### **b. Annual Performance under the Action Plan**

Provide a narrative addressing each of the following four items:

- 1. Outputs Reported.** Describe significant accomplishments or challenges in achieving the number of housing units supported and the number households assisted with HOPWA funds during this operating year compared to plans for this assistance, as approved in the Consolidated Plan/Action Plan. Describe how HOPWA funds were distributed during your program year among different categories of housing and geographic areas to address needs throughout the grant service area, consistent with approved plan.

*Funds were distributed equitably throughout the Neighbor Islands and monitored by the three Executive Directors of NIHAC. The distribution was based on geographic need, unmet needs and acuity levels of individuals/households.*

*TBRA provided assistance to 19 individuals/households ~~just~~ short of the projected goal of 28. Barriers that impeded the attainment of this goal included the deceleration of people leaving the program, which in turn would have created openings for new clients. Section 8 waiting lists in the rural counties have been closed due to an existing eight year wait period. Jobs are still severely limited in Maui, Kauai and Hawaii counties. ~~You will also notice that when you compare~~ The number of dependents assisted with ~~our~~ HOPWA funds ~~we have seen an increased~~ from 10 to 20. ~~In these cases this~~ These cases requires a larger, more expensive unit, yet many of these dependents ~~do~~ not have significant income to increase the client's rent responsibility. ~~Our~~ The actual number of household beneficiaries increased to 47 this year, ~~up~~ up from 43 last year.*

*STRMU helped 6 individuals/ households to be able to stay in their current housing situation which exceeded the projected goal of ~~4~~.*

*Supportive Services delivering HOPWA housing assistance were provided to 27 individuals/households, less than ~~what we were hoping for the goal of 36. but~~ This result was not totally unexpected due to the state of the economy which increased "rental" housing costs, ~~taking requiring~~ more money to house less people. With the still persistent high unemployment throughout the county, ~~no one is moving~~ participants have not moved off-island, a situation which has helped to keep stability rates high. However, Supportive Services serving households who have other housing arrangements were provided to 335 individuals/households, less than ~~our~~ the goal of 413. moved off-island, which in turn has helped to keep the stability rate high. Supportive Services assisting households with other housing arrangements were provided to 335 households/individuals, less than the goal of 413.*

*Housing Placement Services were provided as security deposits to 2 individuals/households, not quite reaching ~~our~~ the goal of 4 individuals / households. This can be attributed due to the increase of the cost of deposits for these individuals, not due to lack of need.*

- 3. Outcomes Assessed.** Assess your program's success in enabling HOPWA beneficiaries to establish and/or better maintain a stable living environment in housing that is safe, decent, and sanitary, and improve access to care. Compare current year results to baseline results for clients. Describe how program activities/projects contributed to meeting stated goals. If program did not achieve expected targets, please describe how your program plans to address challenges in program implementation and the steps currently being taken to achieve goals in next operating year. If your program exceeded program targets, please describe strategies the program utilized and how those contributed to program successes.

*NIHP has consistently surpassed the housing stability rate of 90%. The availability of funding and services provided through the grants as well as the dedication, commitment and hard work of the staff (including case managers and housing coordinators) contributed to the achievement and maintenance of the high stability rate. The Executive Directors of the ASOs met throughout the program year either face to face or by video conferencing; for their Network Service Provider meetings and scheduled post-meeting sessions to discuss and review NIHP issues. These face-to-face and video meetings have been tremendously helpful for defining and resolving issues in the NIHAC collaboration. The NIHP Housing Director traveled inter-island to each island on a regular basis, and while this has been costly, it has increased the efficiency and effectiveness of the staff as well as streamlined the services provided to participants. MAF has absorbed much of that cost. NIHP will continue to achieve and surpass the national outcome goal of the housing stability rate of 80%. NIHP commits and continues to assist households to establish or better maintain a stable living environment in housing that is safe, decent and sanitary, and to reduce the risks of homelessness, and improve access to HIV treatment and other health care and support.*

- 4. Coordination.** Report on program coordination with other mainstream housing and supportive services resources, including the use of committed leveraging from other public and private sources that helped to address needs for eligible persons identified in the Consolidated Plan/Strategic Plan.

*HOPWA/SPNS and leveraged funds (Ryan White Care Act and the State of Hawaii Department of Health) are well-coordinated and monitored. The NIHP staff at the Neighbor Island ASOs work with emergency, transitional and permanent housing agencies in their respective counties (see section B-1). This includes the Section 8 program, Gregory House Programs and other privately supported nonprofit agencies including and where possible, faith-based agencies.*

**4. Technical Assistance.** Describe any program technical assistance needs and how they would benefit program beneficiaries.

*Technical assistance with the Homeless Management Information System (HMIS) to record and store client-level information is essential for NIHAC to begin participation. The State Department of Human Services, Homeless Programs Branch-Office (HPO), has secured an HMIS administrator to provide technical assistance to the providers and will address the confidentiality concerns of NIHAC's clients.*

*Currently, NIHAC inputs data into a secure system known as e2-Hawaii, which delivers all the information that is required by the housing programs. In March 2009, RDE Systems, makers of e2-Hawaii, was contracted through ACCT to adapt and customize its e2 system to the State's Department of Health (DOH) needs. e2-Hawaii is known nationally as an easy-to-use and powerful HIV/AIDS RSR-ready data system. DOH is working in collaboration with Maui AIDS Foundation and other ASO's in Hawaii to develop this new database for their client data. It is now available and in use but the housing components are being delayed due to funding. NIHAC recommends a collaboration between HUD, DHS and DOH in completing the housing portion of this secure database to retrieve all client data while maintaining confidentiality. In its present form, e-2Hawaii is delivering the following information and benefits to NIHAC:*

- 1. Improved data on the needs of people living with HIV/AIDS, with a focus on care services;*
- 2. Improved data delineating the gaps for serving people living with HIV/AIDS;*
- 3. Improved collaboration among HIV/AIDS providers;*
- 4. Improved coordination with Ryan White CARE Act funding, particularly related to regulations limiting the ability to fund housing programs with Ryan White.*

*There is no singular database that has the capacity to hold the varied client information to satisfy the reporting requirements of the different funding agencies. Inputting similar data into multiple databases is time consuming and makes retrieval and coordination of information more difficult.*

*Some of the most valuable technical assistance ~~and help that we received for Neighbor Islands Housing Program~~ was from Mariah Ybarra, HUD's national technical assistance consultant and Amy Richter, Project Manager for HOPWA Data Verification and Analysis Project at Collaborative Solutions, Inc.. Over the years they have provided ~~us with~~ great assistance on a variety of ~~items/issues~~. ~~The other person that was invaluable would be Judy Ishida with The Hawaii Department of Human Services, Homeless Programs Specialist~~ she has ~~always also contributed technical assistance by addressing/helped with~~ any ~~financial or programmatic questions or assistance concerns~~ which we may have needed related to the grant.*

<input checked="" type="checkbox"/> HOPWA/HUD Regulations	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Housing Availability	<input checked="" type="checkbox"/> Rent Determination and Fair Market Rents
<input type="checkbox"/> Discrimination/Confidentiality	<input type="checkbox"/> Multiple Diagnoses	<input type="checkbox"/> Eligibility	<input type="checkbox"/> Technical Assistance or Training
<input type="checkbox"/> Supportive Services	<input type="checkbox"/> Credit History	<input type="checkbox"/> Rental History	<input type="checkbox"/> Criminal Justice History
<input checked="" type="checkbox"/> Housing Affordability	<input checked="" type="checkbox"/> Geography/Rural Access	<input type="checkbox"/> Other, please explain further	

**c. Barriers and Trends Overview**

Provide a narrative addressing items 1 through 3. Explain how barriers and trends affected your program's ability to achieve the objectives and outcomes discussed in the previous section.

1. Describe any barriers (including regulatory and non-regulatory) encountered in the administration or implementation of the HOPWA program, how they affected your program's ability to achieve the objectives and outcomes discussed, and, actions taken in response to barriers, and recommendations for program improvement. Provide an explanation for each barrier selected.

**Geography/Rural Access:**

*One of the challenges to program management is the continued communication between clients, staff and collaborating agencies. HOPWA stakeholders are currently addressing communication issues with increased interaction among the three executive directors of the partnering agencies, increased site visits by the MAF Housing Director and the use of video conferencing.*

*Another geographic barrier is the lack of affordable transportation between islands. During the program year, the Molokai office was closed and employees were laid off due to cutbacks in other federal programs. This necessitated inter-island travel to do housing inspections which can cost up to \$450.00 per trip. If the house did not pass inspection, another trip was required. NIHAC hopes to combine housing inspection trips with other services, such as case management, outreach and rapid HIV and Hep C testing.*

**Housing Affordability and Availability:**

*Major barriers in Hawaii include high unemployment, low wages and the high cost of living which includes the prohibitive cost of housing. Hawaii is one of the most expensive states in which to live, especially considering the expense of housing, either to purchase or to rent. These costs are out of reach for most middle income wage earners, more so for low income persons living with HIV/AIDS. The lack of public transport in the rural counties makes client access to services more challenging. Executive Directors and housing coordinators throughout the rural counties will continue to collaborate with other service providers to address the issues of high cost of housing and the severely limited public transportation.*

*The state of Hawaii and the counties continue to suffer the effects of a slowdown in the economy and has either reduced or cut funding to programs that assist persons living with HIV/AIDS. In addition, most clients have very low incomes (SSI or SSDI) which limit their housing choices. Clients often have problems with substance abuse and mental health in addition to being diagnosed with HIV/AIDS, which severely impedes their ability to attain and maintain stable housing.*

With Hawaii being a tourist economy, landlords are able to charge a higher rate for housing depending on the tourist season. As such, many of the houses-rental units are only available for rent during certain times of the year and/or for a certain length of time. To aggravate the problem, the clients who are employed are usually working in the tourist industry. This means the clients have to travel a further distance from affordable housing to their place of work. Gas prices in the rural counties are some of the highest in the nation, which contributes to the unaffordability of housing. To combat this dilemma, some ASO's issue monthly bus passes or gas cards to help keep clients employed.

