



State of Hawaii

CONSOLIDATED PLAN

DRAFT PY2022 ANNUAL ACTION PLAN

Third Program Year
(July 1, 2022 - June 30, 2023)

May 2022

Hawaii Housing Finance and Development Corporation

677 Queen Street, Suite 300

Honolulu, Hawaii 96813



Draft Annual Action Plan
2022

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan (ConPlan) is a planning document that provides a five-year strategy, housing needs discussion, and market analysis to address the housing needs of Hawaii's citizens through the State's administration of the HOME Investment Partnerships (HOME), National Housing Trust Fund (HTF), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs. The ConPlan ensures that jurisdictions receiving federal assistance plan for the housing and related needs of low-income and moderate-income families to improve the availability and affordability of decent, safe and sanitary housing in suitable living environments. The City and County of Honolulu (C&C of Honolulu) is an entitlement jurisdiction and is required to prepare its own ConPlan. The state's ConPlan focuses its HOME, ESG and HOPWA funds in the Counties of Hawaii, Kauai, and Maui; HTF funds are used to serve those counties as well as the C&C of Honolulu.

The Annual Action Plan (AAP) identifies the objectives targeted to address priority needs for the program year. It is also an application for funds under HUD's HOME, HTF, ESG and HOPWA formula grant programs.

The HOME and HTF programs are administered by the state's Hawaii Housing Finance and Development Corporation (HHFDC) and the ESG and HOPWA programs are administered by the Homeless Programs Office (HPO) of the state's Department of Human Services' Benefits, Employment and Support Services Division (DHS-BESSD).

Development of the Program Year 2022 (PY2022) (July 1, 2022 through June 30, 2023) AAP involved consultation with government housing agencies, each jurisdiction's continuum of care planning groups, working group meetings with public and private service providers, public hearings to solicit input on housing needs and priorities, the publication of notices in a newspaper of general circulation, and on HHFDC's website to solicit public comments on the draft AAP.

2. Summarize the objectives and outcomes identified in the Plan

HHFDC and its neighbor island county housing partners may use the annual HOME allocations to promote decent, affordable housing, strengthen communities, and increase homeownership opportunities, via the construction of new or rehabilitation of existing affordable rental and for-sale housing, including affordable homeownership projects using a self-help building method, for tenant based rental assistance (TBRA), for the development of transitional housing for the homeless, various county homebuyer loan programs, and for homebuyer education and counseling sessions. For PY2022, the State will receive approximately \$3,000,000 in HOME funds. Ten percent will be reserved for administrative costs, and 15% will be set aside for Community Housing Development Organization (CHDO) activities. The County of Kauai will receive the PY2022 HOME allocation under HHFDC's annual rotation. The State allows the counties to retain HOME Program Income for additional eligible activities, including up to 10% for administration. The State will permit pre-awards of up to 25% of a county's current program year's allocation for HOME-eligible activities to avoid interruption of projects and/or services. Pre-awards must be authorized in writing by the State before costs are incurred. Pre-award costs greater than 25% will require approval by the local HUD Field Office before the costs are incurred.

HHFDC will focus its HTF activities on the development or preservation of affordable rental housing serving extremely low-income households. HHFDC will work with its county housing partners to use HTF

funds to promote decent, affordable rental housing, and strengthen communities. HHFDC's HTF allocation plan for PY2022 is attached as "**HTF Exhibit A**" and is subject to HUD's approval.

For PY2022, the State anticipates receiving \$444,100 in ESG and \$270,474 in HOPWA funds. DHS-BESSD shall request pre-award authority from HUD to continue the implementation of ESG and HOPWA projects without interruption. ESG will be used in Hawaii, Kauai, and Maui to meet the objectives of promoting decent affordable housing and strengthening communities.

In collaboration with Bridging The Gap (BTG), the State Homeless Programs Office (HPO) has determined that ESG funds will be allocated at approximately 1% for costs to manage and operate the Homeless Management Information System (HMIS), and 5% for administrative costs for DHS-BESSD, HPO. The remainder of the grant will be allocated to emergency shelter operations (60%) and homelessness prevention and rapid rehousing (HPRP) activities (40%). HPRP activities include financial assistance for rents, security deposits and utilities, and housing relocation and stabilization services. Agencies awarded funding will be allowed a maximum of 2.5% for administrative costs. Under the ESG program, obtaining permanent housing for the homeless and retaining housing for at-risk individuals and families still feature prominently in BTG's decision to select Homeless Prevention and Rapid Re-housing (HPRP) as a crucial part of continuum of care services. However, recent Rapid Re-housing Program awards from the State and individual counties have augmented HPRP resources. Considering the availability of HPRP funds from other sources, BTG elected to increase the proportion of emergency shelter funding starting PY2020. HPRP funds are allocated to one agency each in Maui, Kauai, and Hawaii counties.

For PY2022, the State will use its HOPWA funds in the Counties of Hawaii, Kauai, and Maui to promote decent, affordable housing and suitable living environments for persons with HIV/AIDS. Its focus will be on providing housing information, rent or deposit assistance, and other supportive services to persons with HIV/AIDS who are homeless or at risk of homelessness.

3. Evaluation of past performance

HHFDC and DHS-BESSD, through their administration of the State's HOME, HTF, ESG and HOPWA programs, have assisted many communities and families through implementation of these programs. HHFDC acts as the pass-through agency of HOME funds to the Counties of Hawaii, Kauai, and Maui on an annual rotating basis; HHFDC provides oversight to the counties to ensure appropriate use of HOME funds and compliance with HOME regulations. The rotation has provided the counties with two years for planning and has alleviated some of the timeliness issues in expending funds.

HHFDC also administers HTF funds and, after retention of 5% of funds for administration, allocates one-half of its annual HTF funding to the Counties of Hawaii, Kauai, and Maui on the same rotation as its HOME funds. Prior to PY2020, the other half was allocated annually to the City and County of Honolulu. Since HTF's implementation in PY2016, the City has experienced challenges in selecting eligible projects and has not effectively or timely administered the HTF program. To provide the City time to build capacity and develop plans to effectively administer the HTF program, HHFDC will not award PY2022 HTF funds to the City; instead, the entire allocation of PY2022 HTF funds will be awarded to the County of Kauai, which is scheduled to receive the neighbor island portion of PY2022 HTF funds. In taking this action, HHFDC's goal is to improve the overall performance of its HTF program and protect HTF funds from recapture by HUD or the U.S. Treasury. HHFDC's evaluation of the program will continue, to resolve issues and improve administration of the program.

DHS-BESSD administers the ESG and HOPWA programs and awards funds to service providers in the neighbor island counties through a competitive selection process. It oversees the use of ESG and HOPWA to ensure the appropriate, efficient, and timely use of funds.

Through its Annual Community Assessment report, HUD has evaluated the State as having met its communities' needs and the goals of the HOME, HTF, ESG and HOPWA programs through the administration of the Consolidated Plan and Annual Action Plans. A copy of HUD's Annual Community Assessment Report for PY2020 and the State's response are attached as "**State of Hawaii Exhibit A.**"

4. Summary of Citizen Participation Process and consultation process

In developing the draft AAP, a series of public hearings were held by HHFDC and each of the counties to solicit input on the State's housing needs and priorities. Due to the 2019 Coronavirus (COVID-19) pandemic, public hearings were held virtually using platforms such as Zoom, Teams, WebEx, or BlueJeans. Public hearing notices were published in August, September, and October 2021 in regional newspapers and in the Honolulu Star Advertiser (a newspaper of general circulation). Virtual public hearings were held from August through October 2021 by county housing and HHFDC staff in Hilo and Kona, County of Hawaii; in Wailuku, County of Maui; in Honolulu, City and County of Honolulu; and in Lihue, County of Kauai.

On March 16, 2022, HHFDC published a public notice to solicit comments on the draft PY2022 AAP; comments will be accepted through April 15, 2022. The public notice and copies of the draft AAP are available for review at depository libraries throughout the state, the housing offices in the counties of Hawaii, Honolulu, Kauai, and Maui, at the Homeless Programs Office of the Department of Human Services, HHFDC, and on HHFDC's website at www.hawaii.gov/dbedt/hhfdc. The public notice also provides phone numbers as an option for interested parties to call HHFDC staff to request a mailed copy of the draft AAP.

A summary of the public hearings and copies of publication affidavits are shown in the attached "**State of Hawaii Exhibit B.**"

5. Summary of public comments

Public comments submitted at public hearings across all counties evidenced the need for more affordable housing, both rental and homeownership. Comments were also received, emphasizing the need for shelter resources addressing unsheltered homelessness and need for permanent supportive housing units for chronically homeless individuals.

6. Summary of comments or views not accepted and the reasons for not accepting them

Comments received on the need for more rental housing and the need for more affordable homeownership opportunities were accepted. Comments voicing the need for increased shelter resources to address unsheltered homelessness and need for permanent supportive housing for chronically homeless individuals were also accepted.

7. Summary

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Agency Role	Name	Department/Agency
Lead	Hawaii Housing Finance and Development Corporation (HHFDC)	Department of Business, Economic Development and Tourism (DBEDT)
HOPWA Administrator	Homeless Programs Office (HPO)	Department of Human Services – Benefit, Employment and Support Services Division (DHS-BESSD)
HOME Administrator	HHFDC	DBEDT
ESG Administrator	HPO	DHS-BESSD
HTF Administrator	HHFDC	DBEDT

Table 1 – Responsible Agencies

Narrative

HHFDC administers HUD’s HOME investment Partnerships and National Housing Trust Fund programs and is the lead on the Consolidated Plan for the State of Hawaii. HPO administers HUD’s Emergency Solutions Grant and Housing Opportunities for Persons with AIDS programs.

Consolidated Plan Public Contact Information

Denise Iseri-Matsubara is the Executive Director of HHFDC and contact person for the Consolidated Plan, HOME and HTF programs. Her contact phone number is (808) 587-0641 and email address is denise.iseri-matsubara@hawaii.gov.

Harold Brackeen, III, is the Administrator for the Homeless Programs Office of DHS-BESSD and contact person for the ESG and HOPWA programs. His contact phone number is (808) 586-7072 and email address is hbrackeeniii@dhs.hawaii.gov.

AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

HHFDC, DHS-BESSD and the county housing agencies formed a core working group to coordinate the development and implementation of the Consolidated Plan. The core group utilized the 2020 Homeless Point-in-Time Count Report, the 2019 Hawaii Housing Planning Study, and the 2020 Analysis of Impediments to Fair Housing Choice to aid in the development of the Consolidated Plan Annual Action Plan.

The State’s HHFDC oversees the affordable housing finance and development in Hawaii, for sale or rent to qualified residents. The State’s DHS-BESSD administers federal and state programs that provide housing and services for the homeless and other persons with special needs. Together, the HHFDC and DHS-BESSD have established an extensive network of public and private organizations involved with the provision of housing or supportive services.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

HHFDC consulted with its network of organizations including HUD, DHS-BESSD, and county housing agencies, state health and human services departments, and nonprofit entities involved with financing, developing, and managing housing; and providing supportive services. DHS and the county housing agencies expanded the state's network by outreaching to stakeholders at the local level (e.g., nonprofit housing advocacy groups, shelter and service providers, local government agencies).

The Hawaii Interagency Council on Homelessness (HICH) includes 27 members representing the two Continuum of Care (CoCs); state health, human services, public safety, and housing agencies; the four counties; federal representatives; veteran organizations; the faith-based community; the business sector; and organizations representing Hawaii's indigenous people. (See current HICH membership at: <http://homelessness.hawaii.gov/hich/>.) In 2019, the legislature passed Act 81, which formally established the Governor's Coordinator on Homelessness (GCH) in statute to chair the HICH and properly administer the activities of the council.

The HICH also works with a diverse group of stakeholders who are not formal members of the council. This group includes the Hawaii Department of Transportation, Department of Land & Natural Resources, Hawaii Judiciary, American Civil Liberties Union, county police departments, acute care hospitals, federally qualified health centers, homeless service providers, advocacy organizations, and animal rescue organizations.