#### Rent Determination and Fair Market Rents:

The rent determination and fair market rents also need to better reflect the market rents experienced in the region. With the state of the economy and housing markets there have been big fluctuations in the market rents in certain areas of the islands. As a tourist economy in Hawaii our rents fluctuate by the time of season and the number of visitors.

#### HOPWA/HUD Regulations:

NIHAC directors report that another trend which negatively affects the ability to serve persons living with HIV/AIDS is the massive amount of paperwork required to help individuals. Reporting and the cost of administration are on the rise while the amount of funding to pay for the same is diminishing.

NIHAC directors would also like to see the preservation of HOPWA funding incorporated in overall HUD regulations in order to assure and maintain adequate housing for individuals and their families living with HIV/AIDS. The fast-changing HIV/AIDS environment means that clients now are living longer but have more long term needs, including mental health services, nutrition and socialization opportunities. Many in the wider community are not aware of the immense challenges of HIV/AIDS in today's environment.

2. Describe any trends in the community that may affect the way in which the needs of persons living with HIV/AIDS are being addressed, and provide any other information important to the future provision of services to this population.

County governments, charitable and community foundations, and individual donors want to fund only programs and not organizational missions. The County of Maui and Maui United Way are two good examples of government and community foundations which are not interested in funding missions, only specific programs. ~~No one wants to fund the platforms that deliver the programs they only want to fund the programs themselves.~~ The cost of doing business, while still rather low with nonprofit agencies, remains problematic. The infrastructures of the non-profit are being eroded away. In these difficult times, this trend is becoming a serious challenge that will affect the provision of adequate responses to the needs of persons living with HIV/AIDS. Without the structures of the nonprofits the local and state governments will have on its steps thousands of homeless people with HIV/AIDS, drug addiction and mental illness with no way to handle them.

~~Another trend that needs addressed is~~ The lack of education about HIV/AIDS continues to be problematic, with not only the youth but as well as with the heterosexual community at large. ~~e- Because HIV/AIDS was pushed-presented as a "gGay" disease early on, the heterosexual community and youth these groups feel it doesn't affect them did not perceive themselves as being at risk. On the other side of the coin, is that many young gay people-individuals feel believe that HIV/AIDS is no longer a problem and is curable, thus becoming less diligent about taking precautionary measures - The ones that do contract HIV/AIDS also need more education on how not to infect their partners.~~

3. Identify any evaluations, studies, or other assessments of the HOPWA program that are available to the public.  
*HUD Caper and APR*

#### d. Unmet Housing Needs: An Assessment of Unmet Housing Needs

In Chart 1, provide an assessment of the number of HOPWA-eligible households that require HOPWA housing subsidy assistance but are not currently served by any HOPWA-funded housing subsidy assistance in this service area.

In Row 1, report the total unmet need of the geographical service area, as reported in *Unmet Needs for Persons with HIV/AIDS*, Chart 1B of the Consolidated or Annual Plan(s), or as reported under HOPWA worksheet in the Needs Workbook of the Consolidated Planning Management Process (CPMP) tool.



**Note:** Report most current data available, through Consolidated or Annual Plan(s), and account for local housing issues, or changes in HIV/AIDS cases, by using combination of one or more of the sources in Chart 2.

If data is collected on the type of housing that is needed in Rows a. through c., enter the number of HOPWA-eligible households by type of housing subsidy assistance needed. For an approximate breakdown of overall unmet need by type of housing subsidy assistance refer to the Consolidated or Annual Plan (s), CPMP tool or local distribution of funds. Do not include clients who are already receiving HOPWA-funded housing subsidy assistance.

Refer to Chart 2, and check all sources consulted to calculate unmet need. Reference any data from neighboring states' or municipalities' Consolidated Plan or other planning efforts that informed the assessment of Unmet Need in your service area.

**Note:** In order to ensure that the unmet need assessment for the region is comprehensive, HOPWA formula grantees should include those unmet needs assessed by HOPWA competitive grantees operating within the service area.

**1. Planning Estimate of Area's Unmet Needs for HOPWA-Eligible Households**

1. Total number of households that have unmet housing subsidy assistance need.	17
2. From the total reported in Row 1, identify the number of households with unmet housing needs by type of housing subsidy assistance:	17
a. Tenant-Based Rental Assistance (TBRA)	
b. Short-Term Rent, Mortgage and Utility payments (STRMU)	0
• Assistance with rental costs	0
• Assistance with mortgage payments	0
• Assistance with utility costs.	0
c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities	0

**2. Recommended Data Sources for Assessing Unmet Need (check all sources used)**

X	= Data as reported in the area Consolidated Plan, e.g. Table 1B, CPMP charts, and related narratives
	= Data established by area HIV/AIDS housing planning and coordination efforts, e.g. Continuum of Care
	= Data from client information provided in Homeless Management Information Systems (HMIS)
X	= Data from project sponsors or housing providers, including waiting lists for assistance or other assessments on need including those completed by HOPWA competitive grantees operating in the region.
	= Data from prisons or jails on persons being discharged with HIV/AIDS, if mandatory testing is conducted
X	= Data from local Ryan White Planning Councils or reported in CARE Act Data Reports, e.g. number of clients with permanent housing
	= Data collected for HIV/AIDS surveillance reporting or other health assessments, e.g. local health department or CDC surveillance data

**End of PART 1**

**PART 2: Sources of Leveraging and Program Income**

**1. Sources of Leveraging**

Report the source(s) of cash or in-kind leveraged federal, state, local or private resources identified in the Consolidated or Annual Plan and used in the delivery of the HOPWA program and the amount of leveraged dollars. In Column [1], identify the type of leveraging. Some common sources of leveraged funds have been provided as a reference point. You may add Rows as necessary to report all sources of leveraged funds. Include Resident Rent payments paid by clients directly to private landlords. Do NOT include rents paid directly to a HOPWA program as this will be reported in the next section. In Column [2] report the amount of leveraged funds expended during the operating year. Use Column [3] to provide some detail about the type of leveraged contribution (e.g., case management services or clothing donations). In Column [4], check the appropriate box to indicate whether the leveraged contribution was a housing subsidy assistance or another form of support.

*Note: Be sure to report on the number of households supported with these leveraged funds in Part 3, Chart 1, Column d.*

**A. Source of Leveraging Chart**

[1] Source of Leveraging	[2] Amount of Leveraged Funds	[3] Type of Contribution	[4] Housing Subsidy Assistance or Other Support
<b>Public Funding</b>			
Public Funding			
Ryan White	50,850	Rent Assistance	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White	300,590	Case Management, Medical, Dental, Medications, Medical Insurance Premiums, Counseling, Food, Utilities, Transportation	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Housing Choice Voucher Program	24,800	TBRA	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
HOPWA HUD SPNS Grant	375,307	TBRA, STRMU	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
HOPWA HUD SPNS Grant	106,751	Supportive Services	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Hawaii Department of Health	701,977	Case Management, Supportive Services, Medical	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
<b>Private Funding</b>			
Poot Memorial Fund			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Poot Memorial Fund			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Maui United Way	17,000	Hawaiian Case Management & Supportive Services	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Gregory House	15,720	Housing Assistance	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Private Grants			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ted Stafford	5231	Food	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Dennis Dane Fund	300	Housing Assistance	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Dennis Dane Fund	6336	Utilities, Medication, Transportation	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support

			<input type="checkbox"/> Other Support
<b>Other Funding</b>			
Grantee/Project Sponsor/Subrecipient (Agency) Cash	58,000		<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord	181,670		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
<b>TOTAL (Sum of all Rows)</b>	<b>1,844,532</b>		

## 2. Program Income and Resident Rent Payments

In Section 2, Chart A., report the total amount of program income and resident rent payments directly generated from the use of HOPWA funds, including repayments. Include resident rent payments collected or paid directly to the HOPWA program. Do NOT include payments made directly from a client household to a private landlord.

*Note: Please see report directions section for definition of program income. (Additional information on program income is available in the HOPWA Grantee Oversight Resource Guide).*

### A. Total Amount Program Income and Resident Rent Payment Collected During the Operating Year

<b>Program Income and Resident Rent Payments Collected</b>		<b>Total Amount of Program Income (for this operating year)</b>
1.	Program income (e.g. repayments)	NA
2.	Resident Rent Payments made directly to HOPWA Program	NA
3.	<b>Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)</b>	NA

### B. Program Income and Resident Rent Payments Expended To Assist HOPWA Households

In Chart B, report on the total program income and resident rent payments (as reported above in Chart A) expended during the operating year. Use Row 1 to report Program Income and Resident Rent Payments expended on Housing Subsidy Assistance Programs (i.e., TBRA, STRMU, PHP, Master Leased Units, and Facility-Based Housing). Use Row 2 to report on the Program Income and Resident Rent Payment expended on Supportive Services and other non-direct Housing Costs.

<b>Program Income and Resident Rent Payment Expended on HOPWA programs</b>		<b>Total Amount of Program Income Expended (for this operating year)</b>
1.	Program Income and Resident Rent Payment Expended on Housing Subsidy Assistance costs	NA
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	NA
3.	<b>Total Program Income Expended (Sum of Rows 1 and 2)</b>	NA

**End of PART 2**

**PART 3: Accomplishment Data Planned Goal and Actual Outputs**

In Chart 1, enter performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of providing housing assistance and support to persons living with HIV/AIDS and their families.

*Note: The total households assisted with HOPWA funds and reported in PART 3 of the CAPER should be the same as reported in the annual year-end IDIS data, and goals reported should be consistent with the Annual Plan information. Any discrepancies or deviations should be explained in the narrative section of PART 1.*

**1. HOPWA Performance Planned Goal and Actual Outputs**

<p style="text-align: center;"><b>HOPWA Performance Planned Goal and Actual</b></p>		[1] Output: Households				[2] Output: Funding	
		HOPWA Assistance		Leveraged Households		HOPWA Funds	
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
<b>HOPWA Housing Subsidy Assistance</b>		<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
1.	Tenant-Based Rental Assistance	28	19	0	52	123,257	118,655
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units (Households Served)	0	0	0	0	0	0
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies/Leased units (Households Served)	0	0	0	0	0	0
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)	0	0	0	0	0	0
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)	0	0	0	0	0	0
4.	Short-Term Rent, Mortgage and Utility Assistance	4	6	0	15	2,000	6,702
5.	Permanent Housing Placement Services	4	2	0	2	2,000	1,900
6.	Adjustments for duplication (subtract)	0	0	0	2		
7.	<b>Total HOPWA Housing Subsidy Assistance</b> (Columns a. – d. equal the sum of Rows 1-5 minus Row 6; Columns e. and f. equal the sum of Rows 1-5)	36	27	0	67	127,257	127,257
<b>Housing Development (Construction and Stewardship of facility based housing)</b>		<b>[1] Output: Housing Units</b>				<b>[2] Output: Funding</b>	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)	0	0	0	0	0	0
9.	Stewardship Units subject to 3 or 10 year use agreements	0	0				
10.	<b>Total Housing Developed</b> (Sum of Rows 8 & 9)						
<b>Supportive Services</b>		<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
11a.	Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance	449	362			32,330	32,330
11b.	Supportive Services provided by project sponsors/subrecipient that only provided supportive services.	4130	9335			0	0
12.	Adjustment for duplication (subtract)	369	927			0	0
13.	<b>Total Supportive Services</b> (Columns a. – d. equal the sum of Rows 11 a. & b. minus Row 12; Columns e. and f. equal the sum of Rows 11a. & 11b.)	449	362			32,330	32,330
<b>Housing Information Services</b>		<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
14.	Housing Information Services	na	na			0	0
15.	<b>Total Housing Information Services</b>	na	na	0	0	0	0

Grant Administration and Other Activities		[1] Output Households			[2] Output: Funding	
16.	Resource Identification to establish, coordinate and develop housing assistance resources					
17.	Technical Assistance (if approved in grant agreement)					
18.	Grantee Administration (maximum 3% of total HOPWA grant)					
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)				12,012	12,012
20.	<b>Total Grant Administration and Other Activities (Sum of Rows 17 – 20)</b>				12,012	12,012
<b>Total Expended</b>						
					[2] Outputs: HOPWA Funds Expended	
					Budget	Actual
21.	<b>Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)</b>				171,599	171,599

## 2. Listing of Supportive Services

Report on the households served and use of HOPWA funds for all supportive services. Do NOT report on supportive services leveraged with non-HOPWA funds.

**Data check:** Total unduplicated households and expenditures reported in Row 17 equal totals reported in Part 3, Chart 1, Row 13.

Supportive Services		[1] Output: Number of <u>Households</u>	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance	0	0
2.	Alcohol and drug abuse services	0	0
3.	Case management	362	32,330
4.	Child care and other child services	0	0
5.	Education	0	0
6.	Employment assistance and training	0	0
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310	0	0
8.	Legal services	0	0
9.	Life skills management (outside of case management)	0	0
10.	Meals/nutritional services	0	0
11.	Mental health services	0	0
12.	Outreach	0	0
13.	Transportation	0	0
14.	Other Activity (if approved in grant agreement). <b>Specify:</b>	0	0
15.	<b>Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)</b>	362	
16.	<b>Adjustment for Duplication (subtract)</b>	0	
17.	<b>TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)</b>	362	32,330

### 3. Short-Term Rent, Mortgage and Utility Assistance (STRMU) Summary

In Row a., enter the total number of households served and the amount of HOPWA funds expended on Short-Term Rent, Mortgage and Utility (STRMU) Assistance. In Row b., enter the total number of STRMU-assisted households that received assistance with mortgage costs only (no utility costs) and the amount expended assisting these households. In Row c., enter the total number of STRMU-assisted households that received assistance with both mortgage and utility costs and the amount expended assisting these households. In Row d., enter the total number of STRMU-assisted households that received assistance with rental costs only (no utility costs) and the amount expended assisting these households. In Row e., enter the total number of STRMU-assisted households that received assistance with both rental and utility costs and the amount expended assisting these households. In Row f., enter the total number of STRMU-assisted households that received assistance with utility costs only (not including rent or mortgage costs) and the amount expended assisting these households. In row g., report the amount of STRMU funds expended to support direct program costs such as program operation staff.

**Data Check:** The total households reported as served with STRMU in Row a., column [1] and the total amount of HOPWA funds reported as expended in Row a., column [2] equals the household and expenditure total reported for STRMU in Part 3, Chart 1, Row 4, Columns b. and f., respectively.

**Data Check:** The total number of households reported in Column [1], Rows b., c., d., e., and f. equal the total number of STRMU households reported in Column [1], Row a. The total amount reported as expended in Column [2], Rows b., c., d., e., f., and g. equal the total amount of STRMU expenditures reported in Column [2], Row a.

Housing Subsidy Assistance Categories (STRMU)		[1] Output: Number of Households Served	[2] Output: Total HOPWA Funds Expended on STRMU during Operating Year
a.	Total Short-term mortgage, rent and/or utility (STRMU) assistance	6	6,702
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	0	0
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	0	0
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	4	3,200
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.	1	2800.58
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	1	701.42
g.	Direct program delivery costs (e.g., program operations staff time)		0

**End of PART 3**

**Part 4: Summary of Performance Outcomes**

In Column [1], report the total number of eligible households that received HOPWA housing subsidy assistance, by type. In Column [2], enter the number of households that continued to access each type of housing subsidy assistance into next operating year. In Column [3], report the housing status of all households that exited the program.

**Data Check:** The sum of Columns [2] (Number of Households Continuing) and [3] (Exited Households) equals the total reported in Column[1].

**Note:** Refer to the housing stability codes that appear in Part 5: Worksheet - Determining Housing Stability Outcomes.

**Section 1. Housing Stability: Assessment of Client Outcomes on Maintaining Housing Stability (Permanent Housing and Related Facilities)**

**A. Permanent Housing Subsidy Assistance**

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
<b>Tenant-Based Rental Assistance</b>	19	14	1 Emergency Shelter/Streets	0	<i>Unstable Arrangements</i>
			2 Temporary Housing	0	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing	0	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA	5	
			5 Other Subsidy	0	
			6 Institution	0	<i>Unstable Arrangements</i>
			7 Jail/Prison	0	
			8 Disconnected/Unknown	0	
			9 Death	0	<i>Life Event</i>
<b>Permanent Supportive Housing Facilities/ Units</b>	0	0	1 Emergency Shelter/Streets	0	<i>Unstable Arrangements</i>
			2 Temporary Housing	0	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing	0	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA	0	
			5 Other Subsidy	0	
			6 Institution	0	<i>Unstable Arrangements</i>
			7 Jail/Prison	0	
			8 Disconnected/Unknown	0	
			9 Death	0	<i>Life Event</i>

**B. Transitional Housing Assistance**

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
<b>Transitional/ Short-Term Housing Facilities/ Units</b>	0	0	1 Emergency Shelter/Streets	0	<i>Unstable Arrangements</i>
			2 Temporary Housing	0	<i>Temporarily Stable with Reduced Risk of Homelessness</i>
			3 Private Housing	0	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA	0	
			5 Other Subsidy	0	
			6 Institution	0	<i>Unstable Arrangements</i>
			7 Jail/Prison	0	
			8 Disconnected/unknown	0	
			9 Death	0	<i>Life Event</i>



B1: Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months	
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**Section 2. Prevention of Homelessness: Assessment of Client Outcomes on Reduced Risks of Homelessness (Short-Term Housing Subsidy Assistance)**

Report the total number of households that received STRMU assistance in Column [1].

In Column [2], identify the outcomes of the households reported in Column [1] either at the time that they were known to have left the STRMU program or through the project sponsor or subrecipient’s best assessment for stability at the end of the operating year.

Information in Column [3] provides a description of housing outcomes; therefore, data is not required.

At the bottom of the chart:

- In Row 1a., report those households that received STRMU assistance during the operating year of this report, and the prior operating year.
- In Row 1b., report those households that received STRMU assistance during the operating year of this report, and the two prior operating years.

**Data Check:** The total households reported as served with STRMU in Column [1] equals the total reported in Part 3, Chart 1, Row 4, Column b.