In 2021, HICH members implemented a comprehensive communications plan formally adopted by the council in December 2020. The communications plan includes the facilitation of 19 monthly webinars for government partners and homeless service providers, and the development of videos, infographics, and interactive dashboards to promote programs and share data related to homelessness. Monthly webinars feature at least one member organization from each CoC to share information about homeless programs operating in its jurisdiction. The average audience for each webinar ranges between 120 to 150 participants. To reach a broader audience, the webinars have also been converted into video format and shared on local public access television, such as 8Olelo. A complete list of webinar topics and recordings of each webinar is posted online at: <https://homelessness.hawaii.gov/monthlywebinars>. In addition, GCH staff partnered with HICH members from the two CoCs to conduct targeted presentations on HICH policy priorities, such as the source of income "discrimination" related to rental housing. The presentations shared information about specific policies and the role of the CoCs. In addition to providing education and increased awareness, the presentations were a way to support the CoCs in expanding their membership to include faith-based and business groups.

Another component of the HICH communications plan is continued education for homeless service providers, including frontline staff. GCH staff and other HICH members convene frontline provider meetings twice per month to ensure training and information-sharing opportunities. They included both homeless outreach and shelter providers. Examples of training provided at the meetings include training on landlord-tenant code and eviction prevention resources, new processes for isolation and quarantine intake and triage, strategies related to individuals with pets and service animals, an overview of Adult Protective Services (APS), and services for individuals lacking decisional capacity.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

DHS-BESSD's HPO contractually requires all homeless provider agencies funded by State and/or Federal resources to participate in their respective county's Continuum of Care (CoC) for collaboration and input into the community planning efforts. The contracted agencies include those providing outreach, emergency/transitional shelters, assessment centers, permanent supportive housing (PSH), rapid re-housing (RRH), homeless prevention, housing first, and/or support services programs. Participants include chronically homeless and at-risk individuals and families; veterans; severely mentally ill; chronic substance abusers; persons with HIV/AIDS; victims of domestic violence; and unaccompanied youth.

DHS/HPO works closely with Bridging the Gap (BTG), which is the union of all three rural county chapters which comprise the Hawaii balance-of-state CoC representing the counties of Hawaii, Kauai, and Maui. BTG is a geographically based group of relevant stakeholder representatives that carries out the planning responsibilities of the CoC programs. Community Alliance Partners (Hawaii County), Kauai Community Alliance, and the Maui Homeless Alliance are the neighbor island chapters which strive to end homelessness in their geographic areas. Additionally, neighbor islanders are well-represented on the Hawaii Interagency Council on Homelessness and have adopted its strategic plan as its standard.

The focus of BTG includes:

- Providing the framework for a comprehensive, well-coordinated, and clear planning process
- Obtaining funding for efforts to prevent homelessness or rapidly re-house homeless individuals and families
- Strengthening coordination between CoC-funded activities, other HUD-funded activities, and local government or private resources directed at ending homelessness
- Promoting access to and effective use of mainstream programs
- Optimizing self-sufficiency among individuals and families experiencing homelessness
- Measuring the effectiveness in reducing homelessness through system-wide and project level evaluation of the community's response, and change strategies if necessary.

BTG continues to make progress in coordinating homeless services through the Coordinated Entry System (CES) and case conferencing (CC) process. BTG periodically reviews the By Name List (BNL) prioritization scheme and eligibility requirements for its housing resources to improve the overall effectiveness of the CES and reduce barriers to housing. Refinement of CES automation in the HMIS database to match clients more effectively to vacancies in housing resources is an ongoing process. The continued enhancements have enabled clients to be referred to transitional housing, RRH and PSH programs in real-time; decreased the length of time from referral to housing placement; and reduced subjectivity in the matching and referral processes. Other improvements in the BTG HMIS include a CES Referral Tracker with step-by-step instructions for new-user training activities and emphasized to all HMIS users responsible for CES processes.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

DHS/HPO, the ESG program administrator, works closely with Bridging the Gap (BTG). This consortium is the union of all three rural county chapters which comprise the Hawaii balance-of-state CoC representing the counties of Hawaii, Kauai, and Maui. BTG is a geographically based group of relevant

stakeholder representatives that carries out the planning responsibilities of the CoC programs. Community Alliance Partners (Hawaii County), Kauai Community Alliance, and the Maui Homeless Alliance are the neighbor island chapters which strive to end homelessness in their geographic areas. Neighbor islanders are well-represented on the Hawaii Interagency Council on Homelessness and have adopted its strategic plan as its standard.

DHS/HPO consults with BTG to ensure that the Consolidated Plan and Annual Action Plan are completed accurately and represent local efforts in each rural county jurisdiction. As the responsible party for the homeless and special needs sections of the ConPlan, this planning consortium discusses subrecipient resource utilization, funding prioritization, and performance standards. The CoC consistently partners with HPO to aid all jurisdictions regarding the ConPlan development process. Annual Point In Time (PIT) data is used to supplement and add context to the reporting along with performance, demographic, and subpopulation characteristics of specific counties and over the entire CoC. Prior to the PIT count, the HMIS Administrator provides training to participating agencies in Maui, Kauai, Hilo, and Kona to ensure that a consistent, accurate methodology is used in each geographic location.

The fight to prevent and end homelessness involves numerous partnerships and alignment of funding resources such as federal, state, local, and philanthropic efforts. BTG's website, which is vital to the transparency of CoC activities, provides the public with access to information including reports, interactive dashboards, forms, HMIS support, funding opportunities, homeless service partner resources, and BTG organizational information and performance outcomes.

BTG continues to coordinate homeless services through the Coordinated Entry System (CES) and case conferencing (CC) process. BTG periodically reviews the By Name List (BNL) prioritization scheme and eligibility requirements for its housing resources to improve the overall effectiveness of the CES and reduce barriers to housing. BTG refines CES automation in the HMIS database to match clients more effectively to vacancies in housing resources. This has enabled clients to be referred to transitional housing, RRH and PSH programs in real-time, decreased the length of time from referral to housing placement, and reduced subjectivity in the matching and referral processes. HMIS "Help Files" include step-by-step instructions regarding system functionality. Enhancements are included in new-user training activities and emphasized to all HMIS users responsible for CES processes. BTG's HMIS administrators utilize communication, technology, and data analysis to enhance neighbor islands CoC leadership; support cost-effective human services solutions; and maximize homeless services resources. The BTG website can be accessed through this direct link: Bridging the GAP Hawaii, or at <https://www.btghawaii.org/>.

2. Agencies, groups, organizations, and others who participated in the process and consultations

Sort	Agency/ Group/ Organ- ization	Agency/Group/Organization Type	What Section of the Plan was addressed by Consultation?	Action
		<input checked="" type="checkbox"/> Housing	<input checked="" type="checkbox"/> Housing Need Assessment	
		<input checked="" type="checkbox"/> PHA	<input checked="" type="checkbox"/> Public Housing Need	
		<input checked="" type="checkbox"/> Services – Housing	<input checked="" type="checkbox"/> Homeless Needs – Chronically Homeless	
		<input checked="" type="checkbox"/> Services – Children	<input checked="" type="checkbox"/> Homeless Needs – Veterans	
		<input checked="" type="checkbox"/> Services – Elderly Persons	<input checked="" type="checkbox"/> Homeless Needs – Families with Children	
		<input checked="" type="checkbox"/> Services – Persons with Disabilities	<input checked="" type="checkbox"/> Homeless Needs – Unaccompanied Youth	
		<input checked="" type="checkbox"/> Services – Victims of Domestic Violence	<input checked="" type="checkbox"/> Homelessness Strategy	
		<input checked="" type="checkbox"/> Services – Homeless	<input checked="" type="checkbox"/> Non-Homeless Special Needs	

Sort	Agency/ Group/ Organ- ization	Agency/Group/Organization Type	What Section of the Plan was addressed by Consultation?	Action
		<input checked="" type="checkbox"/> Services – Health	<input checked="" type="checkbox"/> HOPWA Strategy	
		<input checked="" type="checkbox"/> Services – Education	<input checked="" type="checkbox"/> Market Analysis	
		<input checked="" type="checkbox"/> Services – Employment	<input checked="" type="checkbox"/> Economic Development	
		<input checked="" type="checkbox"/> Services – Fair Housing	<input checked="" type="checkbox"/> Lead Based Paint Strategy	
		<input type="checkbox"/> Services - Victims	<input checked="" type="checkbox"/> Anti-Poverty Strategy	
		<input checked="" type="checkbox"/> Services – Health Agency	<input type="checkbox"/> Other	
		<input type="checkbox"/> Services – Child Welfare Agency		
		<input type="checkbox"/> Services – Publicly Funded Institution / System of Care		
		<input checked="" type="checkbox"/> Other Government - Federal		
		<input checked="" type="checkbox"/> Other Government – State		
		<input checked="" type="checkbox"/> Other Government – County		
		<input type="checkbox"/> Other Government - Local		
		<input type="checkbox"/> Regional Organization		
		<input type="checkbox"/> Planning Organization		
		<input checked="" type="checkbox"/> Business Leaders		
		<input checked="" type="checkbox"/> Civic Leaders		
		<input type="checkbox"/> Business & Civic Leaders		
		<input type="checkbox"/> Other		
		Optional Designation(s)		
		<input type="checkbox"/> Community Dev. Din. Institution		
		<input type="checkbox"/> Foundation		
		<input type="checkbox"/> Grantee Development		
		<input type="checkbox"/> Major Employer		
		<input type="checkbox"/> Neighborhood Commission		
		<input type="checkbox"/> Private Section Banking/Financing		

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 - Other local / regional / federal planning efforts

Narrative

County agencies, in collaboration with the local CoC chapters and service providers, contribute greatly to the plan to end homelessness in their jurisdictions. Collaborating agencies are listed by county in “ESG Exhibit A”, Partner Agencies (Facilities and Services).

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

In developing the PY2022 AAP, a series of virtual public hearings were held by each of the counties and HHFDC to solicit input on housing and homeless needs and priorities. Public hearing notices were published in regional newspapers and in the Honolulu Star-Advertiser (a newspaper of general circulation) in August, September, and October 2021 and virtual public hearings were held from August 2021 through October 2021. A summary of comments received at the hearings is shown in the attached "State of Hawaii Exhibit B" and in Table 4, below.

On March 16, 2022, HHFDC published a public notice to solicit comments on the draft PY2022 Annual Action Plan. The public notice and copies of the draft AAP are available for review at depository libraries, the housing offices of the counties of Hawaii, Honolulu, Kauai, and Maui, HHFDC, and on HHFDC's website at www.hawaii.gov/dbedt/hhfdc. Interested parties may also request that a copy be mailed to them by contacting HHFDC staff. Public comments will be accepted through April 15, 2022.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/ broad community	Virtual public hearings were attended by members of the public, nonprofits, government agencies, council representatives, and interested parties.	Attendees provided comments that more affordable housing in all counties are needed, especially affordable rental housing, both single family and multi-family rental housing.	n/a	
2	News-paper Ad	Non-targeted/ broad community	Public comments will be accepted through April 15, 2022.	Comment(s) received during the 30-day comment period will be summarized here.		

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

HHFDC and its neighbor island partners use the annual HOME allocations to promote decent, affordable housing, strengthen communities, and increase homeownership opportunities. HOME funds may be used for the construction of new or rehabilitation of existing affordable rental and for-sale housing, for Tenant Based Rental Assistance (TBRA), for the development of transitional housing for the homeless, provide development funds for affordable homeownership projects, including projects using a self-help building method, provide down payment/closing costs assistance and gap loans through various county homebuyer loan programs, and provide homebuyer education and counseling sessions. HOME program income may be used for HOME-eligible activities. In PY2022, the County of Kauai anticipates receiving approximately \$60,000 and the County of Hawaii anticipates receiving an estimated \$250,000 of program income. Both counties will determine eligible activities in their counties for funds to be utilized in the next program year. The County of Maui does not anticipate receiving program income for PY2022, but any received will be used in a previously approved HOME activity in the county.