**Data Check:** The sum of Column [2] should equal the number of households reported in Column [1].

**Assessment of Households that Received STRMU Assistance**

[1] Output: Total number of households	[2] Assessment of Housing Status		[3] HOPWA Client Outcomes
6	<b>Maintain Private Housing without subsidy</b> <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	0	<i>Stable/Permanent Housing (PH)</i>
	<b>Other Private Housing without subsidy</b> <i>(e.g. client switched housing units and is now stable, not likely to seek additional support)</i>	4	
	Other HOPWA Housing Subsidy Assistance	2	
	Other Housing Subsidy (PH)	0	
	<b>Institution</b> <i>(e.g. residential and long-term care)</i>	0	
	Likely that additional STRMU is needed to maintain current housing arrangements	0	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
	<b>Transitional Facilities/Short-term</b> <i>(e.g. temporary or transitional arrangement)</i>	0	
	<b>Temporary/Non-Permanent Housing arrangement</b> <i>(e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)</i>	0	
	Emergency Shelter/street	0	<i>Unstable Arrangements</i>
	Jail/Prison	0	
	Disconnected	0	
	Death	0	<i>Life Event</i>
1a. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the prior operating year (e.g. households that received STRMU assistance in two consecutive operating years).			1
1b. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the two prior operating years (e.g. households that received STRMU assistance in three consecutive operating years).			0

### Section 3. HOPWA Outcomes on Access to Care and Support

#### 1a. Total Number of Households

Line [1]: For project sponsors/subrecipients that provided HOPWA housing subsidy assistance during the operating year identify in the appropriate row the number of households that received HOPWA housing subsidy assistance (TBRA, STRMU, Facility-Based, PHP and Master Leasing) and HOPWA funded case management services. Use Row c. to adjust for duplication among the service categories and Row d. to provide an unduplicated household total.

Line [2]: For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance identify in the appropriate row the number of households that received HOPWA funded case management services.

*Note: These numbers will help you to determine which clients to report Access to Care and Support Outcomes for and will be used by HUD as a basis for analyzing the percentage of households who demonstrated or maintained connections to care and support as identified in Chart 1b. below.*

<b>Total Number of Households</b>	
<b>1. For Project Sponsors/Subrecipients that provided HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> services:	
a. Housing Subsidy Assistance (duplicated)-TBRA, STRMU, PHP, Facility-Based Housing, and Master Leasing	27
b. Case Management	362
c. Adjustment for duplication (subtraction)	27
<b>d. Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)</b>	<b>362</b>
<b>2. For Project Sponsors/Subrecipients did NOT provide HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> service:	
a. HOPWA Case Management	0
<b>b. Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance</b>	<b>0</b>

#### 1b. Status of Households Accessing Care and Support

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA housing subsidy assistance as identified in Chart 1a., Row 1d. above, report the number of households that demonstrated access or maintained connections to care and support within the program year.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a., Row 2b., report the number of households that demonstrated improved access or maintained connections to care and support within the program year.

*Note: For information on types and sources of income and medical insurance/assistance, refer to Charts below.*

<b>Categories of Services Accessed</b>	<b>[1] For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:</b>	<b>[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:</b>	<b>Outcome Indicator</b>
1. Has a housing plan for maintaining or establishing stable on-going housing	362	0	<i>Support for Stable Housing</i>
2. Had contact with case manager/benefits counselor consistent with the schedule specified in client's individual service plan (may include leveraged services such as Ryan White Medical Case Management)	362	0	<i>Access to Support</i>
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	362	0	<i>Access to Health Care</i>
4. Accessed and maintained medical insurance/assistance	362	0	<i>Access to Health Care</i>
5. Successfully accessed or maintained qualification for sources of income	362	0	<i>Sources of Income</i>

**Chart 1b., Line 4: Sources of Medical Insurance and Assistance include, but are not limited to the following (Reference only)**

<ul style="list-style-type: none"> <li>• MEDICAID Health Insurance Program, or use local program name</li> <li>• MEDICARE Health Insurance Program, or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>• Veterans Affairs Medical Services</li> <li>• AIDS Drug Assistance Program (ADAP)</li> <li>• State Children’s Health Insurance Program (SCHIP), or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>• Ryan White-funded Medical or Dental Assistance</li> </ul>
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**Chart 1b., Row 5: Sources of Income include, but are not limited to the following (Reference only)**

<ul style="list-style-type: none"> <li>• Earned Income</li> <li>• Veteran’s Pension</li> <li>• Unemployment Insurance</li> <li>• Pension from Former Job</li> <li>• Supplemental Security Income (SSI)</li> </ul>	<ul style="list-style-type: none"> <li>• Child Support</li> <li>• Social Security Disability Income (SSDI)</li> <li>• Alimony or other Spousal Support</li> <li>• Veteran’s Disability Payment</li> <li>• Retirement Income from Social Security</li> <li>• Worker’s Compensation</li> </ul>	<ul style="list-style-type: none"> <li>• General Assistance (GA), or use local program name</li> <li>• Private Disability Insurance</li> <li>• Temporary Assistance for Needy Families (TANF)</li> <li>• Other Income Sources</li> </ul>
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**1c. Households that Obtained Employment**

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA housing subsidy assistance as identified in Chart 1a., Row 1d. above, report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or related case management/counseling services.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a., Row 2b., report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or case management/counseling services.

*Note: This includes jobs created by this project sponsor/subrecipients or obtained outside this agency.*

*Note: Do not include jobs that resulted from leveraged job training, employment assistance, education or case management/counseling services.*

Categories of Services Accessed	[1] For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:
Total number of households that obtained an income-producing job	0	0

**End of PART 4**

**PART 5: Worksheet - Determining Housing Stability Outcomes (optional)**

1. This chart is designed to assess program results based on the information reported in Part 4 and to help Grantees determine overall program performance. Completion of this worksheet is optional.

<b>Permanent Housing Subsidy Assistance</b>	<b>Stable Housing</b> (# of households remaining in program plus 3+4+5+6)	<b>Temporary Housing</b> (2)	<b>Unstable Arrangements</b> (1+7+8)	<b>Life Event</b> (9)
Tenant-Based Rental Assistance (TBRA)	0	0	0	0
Permanent Facility-based Housing Assistance/Units	0	0	0	0
Transitional/Short-Term Facility-based Housing Assistance/Units	0	0	0	0
<b>Total Permanent HOPWA Housing Subsidy Assistance</b>	0	0	0	0
<b>Reduced Risk of Homelessness: Short-Term Assistance</b>	<b>Stable/Permanent Housing</b>	<b>Temporarily Stable, with Reduced Risk of Homelessness</b>	<b>Unstable Arrangements</b>	<b>Life Events</b>
Short-Term Rent, Mortgage, and Utility Assistance (STRMU)	0	0	0	0
<b>Total HOPWA Housing Subsidy Assistance</b>	0	0	0	0

**Background on HOPWA Housing Stability Codes**

**Stable Permanent Housing/Ongoing Participation**

3 = Private Housing in the private rental or home ownership market (without known subsidy, including permanent placement with families or other self-sufficient arrangements) with reasonable expectation that additional support is not needed.

4 = Other HOPWA-funded housing subsidy assistance (not STRMU), e.g. TBRA or Facility-Based Assistance.

5 = Other subsidized house or apartment (non-HOPWA sources, e.g., Section 8, HOME, public housing).

6 = Institutional setting with greater support and continued residence expected (e.g., residential or long-term care facility).

**Temporary Housing**

2 = Temporary housing - moved in with family/friends or other short-term arrangement, such as Ryan White subsidy, transitional housing for homeless, or temporary placement in institution (e.g., hospital, psychiatric hospital or other psychiatric facility, substance abuse treatment facility or detox center).

**Unstable Arrangements**

1 = Emergency shelter or no housing destination such as places not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station, or anywhere outside).

7 = Jail /prison.

8 = Disconnected or disappeared from project support, unknown destination or no assessments of housing needs were undertaken.

**Life Event**

9 = Death, i.e., remained in housing until death. This characteristic is not factored into the housing stability equation.

**Tenant-based Rental Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as reported under: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item: 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Permanent Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Temporary Housing is the number of households

that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Transitional/Short-Term Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) continue in the residences (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Other Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Tenure Assessment.** A baseline of households in transitional/short-term facilities for assessment purposes, indicate the number of households whose tenure exceeded 24 months.

**STRMU Assistance:** Stable Housing is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period and there is reasonable expectation that additional support is not needed in order to maintain permanent housing living situation (as this is a time-limited form of housing support) as reported under housing status: Maintain Private Housing with subsidy; Other Private with Subsidy; Other HOPWA support; Other Housing Subsidy; and Institution. Temporarily Stable, with Reduced Risk of Homelessness is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period or left their current housing arrangement for a transitional facility or other temporary/non-permanent housing arrangement and there is reasonable expectation additional support will be needed to maintain housing arrangements in the next year, as reported under housing status: Likely to maintain current housing arrangements, with additional STRMU assistance; Transitional Facilities/Short-term; and Temporary/Non-Permanent Housing arrangements. Unstable Situation is the sum of number of households reported under housing status: Emergency Shelter; Jail/Prison; and Disconnected.

**End of PART 5**

**PART 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY)**

The Annual Certification of Usage for HOPWA Facility-Based Stewardship Units is to be used in place of Part 7B of the CAPER if the facility was originally acquired, rehabilitated or constructed/developed in part with HOPWA funds but no HOPWA funds were expended during the operating year. Scattered site units may be grouped together on one page.

Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation are required to operate their facilities for HOPWA eligible individuals for at least ten (10) years. If non-substantial rehabilitation funds were used they are required to operate for at least three (3) years. Stewardship begins once the facility is put into operation.

*Note: See definition of Stewardship Units.*

**1. General information**

HUD Grant Number(s)	Operating Year for this report From (mm/dd/yy) To (mm/dd/yy) <input type="checkbox"/> Final Yr  <input type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> Yr 4; <input type="checkbox"/> Yr 5; <input type="checkbox"/> Yr 6;  <input type="checkbox"/> Yr 7; <input type="checkbox"/> Yr 8; <input type="checkbox"/> Yr 9; <input type="checkbox"/> Yr 10;
Grantee Name	Date Facility Began Operations (mm/dd/yy)

**2. Number of Units and Non-HOPWA Expenditures**

Facility Name:	Number of Stewardship Units Developed with HOPWA funds	Amount of Non-HOPWA Funds Expended in Support of the Stewardship Units during the Operating Year
Total Stewardship Units (subject to 3- or 10- year use periods)		

**3. Details of Project Site**

Project Sites: Name of HOPWA-funded project	
Site Information: Project Zip Code(s)	
Site Information: Congressional District(s)	
Is the address of the project site confidential?	<input type="checkbox"/> Yes, protect information; do not list <input type="checkbox"/> Not confidential; information can be made available to the public
<b>If the site is not confidential:</b> Please provide the contact information, phone, email address/location, if business address is different from facility address	

I certify that the facility that received assistance for acquisition, rehabilitation, or new construction from the Housing Opportunities for Persons with AIDS Program has operated as a facility to assist HOPWA-eligible persons from the date shown above. I also certify that the grant is still serving the planned number of HOPWA-eligible households at this facility through leveraged resources and all other requirements of the grant agreement are being satisfied.

*I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.*

<b>Name &amp; Title of Authorized Official of the organization that continues to operate the facility:</b>	<b>Signature &amp; Date (mm/dd/yy)</b>
<b>Name &amp; Title of Contact at Grantee Agency</b> (person who can answer questions about the report and program)	<b>Contact Phone (with area code)</b>

**End of PART 6**

**Part 7: Summary Overview of Grant Activities****A. Information on Individuals, Beneficiaries, and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, Facility-Based Units, Permanent Housing Placement and Master Leased Units ONLY)**

*Note: Reporting for this section should include ONLY those individuals, beneficiaries, or households that received and/or resided in a household that received HOPWA Housing Subsidy Assistance as reported in Part 3, Chart 1, Row 7, Column b. (e.g., do not include households that received HOPWA supportive services ONLY).*

**Section 1. HOPWA-Eligible Individuals who Received HOPWA Housing Subsidy Assistance****a. Total HOPWA Eligible Individuals Living with HIV/AIDS**

In Chart a., provide the total number of eligible (and unduplicated) low-income individuals living with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance during the operating year. This total should include only the individual who qualified the household for HOPWA assistance, NOT all HIV positive individuals in the household.

<b>Individuals Served with Housing Subsidy Assistance</b>	<b>Total</b>
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	27

**Chart b. Prior Living Situation**

In Chart b., report the prior living situations for all Eligible Individuals reported in Chart a. In Row 1, report the total number of individuals who continued to receive HOPWA housing subsidy assistance from the prior operating year into this operating year. In Rows 2 through 17, indicate the prior living arrangements for all new HOPWA housing subsidy assistance recipients during the operating year.

**Data Check:** *The total number of eligible individuals served in Row 18 equals the total number of individuals served through housing subsidy assistance reported in Chart a. above.*

<b>Category</b>		<b>Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance</b>
1.	<u>Continuing</u> to receive HOPWA support from the prior operating year	15
<b>New Individuals who received HOPWA Housing Subsidy Assistance support during Operating Year</b>		
2.	Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	0
3.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	0
4.	Transitional housing for homeless persons	0
5.	<b>Total number of new Eligible Individuals who received HOPWA Housing Subsidy Assistance with a Prior Living Situation that meets HUD definition of homelessness (Sum of Rows 2 – 4)</b>	0
6.	Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	0
7.	Psychiatric hospital or other psychiatric facility	0
8.	Substance abuse treatment facility or detox center	0
9.	Hospital (non-psychiatric facility)	0
10.	Foster care home or foster care group home	0
11.	Jail, prison or juvenile detention facility	0
12.	Rented room, apartment, or house	12
13.	House you own	0
14.	Staying or living in someone else's (family and friends) room, apartment, or house	0
15.	Hotel or motel paid for without emergency shelter voucher	0
16.	Other	0
17.	Don't Know or Refused	0
<b>18.</b>	<b>TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)</b>	<b>27</b>

**c. Homeless Individual Summary**

In Chart c., indicate the number of eligible individuals reported in Chart b., Row 5 as homeless who also are homeless Veterans and/or meet the definition for Chronically Homeless (See Definition section of CAPER). The totals in Chart c. do not need to equal the total in Chart b., Row 5.

Category	Number of Homeless Veteran(s)	Number of Chronically Homeless
HOPWA eligible individuals served with HOPWA Housing Subsidy Assistance	0	1

**Section 2. Beneficiaries**

In Chart a., report the total number of HOPWA eligible individuals living with HIV/AIDS who received HOPWA housing subsidy assistance (as reported in Part 7A, Section 1, Chart a.), and all associated members of their household who benefitted from receiving HOPWA housing subsidy assistance (resided with HOPWA eligible individuals).

*Note: See definition of HOPWA Eligible Individual*

*Note: See definition of Transgender.*

*Note: See definition of Beneficiaries.*

**Data Check:** The sum of each of the Charts b. & c. on the following two pages equals the total number of beneficiaries served with HOPWA housing subsidy assistance as determined in Chart a., Row 4 below.

**a. Total Number of Beneficiaries Served with HOPWA Housing Subsidy Assistance**

Individuals and Families Served with HOPWA Housing Subsidy Assistance	Total Number
1. Number of individuals with HIV/AIDS who qualified the household to receive HOPWA housing subsidy assistance (equals the number of HOPWA Eligible Individuals reported in Part 7A, Section 1, Chart a.)	27
2. Number of ALL other persons <b>diagnosed</b> as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	0
3. Number of ALL other persons <b>NOT diagnosed</b> as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	20
<b>4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1,2, &amp; 3)</b>	47



**b. Age and Gender**

In Chart b., indicate the Age and Gender of all beneficiaries as reported in Chart a. directly above. Report the Age and Gender of all HOPWA Eligible Individuals (those reported in Chart a., Row 1) using Rows 1-5 below and the Age and Gender of all other beneficiaries (those reported in Chart a., Rows 2 and 3) using Rows 6-10 below. The number of individuals reported in Row 11, Column E. equals the total number of beneficiaries reported in Part 7, Section 2, Chart a., Row 4.

<b>HOPWA Eligible Individuals (Chart a, Row 1)</b>						
		<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>
		<b>Male</b>	<b>Female</b>	<b>Transgender M to F</b>	<b>Transgender F to M</b>	<b>TOTAL (Sum of Columns A-D)</b>
1.	Under 18	0	0	0	0	0
2.	18 to 30 years	0	0	0	0	0
3.	31 to 50 years	6	8	0	0	14
4.	51 years and Older	11	2	0	0	13
5.	<b>Subtotal (Sum of Rows 1-4)</b>	17	10	0	0	27
<b>All Other Beneficiaries (Chart a, Rows 2 and 3)</b>						
		<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>
		<b>Male</b>	<b>Female</b>	<b>Transgender M to F</b>	<b>Transgender F to M</b>	<b>TOTAL (Sum of Columns A-D)</b>
6.	Under 18	4	7	0	0	11
7.	18 to 30 years	2	1	0	0	3
8.	31 to 50 years	1	0	0	0	1
9.	51 years and Older	2	3	0	0	5
10.	<b>Subtotal (Sum of Rows 6-9)</b>	9	11	0	0	20
<b>Total Beneficiaries (Chart a, Row 4)</b>						
11.	<b>TOTAL (Sum of Rows 5 &amp; 10)</b>	26	22	0	0	47

**c. Race and Ethnicity\***

In Chart c., indicate the Race and Ethnicity of all beneficiaries receiving HOPWA Housing Subsidy Assistance as reported in Section 2, Chart a., Row 4. Report the race of all HOPWA eligible individuals in Column [A]. Report the ethnicity of all HOPWA eligible individuals in column [B]. Report the race of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [C]. Report the ethnicity of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [D]. The summed total of columns [A] and [C] equals the total number of beneficiaries reported above in Section 2, Chart a., Row 4.

Category		HOPWA Eligible Individuals		All Other Beneficiaries	
		[A] Race [all individuals reported in Section 2, Chart a., Row 1]	[B] Ethnicity [Also identified as Hispanic or Latino]	[C] Race [total of individuals reported in Section 2, Chart a., Rows 2 & 3]	[D] Ethnicity [Also identified as Hispanic or Latino]
1.	American Indian/Alaskan Native	0	0	0	0
2.	Asian	1	0	0	0
3.	Black/African American	1	0	1	0
4.	Native Hawaiian/Other Pacific Islander	4	0	6	1
5.	White	15	0	8	0
6.	American Indian/Alaskan Native & White	0	0	0	0
7.	Asian & White	1	0	0	0
8.	Black/African American & White	0	0	0	0
9.	American Indian/Alaskan Native & Black/African American	0	0	0	0
10.	Other Multi-Racial	6	4	5	5
11.	Column Totals (Sum of Rows 1-10)	27	4	20	6

**Data Check:** Sum of Row 11 Column A and Row 11 Column C equals the total number HOPWA Beneficiaries reported in Part 3A, Section 2, Chart a., Row 4.

\*Reference (data requested consistent with Form HUD-27061 Race and Ethnic Data Reporting Form)

**Section 3. Households**

**Household Area Median Income**

Report the area median income(s) for all households served with HOPWA housing subsidy assistance.

**Data Check:** The total number of households served with HOPWA housing subsidy assistance should equal Part 3C, Row 7, Column b and Part 7A, Section 1, Chart a. (Total HOPWA Eligible Individuals Served with HOPWA Housing Subsidy Assistance).