HHFDC anticipates receiving HTF of \$3,000,000 for PY2022. HHFDC will focus its HTF solely on rental housing activities for households with incomes at or below 30% AMI. After retaining 5% of the PY2022 allocation for administration, HHFDC will allocate the balance to the County of Kauai. In past years, HHFDC allocated half of the balance to the City and County of Honolulu (City) and the remaining 50% was rotated between the neighbor island counties, on the same rotation as the HOME program. However, the City continues to be challenged with the administration of the program. HHFDC has therefore chosen to award the entire PY2022 HTF balance to the County of Kauai, which was scheduled to receive the neighbor island portion of the PY2022 allocation. This action is intended to provide the City with more time to build its capacity to administer the HTF program and will additionally help the overall performance of HHFDC's HTF program.

DHS-BESSD/HPO and its partners will strengthen communities through its use of annual ESG and HOPWA funds. ESG will be used for operations funding for emergency shelters, and for homelessness prevention and rapid re-housing activities. HOPWA funds will be used to provide housing information and rent/deposit assistance services and support services, and to fund a portion of the market rental unit costs for homeless and homeless-at-risk persons with HIV/AIDS.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public-federal	Acquisition; Admin & Planning; Homebuyer assistance; Homeowner rehab; Multifamily rental new construction; Multifamily rental rehab; New construction for ownership; TBRA	3,000,000	310,000	0	3,310,000	6,000,000	HOME funds may be used for the construction of new or rehabilitation of existing affordable rental and for-sale housing, for TBRA, for the development of transitional housing for the homeless, development funds for affordable homeownership projects using a self-help building method, provide down payment/closing cost assistance and gap loans through various county homebuyer loan programs, and provide homebuyer education and counseling sessions.
HOPWA	public-federal	Perm. hsg. in facilities; Perm. hsg. Placement; Short term or trans. hsg. facilities; STRMU Supp. svcs.; TBRA	270,474	0	0	270,474	539,052	HOPWA funds will be utilized for tenant based rental assistance, supportive services, short term rent, mortgage, and utility assistance, permanent housing assistance, and administrative costs.
ESG	public - federal	Conversion and rehab. for trans. hsg.; Fin. Assist.; Overnight shelter; Rapid re-hsg (rental assistance) Rental Assistance Services Transitional housing	444,100	0	0	444,100	911,800	The prevention and rapid rehousing funding may be used for activities including short- and medium-term rental assistance, security deposits, utility payments, housing relocation, and stabilization services. ESG Shelter funding will be utilized for shelter operational costs. In addition, ESG funds will be utilized for administrative and Homeless Management Information System costs.
HTF	public - federal	Acq.; Admin & Planning; Multifamily rental new construction; Multifamily rental rehab.;	3,000,000	0	0	3,000,000	6,000,000	HTF will be used for the development or preservation of affordable rental housing for extremely low-income households earning at or below 30% AMI.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resou-rces: \$	Total: \$		
Other	public - state	Financial Assistance; Permanent housing placement; Rental Assistance; Supportive services	1,050,000	0	0	1,050,000	1,950,000	The State will provide funding to contracted agencies in Hawaii, Kauai, and Maui for housing related financial assistance, housing search and placement assistance, case management and supportive services. Financial assistance will include rents, security deposits and utility payments.
Other	public - state	Financial Assistance; Permanent housing placement; Supportive services	1,100,000	0	0	1,100,000	2,900,000	The State will provide funding to contracted agencies in Hawaii, Kauai, and Maui to assist at risk and homeless families with financial support to retain or obtain permanent housing.
Other	public - state	Overnight shelter; Short term or transitional housing facilities	4,892,689	0	0	4,892,689	11,042,971	The State will provide funds to contracted agencies in Hawaii, Kauai, and Maui for emergency and transitional shelters and associated services.
Other	public - state	Permanent housing placement Rental Assistance Services	175,000	0	0	175,000	1,825,000	The State will provide funding to contracted agency(ies) in Hawaii, Kauai, and Maui to assist at risk and homeless households with financial and emergency needs which are directly related to impending eviction or a direct barrier to obtaining permanent housing. Financial assistance includes security deposits, rents, utility assistance, and/or other assistance essential to resolving the immediate housing crisis.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

HOME program funds may be used to support the development of affordable rental housing and affordable homeownership housing. Projects utilizing HOME funds have historically leveraged HOME to secure other state and federal funding such as USDA, Low Income Housing Tax Credits, and Rental Housing Revolving Funds, in addition to foregone taxes, fees and charges. It is anticipated that projects will continue to seek other local, state, and federal funding to satisfy the anticipated matching funds requirement of the HOME program; additionally, the State Recipients have banked more than \$27M in match as of 09/30/2020.

HHFDC's HTF program funds will be used to assist in the production or preservation of affordable rental housing serving extremely low-income households earning 30% or less AMI. The State's Subgrantees have been combining their HTF with their HOME funds, or provided other county resources in projects that also leverage other state and federal funds, such as HHFDC's Low Income Housing Tax Credit program or Rental Housing Revolving Funds. The HTF program has no match requirement.

To satisfy the anticipated matching funds requirement under the ESG program, DHS/BESSD will provide state funds to agencies in the Counties of Hawaii, Kauai, and Maui by contracting for services under the State Homeless Shelter Program and the State Rapid Re-housing.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	HP-1 Emergency Shelter Operations	2020	2024	Homeless	Rural Counties	Unsheltered Homeless; Victims of Dom. Viol.; Transition to Perm. Hsg.; CES	ESG: \$207,579	Homeless Person Overnight Shelter: 2000 Persons Assisted
2	HP-2 Domestic Violence Emergency Shelter	2020	2024	Non-Homeless Special Needs	Rural Counties	Victims of Dom. Viol.; Trans. to Perm. Hsg.; CES	ESG: \$36,632	Homeless Person Overnight Shelter: 280 Persons Assisted
3	HP-3 Transition to Perm. Housing	2020	2024	Homeless	Rural Counties	Unsheltered Homeless; Victims of Dom. Viol.; Trans. to Perm. Hsg.; CES	ESG: \$0	Other: 122 Other
4	HP-4 Rapid Re-housing Financial Assistance	2020	2024	Homeless	Rural Counties	Transition to Permanent Housing Rapid Re-housing Coordinated Entry System	ESG: \$97,684 State Homeless Emergency Grants Programs: \$50,000 State Housing Placement Program: \$200,000	Tenant-based rental assistance / Rapid Rehousing: 175 Households Assisted
5	HP-5 Rapid Re-housing Support Services	2020	2024	Homeless	Rural Counties	Trans. to Perm. Hsg.; Rapid Re-hsg.; CES	ESG: \$0	TBRA / Rapid Rehousing: 175 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	HP-6 Homeless-ness Prev. Financial Assistance	2020	2024	At-risk of homeless-ness	Rural Counties	Homelessnes s Prevention	ESG: \$65,123	Homelessness Prevention: 70 Persons Assisted
7	HP-7 Homeless-ness Prev. Support Services	2020	2024	At-risk of homeless ness	Rural Counties	Homelessnes s Prevention	ESG: \$0	Homelessness Prevention: 70 Persons Assisted
8	HP-8 HOPWA Support Services	2020	2024	Non-Homeless Special Needs	Rural Counties	Services for Persons with HIV/AIDS; HIV/AIDS Housing Assistance; Coordinated Entry System	HOPWA: \$58,762	Public service activities other than Low/Moderate Income Housing Benefit: 542 Persons Assisted
9	HP-9 HOPWA Financial Assistance	2020	2024	Non-Homeless Special Needs	Rural Counties	HIV/AIDS Housing Assistance	HOPWA: \$192,778	TBRA/ Rapid Rehousing: 30 Households Assisted
10	HP-10 Coordinated Entry System	2020	2024	Homeless Non-Homeless Special Needs	Rural Counties	Coordinated Entry System	ESG: \$0	Other: 323 Other
11	HP-11 Adminis-tration	2020	2024	Homeless Non-Homeless Special Needs	Rural Counties	Unsheltered Homeless; Victims of Dom. Viol.; Svcs. for per-sons with HIV/ AIDS; Trans. to Perm. Hsg; Rapid Re-hsg. Homelessnes s Prev.; HIV/ AIDS Housing Assist.; CES	HOPWA: \$18,934 ESG: \$32,641	Other: 0 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	HP-12 Homeless Mgt Info. System	2020	2024	Homeless Non-Homeless Special Needs	Rural Counties	Unsheltered Homeless; Victims of Dom. Viol.; Svcs. for Persons with HIV/ AIDS; Trans. to Perm. Hsg.; Rapid Re-hsg; Homelessness Prev.; HIV/ AIDS Hsg. Assist.; CES	ESG: \$4,441	Other: 0 Other
13	HR-1 Rental Hsg – New Construction/Rehab	2020	2024	Affordable Hsg	Rural Counties	Rental Housing	HOME: \$2,075,000	Rental units constructed: 11 Household Housing Unit
14	HR-3 Rental Hsg SpN – New Construction/Rehab	2020	2024	Affordable Hsg	Rural Counties	Rental Housing	HOME: \$400,000	Rental units constructed: 3 Household Housing Unit
15	HO-2 For Sale Housing – Self Help Building Method	2020	2024	Affordable Hsg	Rural Counties	Affordable Homeownership Opportunities	HOME: \$225,000	Homeowner Housing Added: 2 Household Housing Unit
16	HR-4 HTF Rental Hsg – New Construction /Acq/Rehab	2020	2024	Affordable Hsg	Statewide	Rental Housing	HTF: \$2,700,000	Rental units constructed: 8 Household Housing Unit
17	HA-1 Administration	2020	2024	Administration	Rural Counties Statewide	Planning and Administration	HOME: \$300,000 HTF: \$300,000	Other: 0 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	HP-1 Emergency Shelter Operations
	Goal Description	Unsheltered homeless need a safe place to sleep. Shelters provide a secure environment where homeless individuals and families can stabilize their lives, address their needs, and strengthen their economic situation toward the goal of permanent housing. ESG funds will be utilized for shelter operational costs, anticipating service to 2,000 persons annually.
2	Goal Name	HP-2 Domestic Violence Emergency Shelter
	Goal Description	Persons who are fleeing or attempting to flee domestic violence need a safe place to sleep. Provide operations funding to emergency shelters for victims of domestic violence, anticipating services to approximately 280 survivors of domestic violence.
3	Goal Name	HP-3 Transition to Permanent Housing
	Goal Description	The homeless are not able to find affordable rentals. Agencies funded by ESG Shelter Operations will include transitioning homeless persons to permanent housing as an integral activity.
4	Goal Name	HP-4 Rapid Re-housing Financial Assistance
	Goal Description	Provide financial assistance to approximately 175 persons annually who lack a fixed, regular and adequate nighttime residence to achieve housing stability in permanent housing. Financial assistance includes short/medium term rents, security deposits, and utility payments.
5	Goal Name	HP-5 Rapid Re-housing Support Services
	Goal Description	Rapid Re-housing (RRH) funds will provide housing relocation and stabilization services (case management, housing search and placement, legal services, landlord mediation, etc.) as integral components to achieving housing stability in permanent housing. The State anticipates providing these services to approximately 175 persons annually.
6	Goal Name	HP-6 Homelessness Prevention Financial Assistance
	Goal Description	ESG HPRP funding helps prevent homelessness by providing eligible housing-related financial assistance to persons and families at risk of homelessness. Financial assistance includes short/medium term rents, rent/utility arrears, and utility payments. The anticipates serving approximately 70 persons annually.
7	Goal Name	HP-7 Homelessness Prevention Support Services
	Goal Description	Provide assistance through stabilization services (i.e., case management, legal services, mediations, etc.) as integral components to prevent homelessness. The State anticipates serving approximately 70 persons annually.
8	Goal Name	HP-8 HOPWA Support Services
	Goal Description	Persons with HIV/AIDS need services to achieve housing stability. Provide housing information (Support Services) and rent deposit assistance (Permanent Housing Placement) in Hawaii, Kauai and Maui.
9	Goal Name	HP-9 HOPWA Financial Assistance
	Goal Description	Provide funds to pay a portion of the market rental or mortgage unit costs of homeless and persons at risk of homelessness with HIV/AIDS through Tenant based rental assistance (TBRA) and short-term rent, mortgage, utility (STRMU).