**Note:** Refer to [http://www.huduser.org/portal/datasets/il/il2010/select\\_Geography\\_mfi.odn](http://www.huduser.org/portal/datasets/il/il2010/select_Geography_mfi.odn) for information on area median income in your community.

Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	17
2.	31-50% of area median income (very low)	10
3.	51-80% of area median income (low)	0
4.	<b>Total (Sum of Rows 1-3)</b>	27

**Part 7: Summary Overview of Grant Activities**

**B. Facility-Based Housing Assistance**

Complete one Part 7B for each facility developed or supported through HOPWA funds.

**Do not complete this Section for programs originally developed with HOPWA funds but no longer supported with HOPWA funds.** If a facility was developed with HOPWA funds (subject to ten years of operation for acquisition, new construction and substantial rehabilitation costs of stewardship units, or three years for non-substantial rehabilitation costs), but HOPWA funds are no longer used to support the facility, the project sponsor or subrecipient should complete Part 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY).

Complete Charts 2a., Project Site Information, and 2b., Type of HOPWA Capital Development Project Units, for all Development Projects, including facilities that were past development projects, but continued to receive HOPWA operating dollars this reporting year.

**1. Project Sponsor/Subrecipient Agency Name (Required)**

NA
----

**2. Capital Development**

**2a. Project Site Information for HOPWA Capital Development of Projects (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this reporting year)**

*Note: If units are scattered-sites, report on them as a group and under type of Facility write "Scattered Sites."*

Type of Development this operating year	HOPWA Funds Expended this operating year (if applicable)	Non-HOPWA funds Expended (if applicable)	Name of Facility:
<input type="checkbox"/> New construction	\$	\$	<b>Type of Facility [Check <u>only one</u> box.]</b> <input type="checkbox"/> Permanent housing <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility
<input type="checkbox"/> Rehabilitation	\$	\$	
<input type="checkbox"/> Acquisition	\$	\$	
<input type="checkbox"/> Operating	\$	\$	
a.	Purchase/lease of property:		Date (mm/dd/yy):
b.	Rehabilitation/Construction Dates:		Date started: <span style="float: right;">Date Completed:</span>
c.	Operation dates:		Date residents began to occupy: <input type="checkbox"/> Not yet occupied
d.	Date supportive services began:		Date started: <input type="checkbox"/> Not yet providing services
e.	Number of units in the facility:		HOPWA-funded units = <span style="float: right;">Total Units =</span>
f.	Is a waiting list maintained for the facility?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, number of participants on the list at the end of operating year</i>
g.	What is the address of the facility (if different from business address)?		
h.	Is the address of the project site confidential?		<input type="checkbox"/> Yes, protect information; do not publish list <input type="checkbox"/> No, can be made available to the public

**2b. Number and Type of HOPWA Capital Development Project Units (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this Reporting Year)**

For units entered above in 2a. please list the number of HOPWA units that fulfill the following criteria:

	Number Designated for the Chronically Homeless	Number Designated to Assist the Homeless	Number Energy-Star Compliant	Number 504 Accessible
Rental units constructed (new) and/or acquired with or without rehab				
Rental units rehabbed				
Homeownership units constructed (if approved)				

**3. Units Assisted in Types of Housing Facility/Units Leased by Project Sponsor or Subrecipient**

Charts 3a., 3b. and 4 are required for each facility. In Charts 3a. and 3b., indicate the type and number of housing units in the facility, including master leased units, project-based or other scattered site units leased by the organization, categorized by the number of bedrooms per unit.

*Note: The number units may not equal the total number of households served.*

**Please complete separate charts for each housing facility assisted. Scattered site units may be grouped together.**

**3a. Check one only**

- Permanent Supportive Housing Facility/Units
- Short-term Shelter or Transitional Supportive Housing Facility/Units

**3b. Type of Facility**

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

**Name of Project Sponsor/Agency Operating the Facility/Leased Units:**

Type of housing facility operated by the project sponsor/subrecipient		Total Number of Units in use during the Operating Year Categorized by the Number of Bedrooms per Units				
		SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm
a.	Single room occupancy dwelling					
b.	Community residence					
c.	Project-based rental assistance units or leased units					
d.	Other housing facility <u>Specify:</u>					

**4. Households and Housing Expenditures**

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor/subrecipient on subsidies for housing involving the use of facilities, master leased units, project based or other scattered site units leased by the organization.

Housing Assistance Category: Facility Based Housing		Output: Number of Households	Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor/subrecipient
a.	Leasing Costs		
b.	Operating Costs		
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement) <u>Specify:</u>		
e.	Adjustment to eliminate duplication (subtract)		
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>		

## APPENDIX G

### Maps for HOME, ESG and HOPWA Activities



Information Forthcoming.





APPENDIX H  
HUD's Annual Community Assessment Report  
for 2011-2012





EXECUTIVE CHAMBERS

HONOLULU

NEIL ABERCROMBIE  
GOVERNOR

December 7, 2012

Mr. Mark A. Chandler, Director  
Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
1132 Bishop Street, Suite 1400  
Honolulu, Hawaii 96813

Dear Mr. Chandler:

This responds to your Annual Community Assessment Report (Assessment) dated October 31, 2012, in which the State received a satisfactory grade for its performance in implementing HUD's Community Planning and Development Programs for Program Year 2011. I am pleased the State has made accomplishments in assisting low- and moderate-income families with affordable housing under the HOME program, and providing housing assistance and support services for persons who are homeless or with HIV/AIDS under the ESG and HOPWA programs.

The State did not meet all of its annual HOME goals for constructing affordable rental housing or affordable for sale housing. However, the Assessment noted that the State's performance is satisfactory in its percentage of renters below 50% of AMI and percentage of occupied rental units to all rental units. The Assessment also notes that the State must make improvements to: 1) meet HUD's threshold standards for the percentage of completed rental disbursements to all rental commitments; 2) increase the percentage of completed CHDO disbursements to all CHDO reservations; and 3) increase disbursements of prior years' HOME and ADDI allocations.

As you know, the disbursement issues are largely attributed to the disparity between Hawaii's high cost of development and the relatively modest level of annual HOME fund allocations, requiring projects to "save up" several years' allocations. Nonetheless, the Hawaii Housing Finance and Development Corporation (HHFDC) is working to improve disbursements. It is currently working with the County of Kauai to make final disbursements on completed rental projects, and with the County of Maui to help improve their efforts to meet the HOME commitment and expenditure deadlines. In addition, HHFDC implemented changes in PY2012 to improve its overall administration

Mr. Mark A. Chandler  
December 7, 2012  
Page Two

and timely implementation of the HOME program by amending its allocation of HOME funds to an annual rotation between the Counties of Hawaii, Kauai and Maui. It is anticipated that this rotation will reduce the amount of time needed for a County to start a project and ultimately accelerate the State's disbursement of HOME funds.

Finally, HHFDC has informed me that the Counties of Kauai and Maui have had significant challenges in working with CHDO partners; however, there has been renewed interest by non-profits to work with the counties and seek CHDO certification status. HHFDC, the counties, and interested non-profit organizations recently participated in HUD's five-week webinar training, "Becoming a High-Performing CHDO."

I look forward to the continued partnership between the State and HUD to produce more affordable housing and to help Hawaii's homeless and special needs populations.

Sincerely,

/s/ 

NEIL ABERCROMBIE  
Governor, State of Hawaii

c: Karen Seddon, Hawaii Housing Finance and Development Corporation  
Pat McManaman, Department of Human Services





U.S. Department of Housing and Urban Development

Honolulu Field Office – Region IX  
1132 Bishop Street, Suite 1400  
Honolulu, Hawaii 96813-4918  
www.hud.gov  
espanol.hud.gov

OCT 31 2012

Honorable Neil Abercrombie  
Governor of the State of Hawaii  
State Capitol  
Honolulu, HI 96813

Dear Governor Abercrombie:

SUBJECT: Annual Community Assessment Report  
Program Year 2011

RECEIVED  
HAWAII HOUSING FINANCE  
DEVELOPMENT CORP  
2012 NOV -5 9 1:50

This letter is being sent to convey HUD's assessment of the State of Hawaii's (State's) performance in Program Year 2011, from July 1, 2011 to June 30, 2012, for its Community Planning and Development (CPD) programs. The report reflects the State's efforts to ensure compliance with HUD's HOME Investment Partnerships Program (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs.

The administration of these programs is divided between the Hawaii Housing Finance and Development Corporation (HHFDC) for the HOME program, and the Department of Human Services (DHS) for the ESG and HOPWA programs.

The largest CPD-funded program the State manages is the HOME program; therefore, our assessment has a greater focus on the State's HOME program management. Overall, the State has successfully implemented the HOME program and has met the commitments and expenditure deadlines in a timely manner. During the program year, the State constructed affordable rental housing, provided tenant-based rental assistance, acquired affordable for-sale housing which it sold to qualified homebuyers, provided financial assistance to first-time homebuyers, constructed affordable rental units for special needs populations, provided project development funds for self-help housing, and provided downpayment/closing costs and gap loans. The State also conducted monitoring of all state recipients and all active HOME projects/activities.

In closing, the enclosed Annual Community Assessment Report reflects HUD's assessment on the State's implementation of its CPD programs. The State will have 30 days from the date of this letter to comment on the report. Should the State not wish to comment or fails to

comment within the above time period, please consider the report final and make it available to the public. It is recommended that you make the report available in the same way you handle your regular program reports: by providing a notice in the newspaper, identifying the report contents and where it is available for review.

HUD looks forward to our continued partnership with the State in serving the needs of its citizens. Should you have questions regarding our comments, please call me at (808) 457-4678.

Sincerely,



Mark A. Chandler, Director  
Office of Community Planning  
and Development

Enclosure

cc:

✓ Ms. Karen Seddon (w/enclosure)  
Executive Director  
Hawaii Housing Finance and Development Corporation  
677 Queen Street, Suite 300  
Honolulu, HI 96813

Ms. Patricia McManaman (w/enclosure)  
Director  
Department of Human Services  
P.O. Box 339  
Honolulu, Hawaii 96809

# ANNUAL COMMUNITY ASSESSMENT REPORT

## State of Hawaii

2011 Program Year: July 1, 2011 to June 30, 2012

### HUD Point of Contact:

Marsha Ito  
Community Planning and  
Development Representative  
HUD Honolulu Field Office  
1132 Bishop Street, Suite 1400  
Honolulu, HI 96813  
(808) 457-4679

### State Point of Contact:

Ms. Karen Seddon  
Executive Director  
Hawaii Housing Finance and  
Development Corporation  
677 Queen Street, Suite 300  
Honolulu, HI 96813  
(808) 587-0680

### Introduction

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require federal grant recipients receiving federal assistance to submit an annual performance report disclosing the status of grant activities. The Department of Housing and Urban Development (HUD) is required at 24 CFR 91.525 to determine whether the grant recipient is in compliance with the statutes and has the continuing capacity to implement and administer the programs for which assistance is received. In accordance with 24 CFR 91.525, the comments below incorporate HUD's assessment of the State of Hawaii's (State's) Program Year 2011 performance.

In assessing the State's performance, HUD relied primarily upon the State's 2011 Consolidated Annual Performance and Evaluation Report (CAPER), technical assistance provided, remote monitoring, and communications with the State's federal programs staff. During this period, HUD has determined that the State generally met the intent of the Community Planning and Development (CPD) programs. Based on the State's accomplishments through the HOME Investment Partnerships Program (HOME), the Emergency Shelter Grant (ESG) program, and the Housing Opportunities for Persons with AIDS (HOPWA) program, the State has demonstrated its ability to carry out various housing programs. HUD congratulates the State on its many accomplishments and its achievement of CPD program objectives.

### Significant Performance Conclusions

The administration of the CPD programs is divided between the Hawaii Housing Finance and Development Corporation (HHFDC) for the HOME program, and the Department of Human Services' Benefits, Employment and Support Services Division (DHS-BESSD) for the ESG, HOPWA, Supportive Housing Program (SHP), and the Shelter Plus Care (S+C) programs. The largest CPD-funded program the State manages is the HOME program. As a result, our assessment has a greater focus on the State's HOME program management.

Overall, the State's HOME, ESG and HOPWA programs met the threshold standards for program expenditures and timely disbursements.

## **CPD Programs**

### **HOME**

The State received \$3,001,118 in HOME funds and allocated approximately \$975,364 to the Counties of Hawaii, Kauai, and Maui. HOME funds are required to be committed within 24 months and expended within 60 months of the grant award. Failure to commit and expend funds within the required time period will result in the deobligation of the funds. During this period, the State met the commitment and expenditure requirements within the required time periods.

HUD is concerned with the State's performance as reflected on HUD's HOME performance SNAPSHOT report, as of June 30, 2012. This report is an important tool in helping to evaluate the performance of participating jurisdictions by providing a context for accomplishments. The State did not meet the threshold standards for three out of the five factors on the SNAPSHOT report. Specifically, the State's performance is satisfactory in its percentage of renters below 50% of area median income and percentage of occupied rental units to all rental units. However, the State did not meet the HUD's threshold standards for the percentage of completed rental disbursements to all rental commitments, percentage of completed CHDO disbursements to all CHDO reservations, and for allocation years not disbursed, which is an indicator of program progress. HUD encourages the State to take affirmative steps to improve its performance in these areas.

---

The State's Program Year 2011 CAPER reported \$667,910.67 of program income/recaptured funds for the HOME program, which was utilized by its state recipients for other eligible HOME activities. The State did not meet all its annual goals for constructing affordable rental housing and constructing affordable for-sale housing. The availability of funding sources, the high cost of housing in the state of Hawaii, and the sluggish economy are the impediments cited by the State. The State did, however, either meet or exceed its goals for funding the operations of emergency shelters on the islands of Hawaii, Kauai, and Maui, for unsheltered homeless and for victims of domestic violence; conducting a housing study to measure the needs and progress of the housing market, providing homebuyer education and counseling sessions; providing rental/deposit assistance and supportive services to persons with HIV/AIDS; and conducting training to landlords, tenants, and the general public on federal and state fair housing laws.

During the Program Year 2011, the State conducted monitoring of all state recipients, CHDOs, and all active HOME projects/activities. There were no findings/concerns for the County of Hawaii. For the County of Kauai, the State noted concerns regarding timely commitment of HOME funds and with completing activities in IDIS once all funds have been fully expended. The County recognized these deficiencies and will take steps to improve its commitment of HOME funds and documentation practices. Monitoring for the County of Maui revealed overall concerns with meeting commitment and expenditure deadlines. In addition, the



State cited concerns regarding administration of the HOME program, specifically with the Kenolio Leilani Project and the Kahawai Apartments Project. The County of Maui also did not establish its Tenant-Based Rental Assistance (TBRA) program as anticipated; thus, the funding will need to be re-programmed to another eligible HOME activity.

### **Emergency Shelter Grant**

The State received a total of \$366,661 (1<sup>st</sup> and 2<sup>nd</sup> allocations) in Program Year 2011 for the Emergency Shelter Grant/Emergency Solutions Grant (ESG) program. The funds were allocated to activities located in the Counties of Hawaii, Kauai, and Maui, as described in the Annual Action Plan. The State exceeded its goals of providing shelter to the unsheltered (goal: provide 1495 persons with a safe place to sleep; actual accomplishment: provided 1,547 persons with a safe refuge and place to sleep), providing shelter for victims of domestic violence by providing operations funding for emergency shelters (goal: provide 706 persons with a safe place to sleep; actual accomplishment: provided 807 persons with a safe refuge and place to sleep). It also exceeded its goal of providing housing information and rent/deposit assistance and supportive services to persons with HIV/AIDS (goal: 413 persons provided assistance; actual accomplishment: 428 provided assistance). During Program Year 2011, the State met its expenditure deadline, exceeded its ESG match requirement, and conducted remote monitoring reviews of its project sponsors. HUD commends the State for its efforts to assist homeless persons.

### **HOPWA**

The State received \$178,357 in Program Year 2011 for the HOPWA program. ~~HOPWA funds continued to assist persons with rental assistance, supportive services, and short-term~~ rental, mortgage, utilities (STRMU) activities. The program is administered by the Maui AIDS Foundation (MAF), the lead agency, and supported by the Neighbor Island Housing Program (NIHP), which is collaboration between MAF, the Hawaii Island AIDS Project, and Malama Pono on Kauai. For Program Year 2011, the NIHP did not meet its goal of providing rental assistance for homeless or homeless-at-risk persons with HIV/AIDS; however, it exceeded its goal of providing housing information, rental deposit assistance, and supportive services for persons with HIV/AIDS.

### **Continuum of Care**

The State continues to develop its Continuum of Care (CoC) program and is the lead entity in the CoC planning groups for the Counties of Hawaii, Kauai, and Maui. The State collaborated with each County to address the complete spectrum of housing and services for outreach, emergency shelter, and transitional shelter for the homeless. All the agencies contracted by the State work with clients toward permanent housing and independent living by assisting clients in achieving access to jobs, basic educational goals, access to mainstream resources, etc.. The State and County CoCs continue to address homeless prevention. Some of the actions undertaken in Program Year 2011 include operating the housing placement services;

maintaining funding for the Rental Assistance Program on Maui, which provides funding for rental subsidies through partner agencies; and initiation of the Housing Placement Program to assist homeless families transition to permanent housing. Also, during Program Year 2011, the State competed and was awarded \$2,145,731 of new or renewal program funding from HUD's Supportive Housing Program (SHP) and the Shelter Plus Care (SPC) programs. The State's Interagency Council of Homelessness continues to provide a forum for collaboration and facilitation of programs to provide coordinated access to services to prevent homelessness.

### **Community Empowerment**

The State provided opportunities for citizen participation during the development of the CAPER. The CAPER was made available in libraries statewide and at the County Housing Offices on Hawaii, Kauai, and Maui. Despite the opportunities available for public participation, no comments were received. HUD encourages the State to continue its efforts to foster public participation and explore additional opportunities to involve the public in its planning process.

### **Management of Funds**

Overall, the State's management of its HOME, ESG, or HOPWA funds is adequate. HUD notes that the State staff responsible for the CPD programs works diligently to ensure HUD funding is spent in accordance with program requirements. HUD encourages the State to continue its efforts to ensure future CPD funding will not be compromised.

### **Areas for Improvement and Recommendations**

The State needs to continue to monitor its ongoing HOME, ESG, and HOPWA programs to ensure timely implementation. HUD recommends that the State continue to identify project obstacles and develop plans to address these obstacles in order to strengthen its CPD programs.

### **Fair Housing & Equal Opportunity**

In Program Year 2010, the State and the Counties updated the Analysis of Impediments (AI) to fair housing. During Program Year 2011, the State and Counties worked on actions to overcome the effects of impediments identified in the AI, including:

- annual trainings to landlords, tenants and the general public on federal and state fair housing laws;
- training to non-English speaking or limited English-speaking groups on federal and state fair housing laws;
- reducing the structural impediments identified in the AI;

- annual training to State staff, both new and current employees.