10	Goal Name	HP-10 Coordinated Entry System
	Goal Description	Coordinated entry system (CES) is a fair, immediate, low barrier, person-centered process that helps communities prioritize housing assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Participation in the CES process is integral to both ESG and HOPWA programs. The CES process provides information about service needs and gaps to help communities plan their assistance and identify needed resources.
11	Goal Name	HP-11 Administration
	Goal Description	Administrative funds will be utilized to ensure the appropriate, effective and efficient use of ESG and HOPWA funds by service providers and State Administrators.
12	Goal Name	HP-12 Homeless Management Information System
	Goal Description	Funding for the administration and operation of the Homeless Management Information System (HMIS).
13	Goal Name	HR-1 Rental Housing - New Construction / Rehab
	Goal Description	Rental housing for low-income households is a high priority need. HOME funds will be used with other rental housing development resources to increase the inventory of rentals for this target population.
14	Goal Name	HR-3 Rental Housing SpN - New Construction/Rehab
	Goal Description	Rental housing for special needs populations is a high priority need. HOME funds will be used with other rental housing development resources to increase the inventory of rentals for this target population.
15	Goal Name	HO-2 For Sale Housing - Self Help Building Method
	Goal Description	Affordable for sale units are a high priority need. HOME funds may be used to construct new, affordable for-sale housing, using a self-help building method.
16	Goal Name	HR-4 HTF Rental Housing New Construction/Acq/Rehab
	Goal Description	Rental housing for extremely low-income households is a high priority need. National Housing Trust Funds will be used with other resources to increase the inventory of affordable rentals for this target population.
17	Goal Name	HA-1 Administration
	Goal Description	Funds will be used for the efficient and effective administration of federal programs, including affirmatively furthering fair housing.

Table 7 – Goal Descriptions

AP-25 Allocation Priorities – 91.320(d)

Introduction:

The State's HOME, ESG, and HOPWA program funds are used primarily in the neighbor island counties of Hawaii, Kauai, and Maui, to address the priority needs and objectives identified in the Consolidated Plan. Although most projects and activities will benefit areas of minority concentration, funds will not be specifically targeted for that sole purpose.

HHFDC annually rotates its HOME allocation between the three counties. The County of Kauai will

receive HOME funds for PY2022. HHFDC's HOME funds may be used to promote decent, affordable housing and strengthen communities through the production of new or rehabilitation of existing rental and homeownership housing, for TBRA, and for the administration of the HOME program. State Recipients do not allocate their HOME funds based on geographic areas; in general, HOME funds are allocated through a Request for Proposal or other application process, which ranks and rates projects for program eligibility, need, and meeting the ConPlan priorities, objectives, and performance measures.

Should a State Recipient choose not to (or, based on HHFDC's determination, is unable to) administer their HOME funds, HHFDC may directly administer the funds or reallocate funds to other State Recipients. Any HOME funds returned to HHFDC, whether declined, released or recaptured, will be placed in eligible projects which best meet the HOME priority needs and objectives in the following order of priority: 1. Re-allocated to a State Recipient other than the one from which the funds are being released or recaptured; 2. Awarded through a competitive selection process, which preference given to projects located outside of the City and County of Honolulu; or 3. Invested in a HHFDC project located throughout the State.

For PY2022, HHFDC anticipates the receipt of \$3,000,000 in HOME funds, which will be awarded to the County of Kauai, in accordance with HHFDC's rotation schedule. The County of Kauai's planned HOME funding allocation for PY2022 is shown in the attached "**HOME Exhibit A.**" DHS-BESSD's Homeless Programs Office (HPO) receives annual formula allocations of the ESG and HOPWA grants, and administers both programs for the counties of Hawaii, Kauai, and Maui. In PY2022, the State anticipates receiving \$444,100 in ESG funds, to meet the Consolidated Plan objectives of strengthening communities and promoting decent affordable housing. In addition, the State anticipates receiving \$270,474 in HOPWA funds which will be utilized to promote decent, affordable housing and suitable living environments for persons with HIV/AIDS.

HHFDC anticipates receiving \$3,000,000 in HTF funds, which may be used in all four counties to promote decent, affordable housing and strengthen communities through the production or preservation of affordable rental housing serving extremely low-income households. For PY2022, HHFDC has elected not to award HTF funds to the City and County of Honolulu, to provide time for the City to build capacity to administer the HTF program. The County of Kauai, which is scheduled to receive the neighbor island allocation, will receive the City's portion of PY2022 HTF. The County of Kauai's planned HTF funding allocation for PY2022 is shown in the attached "**HTF Exhibit B.**" Should the County of Kauai be unable to identify an eligible HTF activity or complete tasks to meet the commitment requirements, HHFDC, in its sole discretion, shall seek alternate activities from the remaining Subgrantees. HHFDC may also seek alternate HTF activities from eligible recipients.

Funding Allocation Priorities

	HP-1 Emergency Shelter Operations (%)	HP-2 Domestic Violence Emergency Shelter (%)	HP-3 Transition to Permanent Housing (%)	HP-4 Rapid Re-housing Financial Assistance (%)	HP-5 Rapid Re-housing Support Services (%)	HP-6 Homelessness Prevention Financial Assistance (%)	HP-7 Homelessness Prevention Support Services (%)	HP-8 HOPWA Support Services (%)	HP-9 HOPWA Financial Assistance (%)	HP-10 Coordinated Entry System (%)	HP-11 Administration (%)	HP-12 Homeless Management Information System (%)	HR-1 Rental Housing - New Construction / Rehab (%)	HR-3 Rental Housing SpN - New Construction/Rehab (%)	HO-2 For Sale Housing - Self Help Building Method (%)	HR-4 HTF Rental Housing New Construction/Acq/Rehab (%)	HA-1 Administration (%)	Total (%)
HOME	0	0	0	0	0	0	0	0	0	0	0	0	70	13	7	0	10	100
HOPWA	0	0	0	0	0	0	0	20	70	0	10	0	0	0	0	0	0	100
ESG	40	6	10	20	4	10	4	0	0	0	5	1	0	0	0	0	0	100
HTF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	90	10	100
Other State Homeless Emergency Grants Programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other State Housing Placement Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other State Rapid Re-housing Program	0	0	0	50	10	30	10	0	0	0	0	0	0	0	0	0	0	100
Other State Shelter Program	75	5	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100

Table 8 – Funding Allocation Priorities

Reason for Allocation Priorities

Testimony at public hearings supported the need for affordable housing, both rental and homeownership, statewide. HHFDC's 2019 Hawaii Housing Planning Study cited the need for more than 50,000 housing units by 2025; of this amount, more than 26,000 are for families earning 80% or less of the area median income. The HOME program will fund affordable rental units in the neighbor island counties of Hawaii, Kauai and Maui for families and special needs populations, tenant based rental assistance, affordable homeownership opportunities, county homebuyer loan programs, and homebuyer education, all serving families with incomes of 80% or less of the area median income. The HTF program will be used in all four counties for the development or preservation of affordable rental units for extremely low-income households with incomes at or below 30% AMI.

The Continuum of Care (CoC) for the rural counties, Bridging the Gap (BTG), and the DHS/HPO have determined that Emergency Solutions Grant funds for PY2022 will be allocated at approximately one percent (1%) for Homeless Management Information System (HMIS) costs and allowable five percent for

administrative fees for DHS/HPO. Agencies that are awarded funding will be allowed a maximum of two and a half percent (2.5%) in administrative fees. The remaining ESG funds will be apportioned as follows: sixty percent (60%) to ESG shelter operations, and forty percent (40%) to homelessness prevention and rapid re-housing (HPRP) activities. This reflects a direct reversal of the BTG's traditional apportionment strategy, in large part due to increased funding levels for prevention and rapid re-housing from other Federal, State and County resources. The CoC remains deeply committed to preventing at-risk households from entering the homeless system in the first place, and to assisting homeless households quickly obtain permanent housing. ESG HPRP activities include financial assistance for rents, security deposit and utilities, and housing relocation and stabilization services.

One provider will serve as a centralized administrative agency to provide HOPWA-funded activities, such as tenant-based rental assistance (TBRA), short-term rental, mortgage and utility (STRMU) payments, permanent housing placement, and supportive services for persons living with HIV/AIDS in the Counties of Hawaii, Kauai, and Maui. Maui AIDS Foundation has served as the lead agency and sponsor in collaboration with Malama Pono and Hawaii Island HIV/AIDS Foundation. The State will retain three percent (3%) of the grant for administration. Of the remainder, approximately seventy-three percent (73%) of the funds will be allocated to financial assistance for housing through TBRA, STRMU, and permanent housing placement support. Roughly twenty percent (20%) of the funds will be allocated to supportive services, and seven percent (7%) for the agency's administrative costs. This apportionment reflects the priority of permanent housing through prevention and rapid re-housing assistance.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

In accordance with HHFDC's annual rotation of HOME funds, its PY2022 HOME allocation will be distributed to the County of Kauai, which anticipates use of its HOME funds for the development of affordable rental and homeownership units. In accordance with HHFDC's HTF Allocation Plan, the County of Kauai is also scheduled to receive the neighbor island portion of PY2022 HTF funds. For PY2022, HHFDC has elected not to award HTF funds to the City and County of Honolulu, so the County of Kauai will receive these HTF funds as well, for the development of affordable rental units.

One of the State's objectives in expending ESG funds is to strengthen communities through homelessness prevention at risk of homelessness and rapid re-housing activities targeted to individuals and families living on the streets or in homeless shelters. Under a Request for Interest (RFI) process, the DHS-BESSD/HPO is anticipated to award approximately \$162,807 in ESG funds to agencies to provide homelessness prevention and rapid re-housing activities in the neighbor island counties of Hawaii, Kauai, and Maui. The anticipated ESG funds of approximately \$244,211 will be used for operations of emergency shelters for the unsheltered homeless and victims of domestic violence. Approximately 2.5% (\$10,436) will be available for provider administrative costs. To achieve DHS-BESSD/HPO's second objective of promoting decent, affordable housing, providers will include transitioning homeless persons to permanent housing as an integral activity. The State will retain one percent (approximately \$4,441) for HMIS, and five percent (\$22,205) for its administrative costs.

The State anticipates receiving \$270,474 in HOPWA funds for PY2022. HOPWA funds will both strengthen communities and promote decent, affordable housing by providing housing information, rent or deposit assistance, and other supportive services to persons with HIV/AIDS who are homeless or at risk of homelessness. In collaboration with BTG, DHS-BESSD/HPO issues an RFI for one provider to serve as a centralized administrative agency to provide HOPWA-funded activities, such as TBRA, short-term rental, mortgage and utility payments (STRMU), permanent housing placement, and supportive services, for persons living with HIV/AIDS in the Counties of Hawaii, Kauai, and Maui.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

The State's HHFDC administers the HOME and HTF programs. The State's Homeless Programs Office of the Department of Human Services - Benefit, Employment and Support Services Division (HPO) administers the ESG and HOPWA programs. Since the City & County of Honolulu receives its own allocation of HOME, ESG, and HOPWA funds, HHFDC and HPO distribute the state's HOME, ESG, and HOPWA funds to the neighbor island counties of Hawaii, Kauai, and Maui.

HHFDC rotates its HOME funds on an annual basis between the Counties of Hawaii, Kauai, and Maui. Ten percent of the annual allocation is reserved for administrative costs, and 15% is set aside for CHDO activities. Under HHFDC's rotation, the County of Kauai is scheduled to receive the PY2022 HOME allocation. HHFDC permits the counties to use other HOME funds, such as program income and/or recaptured funds, for eligible activities or projects. To encourage the counties to invest more of their HOME funds into activities that generate program income, such as loan programs, HHFDC allows the counties to use up to 10 percent of program income received to help cover administrative costs associated with increased activities funded with program income, subject to HHFDC's approval. HHFDC will permit pre-awards of up to 25% of a county's current program year's allocation for HOME-eligible activities to avoid interruption of projects and /or services. Pre-awards must be authorized in writing by HHFDC before costs are incurred. Pre-award costs greater than 25% will require approval by the local HUD Field Office before the costs are incurred.

Should a State Recipient choose not to (or, based on HHFDC's determination, is unable to) administer their HOME funds, HHFDC may directly administer the funds or reallocate funds to other State Recipients. Any HOME funds returned to HHFDC, whether declined, released or recaptured, will be placed in eligible projects which best meet the HOME priority needs and objectives in the following order of priority: 1. Re-allocated to a State Recipient other than the one from which the funds are being released or recaptured; 2. Awarded through a competitive selection process, with preference given to projects located outside of the City and County of Honolulu; or 3. Invested in a HHFDC project located throughout the State.

HHFDC has distributed its HTF funds statewide to all four counties, as Subgrantees. More than one-half of the state's population reside in the City and County of Honolulu, so HHFDC initially elected to annually award one-half of its allocation (after retention of 5% for allocation costs) to the City and County of Honolulu, and the other one-half rotated between the neighbor island counties, on the same rotation as HHFDC's HOME funds. However, for PY2022, HHFDC has elected not to award HTF funds to the City and County of Honolulu, to allow time for the City to increase its capacity to administer the HTF program and funds. Since the County of Kauai is scheduled to receive the neighbor island portion of the PY2022 HTF, HHFDC will award the entire PY2022 HTF allocation to the County of Kauai. HHFDC will allow pre-award costs for planning activities and preparation of the HTF allocation plan of up to 5% of the state's allocation amount.

Should a Subgrantee be unable to identify an eligible HTF project(s) and/or complete the tasks to meet the commitment requirements within a specified timeframe, HHFDC, in its sole discretion, shall first seek alternate activities from the remaining Subgrantees and, finding none, from eligible recipients.

Distribution Methods

1	State Program Name:	Hawaii
	Funding Sources:	HOPWA HOME ESG HTF
	Describe the state program addressed by the Method of Distribution.	<p>HHFDC distributes its HOME allocation annually on a rotating basis between the Counties of Hawaii, Kauai, and Maui. In prior years, the three neighbor island counties annually received a pro-rated share of the annual HOME allocation, requiring them to "save up" before enough funds were available to proceed. This resulted in slow or delayed spending of HOME funds, resulting in red flags from HUD. To address the red flags, HHFDC instituted the annual rotation of the full annual allocation to one neighbor island county. The County of Kauai will receive the PY2022 HOME allocation, the County of Maui will receive it in PY2023, and the County of Hawaii will receive it in PY2024. The counties use their respective solicitation processes to identify eligible activities, and use their HOME funds for affordable rental housing, TBRA, affordable homeownership opportunities, and administration of the program.</p> <p>HHFDC initially distributed its HTF allocation to all four counties in the State of Hawaii: after retaining 5% for program administration, HHFDC allocated one-half of the balance to the City & County of Honolulu and the remaining one-half to a neighbor island county, on the same rotation as HHFDC's HOME funds. For PY2022, HHFDC has elected not to allocate HTF funds to the City and County of Honolulu, to allow the City time to increase its capacity to administer the HTF program. Since the County of Kauai is scheduled to receive the neighbor island portion of the PY2022 HTF allocation, HHFDC has elected to award the entire PY2022 HTF allocation to the County of Kauai.</p> <p>In 2020, the State's DHS/HPO issued a Request for Information (RFI) for its ESG and HOPWA program funds, soliciting providers to serve the Counties of Hawaii, Kauai, and Maui. The RFI was posted on the publicly accessible State Procurement Office (SPO) website. In accordance with the RFI, selected service providers will be able to renew their agreements for four (4) additional consecutive one (1) year terms, for a period of performance period total of five (5) years. The RFI required ESG and HOPWA applicants to submit work plans that identify clear goals, objectives, and outcomes for the respective programs.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>HHFDC does not select applications for the HOME or HTF programs but distributes funds to its HOME State Recipients and HTF Subgrantees (as described above), who do. In general, State Recipients and Subgrantees issue Requests for Proposals or other county-approved application process in their respective counties to solicit activities that can help meet its goals and objectives. The state's and counties' two main objectives are the development or preservation of affordable rental housing and affordable homeownership housing. Criteria generally used to select applicants include the housing need being met by the proposal; the applicant's specialized experience, capacity and budget reasonableness; the project's readiness to proceed; and a project's leveraging of other resources.</p> <p>DHS/HPO and the CoC provide assistance to ESG recipients across all entitlement jurisdictions. DHS/HPO administers ESG funding procured through an objective RFI process on behalf of all rural chapters. Each local chapter is represented in the decision-making process through designated chairs and county government personnel on the BTG leadership team. Embedded in the RFI evaluation process is a number of performance criteria that aid the CoC in maximizing the ESG funding allocation, including BTG's commitment to prevention activities for households to retain their housing, and obtaining permanent housing and helping people quickly regain stability after experiencing a housing crisis. Additionally, ESG applicants are evaluated based on completeness of the application, experience, expenditure rates, monitoring findings, performance data, financial feasibility, CoC participation, and clear goals/objectives/outcomes. HMIS data and national best practices are being examined more frequently by the CoC to determine appropriate ESG funding allocations.</p> <p>The RFI stated that providers shall follow a Housing First model, including a low barrier approach to program entry and ongoing program participation by offering households immediate access to outreach, shelter, and permanent housing as appropriate without unnecessary prerequisites (i.e., sobriety, participation in services, etc.). In addition, providers are required to offer households ongoing access to services until they secure permanent housing by not establishing arbitrary time limits on length of program participation. RFI applicants were also required to provide information that demonstrate its history of coordinating with the DHS and other agencies/community resources to meet the needs of the target population. Other RFI conditions included coordination of services through applicants' participation in their local Coordinated Entry System (CES), CoC, Point-in-Time Count, assisting in maintaining a current by-name list that includes all sheltered and unsheltered Homeless people, using the VI-SPDAT as determined by their CoC, and compliance with all CoC and CES final written standards, policies, and procedures.</p>
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If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	N/A.
Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	ESG applications are competitive and evaluated by a team consisting of individuals with no conflict of interest, representing each of the three CoC county chapters and the State. In general, applications are scored based on the criteria listed above. The evaluation committee selects the awardees with satisfactory scores of 70% or higher. HPO submits a combined proposal on behalf of the ESG/HOPWA awardees through the related sections of the Annual Action Plan to the HHFDC. After a grant agreement is executed with HUD, DHS/HPO executes agreements with the selected provider agencies. The award list is posted on the SPO website as agreements are executed.
Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	The HOPWA RFI is simultaneously posted with the ESG RFI and follows the same process. Eligible applicants (provider agencies) submit their project information in strict accordance with the RFI requirements within the specified deadline. Maui AIDS Foundation has been selected as the project sponsor and administrative lead for the counties of Hawaii, Maui, and Kauai to provide services and assistance to persons with HIV/AIDS.
Describe how resources will be allocated among funding categories.	HOME and HTF funds will be allocated by HOME State Recipients and HTF Subgrantees to eligible activities in all categories. BTG, in collaboration with DHS/HPO, elected to allocate the ESG grant by dedicating one percent (1%) to HMIS, five percent (5%) for State administrative costs, and two and a half percent (2.5%) for provider administration costs. BTG will apportion the remaining ESG funds as follows: sixty percent (60%) to ESG shelter operations, and forty percent (40%) to homelessness prevention and rapid re-housing (HPRP) activities. HOPWA funds will be dispersed in the counties of Hawaii, Kauai, and Maui. Approximately 73% will be used for market rental unit costs for homeless and at-risk persons with HIV/AIDS, and roughly 20% for housing information and rent/deposit assistance services and other supportive services to persons with HIV/AIDS. The project sponsor receives 7%, and the State 3%, for administration.

<p>Describe threshold factors and grant size limits.</p>	<p>For the HOME and HTF programs, HHFDC's HOME State Recipients and HTF Subgrantees issue Requests for Proposals or another application process, to solicit eligible activities. Selected activities are limited to the aggregate total that does not exceed the annual HOME or HTF allocations. Under the HOME program, fifteen percent of the allocation is set aside for Community Housing Development Organizations. Under the HOME and HTF programs, ten percent is set aside for program administration. Each HOME State Recipient or HTF Subgrantee establishes its threshold factors. Generally, proposals competing for HOME or HTF funds are evaluated on the extent to which it meets the needs and objectives of the HOME or HTF program and community's needs, experience and capacity of the applicant, and leveraging.</p> <p>Limited, existing ESG and HOPWA awards are insufficient to meet demand. BTG benefitted from a large influx of CARES Act funding in PY2020, however, non-COVID related at-risk and homeless populations continue to require access to emergency shelters, financial and support services assistance. DHS distributes funds throughout the neighbor island counties, generally based on need and population size.</p> <p>HOPWA funds are allocated based on geographic need, unmet housing needs, and the acuity levels of program participants. The HOPWA Consolidated Annual Performance and Evaluation Report (CAPER) identifies multiple eligible households that have unmet housing subsidy assistance needs.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>As a result of allocating HOME and HTF funds to its State Recipients and Subgrantees, HHFDC expects to increase the State's inventory of affordable rental units and expand affordable homeownership opportunities.</p> <p>DHS/HPO anticipates the following outcomes:</p> <ul style="list-style-type: none"> • Decreased length of time persons remain homeless • Decreased returns to homelessness of those exiting to permanent housing • Decreased number of homeless persons • Employment and income growth for homeless persons CoC-funded projects • Decreased number of persons homeless for the first time within the last 2 years • Increased exits to permanent housing or retention of permanent housing

Table 9 - Distribution Methods by State Program

Discussion:

AP-35 Projects – (Optional)

Introduction:

For information on specific projects utilizing PY2022 HOME and HTF funds, refer to the County of Kauai's PY2022 Annual Action Plan.

#	Project Name

Table 10 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary

Project Summary Information

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

No

Available Grant Amounts

N/A

Acceptance process of applications

N/A

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

No

State's Process and Criteria for approving local government revitalization strategies

N/A

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

HOME, ESG and HOPWA funds will be distributed throughout the counties of Hawaii, Kauai and Maui. HTF funds may be distributed in all four counties. Although projects and activities could benefit areas of minority concentration, funds will not be specifically targeted for that sole purpose.

Geographic Distribution

Target Area	Percentage of Funds
Rural Counties	100
Statewide	100

Table 12 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City and County of Honolulu receives its own allocation of HOME, ESG and HOPWA funds from HUD. HHFDC and DHS-BESSD have therefore elected to focus the State's HOME, ESG and HOPWA funds in the neighbor island counties of Hawaii, Kauai, and Maui. HHFDC's annual HOME fund allocations are rotated between the three counties of Hawaii, Kauai, and Maui.

ESG funds for each component (Shelter Operations and Homelessness Prevention and Rapid Rehousing) are distributed based on population ratios: Hawaii (50%); Maui (34%); and Kauai (16%). These ratios are followed as closely as possible, but the allocation is ultimately determined by the number of applicants who are selected from each county through the State's procurement process.

Maui AIDS Foundation (MAF) is the HOPWA project sponsor/lead agency and will provide 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.