HUD encourages the State to continue its efforts to further fair housing. The CAPER was made available to Mr. Jelani Madaraka, Lead Equal Opportunity Specialist, HUD Honolulu Field Office, for compliance with Fair Housing and Equal Opportunity (FHEO) requirements. He will forward any comments or questions he may have under separate cover.

### **Conclusion**

Overall, the State is meeting its communities' needs by planning and executing a Consolidated Plan with a vision for the future, and by implementing this Plan through its Annual Action Plan. As a result, the State has assisted many communities by successfully implementing the CPD programs. The staffs at the HHFDC and the DHS-BESSD are a pleasure to work with and are a credit to the State and its CPD programs.

HUD looks forward to the State's continued success in implementing its housing programs.

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APPENDIX I  
Public Comment Notice on 2011-2012 CAPER



## NOTICE OF PUBLIC COMMENT

Pursuant to 24 CFR Part 91, notice is given that a draft Consolidated Annual Performance and Evaluation Report (CAPER) for program year 2012-2013 is available for review and comment. The CAPER is an annual review of the progress made in carrying out the Strategic and Action Plan components of the State of Hawaii Consolidated Plan, which concentrates on the Counties of Hawaii, Kauai and Maui. It includes an assessment of the State's performance in meeting its affordable and supportive housing objectives under the HOME Investment Partnerships, Emergency Solutions Grant, and Housing Opportunities for Persons with AIDS programs.

Copies of the draft CAPER are available at regional libraries and on the Hawaii Housing Finance and Development Corporation's (HHFDC) website at <http://hawaii.gov/dbedt/hhfdc>. Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. and 4:30 p.m. To be mailed copies, interested parties may call Medy at 587-0634; Neighbor Island residents may call the toll free numbers below, ext. 70634:

From Kauai, 274-3141  
From Maui, 984-2400

From Hawaii, 974-4000  
From Molokai and Lanai, 1-800-468-4644.

### AGENCIES:

Office of Housing & Community Development  
50 Wailuku Drive, Hilo, Hawaii

Department of Housing & Human Concerns  
35 Lunalilo Street, Suite 102, Wailuku, Maui

Kauai County Housing Agency  
4444 Rice Street, Suite 330, Lihue, Kauai

Department of Human Services, Homeless Programs  
Benefits, Employment & Support Services Division  
820 Mililani Street, Suite 606, Honolulu, Oahu

Hawaii Housing Finance & Development Corporation  
677 Queen Street, Suite 300, Honolulu, Oahu

Written comments on the draft CAPER may be submitted to HHFDC at the above address or faxed to (808) 587-0600 no later than 4:30 p.m. on August 30, 2013. All comments will be considered in preparing the final CAPER.

Persons with special needs (e.g., large print, taped materials, sign language interpreter, or translator) shall make all requests for assistance by contacting HHFDC's Personnel Office at 587-0610, by written request, or by email to [steven.s.sung@hawaii.gov](mailto:steven.s.sung@hawaii.gov). Prompt requests help to ensure the availability of appropriate accommodations. Persons on the Neighbor Islands may call the toll free numbers listed above, ext. 70610.

HHFDC does not discriminate against any person because of race, color, religion, sex, including gender identity or expression, sexual orientation, disability, familial status, ancestry, age, marital status, or HIV infection.

Karen Seddon, HHFDC Executive Director  
Department of Business, Economic Development & Tourism  
State of Hawaii



August 15, 2013

Honolulu Star-Advertiser  
Hawaii Tribune-Herald  
West Hawaii Today  
The Garden Island  
The Maui News





## APPENDIX J

### Section 3 Summary Reports



# Section 3 Summary Report

Economic Opportunities for  
Low – and Very Low-Income Persons

U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

HUD Field Office: **Honolulu, HI**

Section back of page for Public Reporting Burden statement

1. Recipient Name & Address: (street, city, state, zip) <b>Hawaii Housing Finance and Development Corporation 677 Queen Street, Suite 300 Honolulu, HI 96813</b>	2. Federal Identification: (grant no.) <b>M-SG-15-0100</b>	3. Total Amount of Award: <b>\$3,000,000</b>
	4. Contact Person <b>Glori Inafuku</b>	5. Phone: (include area code) <b>808-587-0538</b>
	6. Length of Grant: <b>12 months</b>	7. Reporting Period: <b>7/1/12 - 6/30/13</b>
8. Date Report Submitted: <b>9/13/13</b>	9. Program Code: (Use separate sheet for each program code) <b>6</b>	10. Program Name: <b>HOME</b>

**Part I: Employment and Training (\*\* Columns B, C and F are mandatory fields. Include New Hires in E & F)**

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals	0	0			0
Technicians	0	0			0
Office/Clerical	0	0			0
Construction by Trade (List Trade)	0	0			0
Trade					
Trade					
Trade					
Trade					
Other (List)					
<b>Total</b>	<b>0</b>	<b>0</b>			<b>0</b>

\* Program Codes  
1 = Flexible Subsidy  
2 = Section 202/811

3 = Public/Indian Housing  
A = Development,  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME State Administered  
7 = CDBG Entitlement

8 = CDBG State Administered  
9 = Other CD Programs  
10 = Other Housing Programs

**Part II: Contracts Awarded**

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$ 1,819,212
B. Total dollar amount of contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving contracts	0

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$ 0
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

# Section 3 Summary Report

Economic Opportunities for  
Low – and Very Low-Income Persons

U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

HUD Field Office: **Honolulu, HI**

Section back of page for Public Reporting Burden statement

1. Recipient Name & Address: (street, city, state, zip) <b>Hawaii Housing Finance and Development Corporation 677 Queen Street, Suite 300 Honolulu, HI 96813</b>	2. Federal Identification: (grant no.) <b>B-08-DN-15-0001</b>	3. Total Amount of Award: <b>\$19,600,000</b>
	4. Contact Person <b>Glori Inafuku</b>	5. Phone: (Include area code) <b>808-587-0538</b>
	6. Length of Grant: <b>48 months</b>	7. Reporting Period: <b>7/1/12 - 6/30/13</b>
8. Date Report Submitted: <b>9/13/13</b>	9. Program Code: (Use separate sheet for each program code) <b>10</b>	10. Program Name: <b>NSP 1</b>

**Part I: Employment and Training (\*\* Columns B, C and F are mandatory fields. Include New Hires in E &F)**

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals	0	0			0
Technicians	0	0			0
Office/Clerical	0	0			0
Construction by Trade (List Trade	0	0			0
Trade					
Trade					
Trade					
Trade					
Other (List)					
<b>Total</b>	<b>0</b>	<b>0</b>			<b>0</b>

\* Program Codes  
1 = Flexible Subsidy  
2 = Section 202/811

3 = Public/Indian Housing  
A = Development,  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME State Administered  
7 = CDBG Entitlement

8 = CDBG State Administered  
9 = Other CD Programs  
10 = Other Housing Programs

**Part II: Contracts Awarded**

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$ 269,541.00
B. Total dollar amount of contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving contracts	0

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$ 0
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

# Section 3 Summary Report

Economic Opportunities for  
Low – and Very Low-Income Persons

U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

HUD Field Office: **Honolulu, HI**

Section back of page for Public Reporting Burden statement

1. Recipient Name & Address: (street, city, state, zip)  Hawaii Housing Finance and Development Corporation 677 Queen Street, Suite 300 Honolulu, HI 96813	2. Federal Identification: (grant no.) <b>B-11-DN-15-0001</b>	3. Total Amount of Award: <b>\$5,000,000</b>
	4. Contact Person <b>Glori Inafuku</b>	5. Phone: (Include area code) <b>808-587-0538</b>
	6. Length of Grant: <b>36 months</b>	7. Reporting Period: <b>7/1/12 - 6/30/13</b>
8. Date Report Submitted: <b>9/13/13</b>	9. Program Code: (Use separate sheet for each program code) <b>10</b>	10. Program Name: <b>NSP 3</b>

**Part I: Employment and Training (\*\* Columns B, C and F are mandatory fields. Include New Hires in E & F)**

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals	0	0			0
Technicians	0	0			0
Office/Clerical	0	0			0
Construction by Trade (List Trade	0	0			0
Trade					
Trade					
Trade					
Trade					
Other (List)					
<b>Total</b>	<b>0</b>	<b>0</b>			<b>0</b>

\* Program Codes  
 1 = Flexible Subsidy  
 2 = Section 202/811  
 3 = Public/Indian Housing  
 A = Development,  
 B = Operation  
 C = Modernization  
 4 = Homeless Assistance  
 5 = HOME  
 6 = HOME State Administered  
 7 = CDBG Entitlement  
 8 = CDBG State Administered  
 9 = Other CD Programs  
 10 = Other Housing Programs

**Part II: Contracts Awarded**

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$ 0
B. Total dollar amount of contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving contracts	0

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$ 0
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.



## APPENDIX K

### Request Form for CAPER – IDIS Reports



CAPER PY2012-2013  
IDIS REPORTS  
TABLE OF CONTENTS

The following CAPER IDIS Reports are submitted to HUD as part of the CAPER process. To satisfy annual performance report requirements for Consolidated Plan purposes under 24 CFR 91.520, the following reports are available for public review. If interested, please indicate which reports you wish to review and submit your request to the Hawaii Housing Finance and Development Corporation, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813.

- PR 02 List of Activities by Program Year and Project
- PR 06 Summary of Consolidated Plan Projects for Report Year
- PR 19, Part 1 ESG Summary of Activities
- PR 19, Part 2 ESG Activity Details
- PR 22 Status of HOME Activities
- PR 23 HOME Summary of Accomplishments
- PR 25 Status of CHDO Funds by Fiscal Year
- PR 27 Status of HOME Grants
- PR 33 HOME Matching Liability Report