HHFDC's HTF program has served all four counties in the state, including the City and County of Honolulu where more than half of the state's population reside. In the past, fifty percent of HHFDC's annual allocation is awarded to the City and County of Honolulu (City) and fifty percent is awarded to one of the neighbor island counties of Hawaii, Kauai, or Maui, on the same rotation as HHFDC's HOME program allocation. For PY2022, the City will not receive an HTF allocation and the County of Kauai will receive an HTF allocation of approximately \$3,000,000.

Discussion

HHFDC distributes its annual fund allocations to the counties as State Recipients under the HOME program and as Subgrantees under the HTF program. State Recipients/Subgrantees do not allocate their HOME/HTF funds based on geographic areas. Generally, HOME and HTF funds are allocated through a Request for Proposal process, or another county-approved application process, which ranks and rates projects for program eligibility, the extent to which a proposal meets the needs of the community, and meeting the Consolidated Plan priorities, objectives, and performance measures.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

The State of Hawaii has a severe shortage of affordable housing. Statewide, it is projected that approximately 50,156 housing units will be needed from 2020 to 2025. This includes an estimated backlog of 28,459 housing units and the projected demand for approximately 18,078 new housing units to accommodate household growth. Households with incomes at or below 80% AMI are targeted for rentals and rental assistance; households with incomes from 80% to 140% AMI are targeted for homeownership assistance. Approximately 26,238 affordable rental housing units and 10,066 affordable for-sale units are estimated to be needed by 2025.

During the 5-year ConPlan period (PY2020 - PY2024), funds will support the production or preservation of approximately 127 affordable, HOME-assisted rental units and 61 affordable HTF-assisted rental units. Another 145 households will be assisted with HOME TBRA, and approximately 35 households will receive affordable homeownership opportunities under the HOME program.

One Year Goals for the Number of Households to be Supported	
Homeless	2,000
Non-Homeless	24
Special-Needs	280
Total	2,304

Table 13 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	24
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	24

Table 14 - One Year Goals for Affordable Housing by Support Type

Discussion:

For PY2022, the County of Kauai, as HHFDC's State Recipient of HOME and HTF funds, intends to use these funds toward the production of approximately 24 new rental and for-sale homeownership units.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:

Demand for public housing remains high in Hawaii. As of July 1, 2021, the HPHA's waitlist for federal public housing units totaled approximately 1,860. Of these, more than 92% were families with extremely low incomes at or below 30% AMI. Waitlisted families with children totaled 412, while elderly families and families with disabilities totaled nearly 566 and 542 respectively. Families on HPHA's waitlist for Section 8 as of July 1, 2021, totaled more than 2,372; of these, families with extremely low incomes totaled 2,204. More support and assistance are clearly needed for this segment of the population.

Actions planned during the next year to address the needs to public housing

HPHA will continue to seek partnerships with development partners in going forward with its Public Housing property redevelopment strategy. In addition, HPHA will continue to collaborate with the Resident Advisory Board, resident associations, service providers, legislators, businesses, and various community organizations and members to improve the quantity and quality of HPHA's public housing communities.

HPHA intends to utilize \$10 million in General Obligation bonds appropriated by the Hawaii State Legislature to assist with the capital repairs of health and safety issues at public housing properties.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

HPHA uses various strategies to promote public housing resident involvement with management. More specifically, HPHA encourages and assists Resident Associations in their duties of addressing general and property-specific issues.

HPHA also works with the Resident Advisory Board, made up of public housing property leaders, in reviewing and revising management processes in the HPHA 5-Year and Annual Plan. Meetings include discussion topics that affect all public housing residents, and cover issues related to redevelopment plans, safety and security, and legislative endeavors.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HPHA is not a troubled agency.

Discussion:

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The Hawaii Interagency Council on Homelessness has drafted the “Framework for Ten-Year Strategic Plan (2022-2032)” to end homelessness in Hawaii. This plan advances the vision of ending homelessness in Hawaii by implementing and sustaining a housing-focused system that draws upon the efforts of multiple partners and creates a clear pathway to stable housing for individuals and families experiencing homelessness. The plan and vision recognize that the work to end homelessness cannot be addressed by any one government entity or provider alone and requires a shared community effort and ‘all hands on deck’ approach. (See “Framework for Ten-Year Strategic Plan (2022-2032)” draft at: <https://homelessness.hawaii.gov/hich/>.)

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The State Homeless Outreach Program provides comprehensive geographic coverage of the State’s four counties: Oahu, Maui, Kauai, and Hawaii. Outreach efforts cover 100 percent of BTG’s geography in alignment with established PIT regions. Outreach begins with the use of the VI-SPDAT, the common triage tool. The CoC continues to utilize its county-specific by-name lists with corresponding VI-SPDAT scores so that, based on vulnerability and other prioritization factors, all homeless individuals can be matched with the resources most appropriate to their needs. Assertive, coordinated outreach efforts continue in the rural counties to ensure that the individuals and families assessed via VI-SPDAT with the highest acuity are prioritized for a permanent supportive housing level of care. Partnerships with a broad range of organizations helps the CES to reach people least likely to apply for homeless assistance. These organizations include local and state government, law enforcement, Dept. of Land and Natural Resources, Office of Hawaiian Affairs, local DOE liaisons, and mental health organizations. Outreach teams are interconnected with these agencies and are often the first point of contact due to their nurtured experience and rapport with the unsheltered. Outreach teams frequently coordinate with local county housing agencies and Mayors’ offices to support relocation efforts or encampment sweeps.

State contracted agencies are required to conduct outreach at times and in locations sufficient to identify and engage all unsheltered homeless. Experienced staff helps to engage unsheltered homeless in more obscure locations or who are least likely to request assistance. BTG has aligned outreach services with shelter and housing programs to ensure that homeless verifications and triage assessments are immediately completed, documents needed for housing are prioritized, eligible benefits are obtained, and providers maintain contact with unsheltered households to facilitate a “warm hand off” with housing providers until housed.

Recent State requirements necessitated a multidisciplinary canvassing team which minimally consist of outreach staff, case manager, licensed social worker, licensed medical and mental health professionals. Activities such as engagement, case management, and medical and mental health services are robust and focus on increasing opportunities to assess the need of each homeless person to improve and stabilize their physical and mental health. BTG providers frequently partner with licensed medical and mental health professionals to help diagnose disabilities or treat wounds. Teams may also include multilingual staff to communicate and improve access for those with limited English proficiency. Legal services through the Outreach program assist in procuring documents in preparation for permanent housing.

In early 2020, an amendment to the 2019 Action Plan was executed to include Outreach as an eligible component to BTG's ESG COVID (CV) programs. The objective was to provide essential services necessary to reach out and assist unsheltered persons and provide supplies and equipment to reduce the spread of COVID19. ESG-CV funding has enabled BTG to expand outreach coverage on all rural counties through new provider CARE Hawaii. The YWCA has recently been contracted to expand shelter coverage on Kauai to survivors of Domestic Violence. HOPE Services on the Big Island subcontracts services to West Hawaii Community Health Center and the Bay Clinic to increase coverage to homeless with chronic health conditions. Akua Treatment was recently added as an access point agency on the Big Island.

Addressing the emergency shelter and transitional housing needs of homeless persons

The ESG Shelter Operations and the State Homeless Shelter Program will fund emergency and/or transitional shelters with the intent to achieve broad geographic accessibility throughout the state. Hawaii's shelters provide a secure environment where individuals and families can stabilize lives, address needs, and strengthen economic situations. These facilities provide a broad spectrum of services, or referral to services, to address the multiple needs of homeless clients, including substance abuse, mental health, and educational services; job and life skills training; and family support. All shelters provide access to basic needs, such as a safe and decent place to sleep, prepared meals and/or food/kitchen facilities, hygiene essentials, and clothing. Shelter services are required be provided in a manner that is consistent with the Housing First approach, with the goal of permanent housing placement. The State's emergency shelters are considered access points and are contractually required to utilize the VI-SPDAT and participate in each county's CES.

Diversion and prevention strategies will continue to be offered at the point households are seeking shelter or emergency housing options. Diversion is a flexible short-term intervention that assists households experiencing homelessness with innovative solutions to overcome their housing crisis and avoid entering the shelter system in the first place. Prevention strategies aim to reduce homelessness through financial assistance and case management supports to keep people in housing from experiencing homelessness. Prevention referrals target resources which are primarily short-term or one-time in nature, such rental assistance, rental/utility arrears and/or utility assistance.

State transitional shelter providers are allowed to utilize beds or units for bridge housing and are required to follow its CoC CES process and obtain prior written authorization by HPO. The providers are also required to work closely with a permanent supportive housing program to assist in obtaining permanent housing for the participant. Bridge housing will be used for a short-term stay, generally for up to 90 days, when an individual or family has been offered and accepted a permanent housing intervention (e.g., section 8 voucher, permanent supportive housing voucher, rent to work voucher), but is not able to immediately enter the permanent housing.

The Family Assessment Center (FAC) program continues to be managed by the Neighborhood Place of Puna in Hawaii County. The target population of the FAC are unsheltered homeless families transitioning to permanent housing. FAC services focus on helping families access permanent housing as rapidly as possible by removing barriers to program entry, assisting with quickly locating and accessing housing options, assisting to access income and benefits, and connecting to community services and supports to promote stability and prevent evictions and returns to Homelessness.

Congregate emergency shelter providers maintain its enforcement of COVID protocols which include: tightly regulating shelter entry during outbreaks and community spread events; reducing bed capacity to minimize spread of COVID as necessary; providing PPE; hand washing and hand sanitizing supplies to staff and participants; securing COVID testing services; implementing anti-contagion measures at shelter and housing facilities; installing air purifiers; implementing daily temperature checks; promoting

vaccinations; distributing COVID informational flyers; conducting non face to face case management; requiring participants and staff to wear masks; requiring isolation before entry; and modifying food prep and distribution in accordance with State Department of Health protocols.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The State's Rapid Re-Housing Program (RRH) clearly defines and delineates its two components: RRH which targets homeless households, and Homeless Prevention (HP) which provides financial assistance and support services for those imminently at risk of losing their home. Homeless and at-risk households earning at or below 50% of the AMI are eligible for this State program. RRH providers are required to focus on permanent housing placement, providing clear identification of activities to ensure compliance with Housing First (HF) approach, and working with households with income to contribute towards their rent. DHS-HPO will continue to strategically use state funds, which are less restrictive than federal funds, to create a system of care for needy individuals and families at a broad range of AMI.

BTG aligns with State and Federal requirements by using RRH resources without preconditions to help households obtain housing quickly, increase self-sufficiency, and remain housed. BTG employs essential activities to achieve these goals including landlord recruitment, rental/financial assistance, housing stabilization services, connections with community resources, and acquisition of underutilized properties for housing conversion. BTG also recognizes that increasing housing inventory for the homeless is critical. In Hilo, the Keolahou housing project is operational and provides 18 PH units. HOPE Services has developed dozens of micro units in Pahoa over the last two years that are used to house the homeless. In Kona the Kukuioia project is being developed to provide 32 PH units and is expected to be operational in 2022. In Maui, the Huliau project came online in 2020 and provides 12 PH units for families, all filled through BTG's CES. In Kauai, the 54-unit Pua Loke affordable rental project came online in 2021. Kauai County partnered with local chapter KCA to reserve five of these units for homeless referrals through CES. Since July 2020, Maui County has helped to develop over 340 units of affordable housing in Central, West, and South Maui. Although only a small percentage have been designated for the homeless, these units increase the supply of workforce housing, which generates flow in market rentals and promotes housing opportunities for the homeless.

The State acknowledged that over a period of time, mental health, physical health, or other challenges may decrease and so emphasized a "move-on strategy" in its HF program requirements. Thus, the supportive service needs of PSH participants may be adjusted from intensive supportive services to less intensive mainstream services. However, in many cases, the need for financial housing assistance remains, so case managers must continue to work to identify other housing subsidies. Moving on to less service intensive permanent housing assistance is a cost-effective strategy for the community and supports participant choice.

BTG has integrated PHA-funded units in its CES processes through the prioritization scheme outlined in its CES policies and procedures. Additionally, BTG modified existing CES referral and prioritization eligibility criteria to handle the influx of Emergency Housing Voucher (EHV) vouchers allocated through the American Rescue Plan. The EHV eligibility and referral process is objective, transparent, and aligns with CES policies and procedures as approved by the BTG BOD. BTG's CES has gained traction and confidence with local PHAs, leading to additional unit allocations for new projects. An example of this includes the Pua Loke affordable housing project on Kauai, where five of the 54 units were filled through the CES.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The State, largely through the efforts of the Hawaii Interagency Council on Homelessness (HICH) and its partners, continues to make progress on addressing discharge planning to address persons leaving mental and physical health institutions. These efforts include executed agreements with some of the State's largest hospital systems to aggressively pursue data sharing to address those persons who use emergency services at a disproportionate rate. Cost savings and improved health outcomes can be achieved through better partnerships and a sharing of resources. The HICH has also begun working closely with the State Hospital on possible strategies to provide supportive housing to forensic patients who no longer need a hospital level of behavioral health care. For example, the Department of Health (DOH) recently opened an eight-bed behavioral health stabilization facility in Kona on Hawaii island stepping down from a higher level of care and is also looking to establish a similar facility on Maui. Such projects can and will be pursued as "pilot projects" to further develop cost benefit data. The HICH has been successful in demonstrating that supportive housing is a critical need that stretches across various populations, including the homeless, the mentally ill, reintegrated prisoners. Creating the means to pay for the supportive services that are often required for these specialized populations (whether homeless or not) is being pursued actively with the State's Medicaid program. During the COVID-19 pandemic, the HICH worked together with the Hawaii Department of Health (DOH) and the Continua of Care (CoCs) to establish isolation and quarantine facilities for individuals who were confirmed positive or had close exposure to someone who was confirmed positive.

Hospitals and federally qualified health centers (FQHCs) across the State are being actively engaged with the HICH's efforts to end homelessness. As part of the state's strategies, chronic homeless that have the highest acuity have been prioritized for placement and services in permanent supportive housing. This does not mean, however, that other vulnerable populations have been forgotten. The Affordable Care Act (ACA) has prompted hospitals and FQHCs to become more engaged with the homeless system of care. These partnerships have launched additional discussions about how homeless resources may be utilized to prevent exiting patients from becoming homeless again. On Maui, for example, the Maui Memorial Medical Center routinely contacts homeless shelters as a possible discharge resource for their patients. While homeless providers do their best to meet community needs, it is clear that other community-based resources must be developed. On Oahu, the Queen's Medical Center has an agreement in place with a local provider to rent a home to temporarily house post-surgical patients who do not require hospitalization, but have no safe, sanitary home to return to. Patients can remain at the home for a few weeks and receive meals and medical follow up care in that setting. Similar programs were recently launched on Maui and Hawaii island and are being considered for Kauai as a pilot project. The VISPDAT continues to be used as a common triage tool by partners and providers across the state of Hawaii. VISPDAT data suggests that approximately 30-34% of individuals require permanent supportive housing level of care. As more and more partners, including hospitals and jails, administer the VISPDAT and add to the aggregate data, the better our system will know our needs and the gaps that exist in the resources for permanent supportive housing.

Discussion

The State will continue to work in coordination with the HICH to further develop working partnerships and collaborations with hospitals and hospital systems, and with the State's Department of Public Safety (DPS) to address discharge planning for special needs populations. For example, the HICH recently worked together with DPS, DOH, and the Hawaii Department of Labor and Industrial Relations (DLIR) to

apply for a federal grant to incentivize employers to hire ex-offenders exiting jail/prison to increase opportunities for employment and housing stability for this population. HICH has also worked with the Hawaii Public Housing Authority (HPHA) to support recent applications to expand federal mainstream housing choice vouchers, and specific vouchers for youth at risk of homelessness.

HICH is also coordinating closely with the DHS Med-QUEST Division and managed care organizations (MCOs) regarding the ability for Medicaid to cover supportive services to assist with housing placement and housing retention for individuals who are homeless or at risk of homelessness. Over the past year, the MCOs have established Housing Coordinator positions to coordinate these supportive services. In July 2021, DHS launched its Community Integration Services (CIS) pilot program to have MCOs contract homeless service providers to offer pre-tenancy and tenancy services for at-risk and homeless individuals with a functional need. Information regarding CIS, including a Medicaid 101 training video, are posted online at: <https://homelessness.hawaii.gov/cis>. DHS Med-QUEST Division and HPO staff have met regularly with the Governor's Coordinator on Homelessness to troubleshoot issues related to implementation of the CIS pilot.

HICH is also facilitating ongoing discussion with the Department of Hawaiian Home Lands (DHHL) regarding the use of Native American Housing Assistance and Self-Determination Act (NAHASDA) funds to provide rental subsidies and eviction prevention for native Hawaiians who are homeless or at risk of homelessness. DHHL recently executed a data sharing agreement with the Oahu CoC to identify DHHL beneficiaries in the HMIS or on the By Name List (BNL), and over the next year will explore the possibility of entering into a similar agreement with the CoC for the Balance of State. DHHL is also exploring the possibility of partnership with the MCOs to pair Medicaid supportive services with rental subsidies available through NAHASDA.

In 2020, DOH fully implemented its 24-hour Hawaii CARES line, which streamlines access to behavioral health services for individuals with severe mental illness or substance use disorders. The HICH is working with DOH to ensure the Hawaii CARES line assists homeless service providers to connect individuals with behavioral health needs to DOH resources, such as stabilization beds, residential substance use treatment, or intensive case management services. In addition, DOH and HICH have established a process for individuals to be discharged from behavioral health treatment to permanent housing or bridge housing. In 2021, the partnership between DOH and the HICH included training for forensic peer specialists, expansion of stabilization beds to the neighbor islands, expansion of statewide intensive case management, and the implementation of behavioral health diversion programs in partnership with the Judiciary.

The Hawaii Department of Human Services (DHS) is continuing its Imua Kakou program, which allows young adults who turn 18 years old in foster care, or those youth who were adopted or placed in a guardianship after age 16, to participate in the voluntary foster care program until age 21. Imua Kakou provides extended foster board payments, case management support, housing opportunities, training in independent living, assistance in securing jobs or job training, and support to continue education.

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	11
Tenant-based rental assistance	19
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	30

AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

Many factors contribute to the shortage of housing and, consequently, the lack of affordability in the State. Included are demographic changes, market forces, changes in federal housing policy, changes in federal tax policy, and development constraints (including the lack of "reasonably priced," developable land, lack of infrastructure, high development costs, governmental regulations, community opposition, and growing environmental requirements).

Geographic Limitations: Hawaii lacks sufficient land near its major population centers. As an island state, Hawaii's percentage of land suitable for development is the lowest among the 50 states. Furthermore, as more area is developed, fewer acres of undeveloped land remain. The value of undeveloped land increases and the political power of owners of developed land grows. Supply is attenuated, which causes prices to rise. Geographic constraints reduce housing supply by limiting housing investment.

Lack of Major Off-Site Infrastructure: The lack of off-site infrastructure, such as roads, sewers, water, drainage, and schools, increases the cost of housing. Historically, public infrastructure was developed by local government. However, as the cost of infrastructure increased and development requirements grew, the responsibility for off-site infrastructure was passed to developers, increasing the cost of housing, which is passed to the beneficiaries of the housing units developed: owners and renters of a new development.

Construction Costs: Compared to construction costs across the mainland U.S., Hawaii's construction costs are high. Significant contributions to building costs are unionization, local wages, local topography, and the regulatory environment. Construction costs can rise sharply in construction boom periods and makes tight-margin projects like workforce housing challenging to complete. The cost of construction is impacted by the high cost of litigation and insurance that are factored into the price of goods and services. Insurance coverages include property, general liability, professional liability, excess liability, unemployment, health, auto, workers compensation, business interruption, and even terrorism.

Government Regulations: The purpose of housing planning and regulation is to bring order to the development of cities and towns, protect people against arbitrary development practices and, more recently, to protect the character of neighborhoods as they exist. They are intended to promote public health and safety, control or direct growth, target resources, and prioritize areas of importance. However, these policies and regulations unintentionally add to the cost of housing.

Tax Policy - Taxes add to the cost of housing production. The 4% general excise tax (and additional 0.5% county surcharge tax in the City and County of Honolulu) is levied on rental receipts, construction materials, and personal services, such as architectural and engineering fees. A conveyance tax of 10 cents per \$100 of purchase price for residential properties valued at \$600,000 or less, 20 cents per \$100 of purchase price for residential properties valued at \$600,000 or more but less than \$1 million, and escalates for properties valued at more than \$1,000,000. County and real property taxes are levied based upon the assessed valuation of the property.

Mini Davis-Bacon requirements - Act 294, SLH 1990, requires HHFDC and the counties to comply with the prevailing wage requirements of the State Labor Department for any project receiving tax credits or other assistance under the provisions of Chapter 201H, HRS. This requirement may add substantially to the cost of a housing project, sometimes by as much as 20%.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Integral to any strategy to remove or ameliorate barriers to affordable housing is collaboration through public-private partnerships. Partnerships are needed to educate decision-makers, be at the table to champion affordable housing, and find ways to incentivize the development of affordable housing. HHFDC will take the following actions to remove or ameliorate the development of affordable housing:

- Infrastructure strategies: Implement alternative financing mechanisms to fund infrastructure improvements including community facilities districts and tax increment financing. Explore mixed-use developments that incorporate affordable housing and other community services near high quality public transit.
- Resource strategies: Continue to make government land and financing resources (e.g., Rental Housing Revolving Fund, LIHTCs) available for affordable housing developments. Explore alternative financing sources including a Transit Oriented Affordable Housing (TOAH) funds which is a public-private financing resource funded by government, philanthropic and financial entities for the development of affordable housing and community facilities near transit lines. Continue to advocate for funding for the Rental Housing Revolving Fund and capital improvement project funds for affordable rental housing projects. Explore additional incentives for private development participation in the development of affordable housing. Also explore opportunities to collaborate with new public partners in the mixed-use residential development of government land.
- Government regulations strategies: Continue to utilize Section 201H-38, Hawaii Revised Statutes (HRS), which provides eligible affordable housing projects with an expedited process to obtain land use and zoning approvals. It also provides greater flexibility in the design of housing projects. Continue to work to accelerate regulatory and building permits by supporting third party reviews, eliminating duplicative reviews at the State and County levels, and creating design standards for workforce housing, as well as transit-oriented development. Participation in pilot projects, such as micro-apartment units or container housing, to find ways to reduce development costs.
- Tax Policy strategies: Continue to utilize Section 201H-36, HRS, which authorizes HHFDC and the counties to approve and certify for exemption from general excise taxes any qualified person or firm involved with a newly constructed or moderately or substantially rehabilitated affordable housing project. Provide lawmakers with information on the success of housing bond and Low Income Housing Tax Credit programs and request increased credit resources to help increase the production of affordable housing.

Discussion:

AP-85 Other Actions – 91.320(j)

Introduction:

As a condition to receiving HUD Community Planning & Development funds such as HOME, HTF or ESG, grantees like HHFDC and DHS-BESSD are required to affirmatively further the purposes of the Fair Housing Act. To help identify impediments to fair housing choice, grantees conduct an Analysis of Impediments to Fair Housing Choice (AI) that analyzes existing conditions affecting Fair Housing, identifies impediments to fair housing, and proposes an agency action plan outlining steps to reduce the impediments. Generally, HHFDC has updated its AI every five years to coincide with the Consolidated Plan.

In 2019, HHFDC and its housing partners (Hawaii Public Housing Authority (Lead), HHFDC, DHHL, DHS-BESSD, and the housing agencies of all four counties) pooled their resources and contracted with the University of Hawaii to conduct an AI that focused on each agency's internal policies and procedures that could impede efforts to affirmatively further fair housing and identified actions to improve each agency's fair housing efforts. This focus on internal policies and procedures was a result of agency staff providing incorrect or conflicting information to the public and a desire to improve the delivery of fair housing information to the public. UH reviewed internal policies and procedures relating to fair housing and conducted a staff survey of each agency. The survey was focused on determining the level of staff's fair housing knowledge and agency procedures in providing fair housing information to the public. In HHFDC's AI, UH recommended several actions to improve the delivery of fair housing information to the public. First and foremost, the AI recommended that agency staff receive fair housing education. It also recommended that HHFDC's policies and procedures be updated to reflect current fair housing requirements, and that the updated policies and procedures be disseminated to the staff and public through its programs. The AI encouraged the continuance of providing fair housing education for landlords, tenants, agencies and the general public, and, finally, recommended that HHFDC documents its efforts to overcome patterns of segregation in favor of integrated and balanced areas of living and opportunity. The AI can be viewed on HHFDC's website at <https://dbedt.hawaii.gov/hhfdc>.

Actions planned to address obstacles to meeting underserved needs

Major obstacles to meeting underserved needs are the severe shortage of affordable housing and the lack of funding. To address these obstacles, the State will pursue, or continue to pursue, the following:

- advocate for increases in State funding to support the development of affordable housing, homelessness prevention and rapid re-housing activities, and for homeless/shelter services and improvements;
- consolidate CoC SuperNOFA applications for funding to meet underserved needs and provide technical assistance to improve outcomes;
- work with State Recipients and Subgrantees to improve the administration of the HOME and HTF programs;
- leverage federal resources such as HOME, HTF and ESG funds to provide low-cost rental units for transitional housing and supportive services to homeless populations, and to sheltered families who are at risk of becoming homeless;
- apply for competitive federal funds to acquire/build supportive housing to meet the housing and service needs of the chronically homeless and homeless families;

- continue programs to help homeless, Section 8 voucher holders, and at-risk families in securing private sector permanent housing with assistance in first month's rent, rental deposit, landlord intervention to foster good tenants, landlord solicitation to increase the number of available units, budgeting classes, and other support services.

Actions planned to foster and maintain affordable housing

Part of the plans to foster and maintain affordable housing is to remove or ameliorate barriers to affordable housing. HHFDC plans to collaborate through public-private partnerships to educate decision-makers, be at the table to champion affordable housing, and find ways to incentivize the development of affordable housing.

HHFDC will continue to make government land and financing resources (e.g., Rental Housing Revolving Funds, Low Income Housing Tax Credits) available for affordable housing development and explore alternative financing sources including a Transit Oriented Affordable Housing (TOAH) Fund which is a public-private financing resource funded by government, philanthropic and financial entities for the development of affordable housing and community facilities near transit lines.

HHFDC will continue to advocate for funding for the Rental Housing Revolving Fund and capital improvement project funds for affordable rental housing project, explore additional incentives for private development participation in the development of affordable housing; and explore opportunities to collaborate with new public partners in the mixed-use residential development of government land.

Actions planned to reduce lead-based paint hazards

While almost all of HPHA's family projects have been tested and either encapsulated or abated, the state Department of Health requires that with each modernization, updated test results must be provided that is no more than two years old. Therefore, when doing modernization, HPHA will include LBP testing as part of the scope and abate/encapsulate as required or treat the entire project as under the assumption that it is lead-containing and monitor and abate/encapsulate as required in lieu of obtaining new test reports.

Actions planned to reduce the number of poverty-level families

The mission of the State Department of Human Services (DHS) is to direct resources toward protecting and helping those least able to care for themselves and to provide services designed towards achieving self-sufficiency for clients as quickly as possible. The production and preservation of affordable housing provide housing stability that assists families in their efforts to attain economic self-sufficiency. HHFDC, DHS-BESSD, HPHA and the counties will continue to consult with DHS to coordinate and maximize program benefits to poverty-level families. The affordable housing strategy will assist to reduce the number of poverty-level families.

Actions planned to develop institutional structure

HHFDC, DHS-BESSD, and the counties will continue to take the lead in implementing the state Consolidated Plan, in consultation with an extensive network of public and private organizations involved with providing affordable housing, special needs housing, and supportive services. The strengths of the delivery system in the State are derived from the many different entities striving toward one common goal: to provide for more affordable and supportive housing in the State. State, federal, and county agencies, private nonprofits, private social service providers, private lenders, and private for-profit developers are partnering to respond to the urgency of the housing situation in Hawaii. Each stakeholder in the delivery system contributes resources and expertise from its specific area of

operation. In overcoming gaps in the delivery system, an integrated approach will be undertaken to achieve a common vision for housing. Commitment, coordination and collaboration among and within all levels of government, private sector, nonprofits and consumers are necessary. In the homeless arena, the Hawaii Interagency Council on Homelessness is achieving this integrated approach to increase the state's capacity to end homelessness, through collaborative efforts across government agencies and service providers.

Actions planned to enhance coordination between public and private housing and social service agencies

HHFDC, DHS-BESSD and the counties will solicit nonprofit developers and service providers to continue to provide affordable rental and for-sale housing, self-help housing, and housing for special needs groups. Private industry, including for-profit developers and financial institutions, will play a major role in expanding affordable housing opportunities for Hawaii's low- and moderate-income households. Private foundations will be a source of grants and other resources. Faith-based groups will provide grants, manpower, support services, and other resources, primarily for the most vulnerable populations, such as the homeless and persons with special housing needs. Government agencies involved with the "bricks and mortar" of housing and related infrastructure, including HHFDC, the Department of Hawaiian Home Lands, county housing agencies, HUD, and USDA-Rural Development, will facilitate the development of affordable housing by providing financing tools and other resources. Governmental agencies involved with the provision of human services and health, including the Departments of Health and Human Services, will provide resources either directly to clients or through nonprofit health and service providers to support low- and moderate-income households.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The forms of assistance provided under the State's HOME program will be consistent with 24 CFR 92.205. No other forms of investments will be provided.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

When HOME funds are used for homebuyer assistance or the development of homeownership housing, the HHFDC requires State Recipients to establish and impose resale or recapture provisions in accordance with HOME regulations to ensure affordability in subsequent sales during the affordability period.

The County of Hawaii will recapture the total amount of HOME funds expended for a project, from the net proceeds of the sale, when the recipient fails to comply with the terms of its agreement with the County, or refuses to accept conditions imposed by the County, HHFDC, or HUD, when the recipient sells or otherwise transfers any real or personal property purchased or constructed with HOME funds within the affordability period, and when the recipient ceases to use the property constructed, rehabilitated and/or renovated with HOME funds for the applicable period of affordability, following the issuance of final payment for the project by the County.

The County of Kauai will use either the resale or recapture provision depending on land tenure:

- 1) For fee-simple sales, the County will utilize a recapture provision. If a homeowner elects to transfer or sell the HOME-assisted property prior to the end of the HOME affordability period, the total amount of HOME funds provided shall be due to the County from available net proceeds.
- 2) For leasehold sales, the County will utilize a resale provision. If a homeowner elects to transfer or sell the HOME-assisted property prior to the end of the HOME affordability period, the property must be sold to another HOME-eligible purchaser. The fair return for resale will be established by an objective standard using appraised value performed by a duly licensed appraiser at initial purchase ("the base price") and appraised value at time of resale. The seller's share will be equal to twenty-five percent (25%) of the increase in appraised value. To ensure that housing under the resale provision remains affordable, the County has defined the reasonable range of low-income homebuyers targeted for subsequent purchase as those with incomes between 70 and 80 percent of the area median income.

If a HOME-assisted unit is sold, conveyed, or transferred during the affordability period, the County of Maui requires recapture of the total amount of the HOME investment for the unit, less the HOME investment amount prorated for the length of time the homeowner owned and occupied the unit. The homeowner may recover the homeowner's entire investment (down payment and capital improvements made since purchase) before any of the Direct Subsidy is recaptured. The County's recapture provision allows for the assumption of recapture obligations by a subsequent homebuyer, provided the subsequent homebuyer is HOME eligible and no additional HOME assistance is provided to the subsequent homebuyer. If the subsequent homebuyer does not assume the HOME recapture obligations, the homeowner must repay the prorated HOME investment from any net proceeds.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

HHFDC requires all HOME-assisted housing meet the HOME affordability requirements for homeownership housing units and requires State Recipients to repay HOME funds to HHFDC if affordability requirements are not met. Each State Recipient must require its recipients to maintain all affordability requirements through the execution of deed restrictions and lien recordation or through the filing of restrictive covenants running with the land.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:
HHFDC does not plan to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

**Emergency Solutions Grant (ESG)
Reference 91.320(k)(3)**

1. Include written standards for providing ESG assistance (may include as attachment)

Subrecipient agencies providing ESG assistance are contractually required by the State, detailed in the Scope of Service, to follow standards in accordance with 24CFR Part 576 Part 576. Eligibility standards are written in DHS/HPO's ESG Policies and Procedures (P&P) Manual, Section 1.0 (attached as **ESG Exhibit B.**)

BTG-has approved written standards for providing ESG Rapid Re-housing assistance and for the implementation of the Coordinated Entry System, both are attached for reference. General information about to BTG, including existing, approved P&Ps can be found at the BTG website: <https://www.btghawaii.org/about/>.

BTG's Coordinated Entry System (CES) Manual establishes written standards for consistent, transparent, and impartial access to housing and support services interventions. The written standards describe who will be prioritized for assistance and define specific roles and responsibilities of access points and county conveners. CES Manual can be found at: <https://www.btghawaii.org/about/>.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

BTG's CES process begins with assertive community outreach to identify and engage the homeless; then utilizing the VI-SPDAT to assign a vulnerability score; and adding the names to the by-name list by county with corresponding VI-SPDAT scores so that, based on vulnerability and other prioritization factors, all homeless individuals can be matched with the resources most appropriate to their needs. When necessary, local representatives will convene case conferencing (CC) meetings throughout all rural county jurisdictions to discuss client needs and offer services to meet those needs. CC also provides the opportunity for communities to assess the needs of the homeless and begin to document the gaps that exist in the service system.

A fully automated the CES referral process continues to be utilized. These enhancements in HMIS created efficiencies in the system in terms of placing/housing clients, expand autonomy for providers, and allow the CoCs to use system data more confidently to drive policy and funding decisions.

Adherence to Housing First is paramount in developing CES processes, including ongoing evaluation of projects through the activities described below.

(1) Establishing acceptable reasons for unassigning referrals made to housing projects. HMIS Lead and CES conveners monitor "unassignments" to ensure that this classification is applied for legitimate reasons only. Projects that are not in alignment with this policy are brought to the attention of the BTG BOD for review and resolution. HPO has implemented "unassignment" thresholds for their State-funded HF PSH projects.

(2) Aligning BTG's CES P&Ps with HF principles so that automated referrals occur without preconditions and with minimal requirements. This expedites the housing placement process and helps to ensure that access point and housing provider responsibilities are clearly delineated.

(3) Incorporating metrics in BNL and monthly monitoring reports to track length of time from referral for open referrals. These reports are monitored by HMIS Lead KMNH and CES conveners for open referrals exceeding 90 days. KMNH follows up with housing providers that exceed these standards.

(4) Incorporating criteria in the annual NOFO project evaluation process regarding alignment with HUD and BTG HF principles. For example, projects are penalized if they are not filling vacancies quickly, or referrals are unassigned for reasons which are not acceptable.

(5) Developing a “Housed Through CES” HMIS report that tracks placements in housing programs to ensure fidelity to HF commitments and the automated referral process. 2022 will continue to include virtual training activities targeted to neighbor island providers. Topics include:

- Overview of the CES processes;
- Data quality fundamentals - best practices for effective referrals, and updates to referral and assessment records;
- Methods for updating referrals and assessments as households are placed in housing resources;
- Review of HMIS Referral Reports (Main and sub-reports), and using system contact and case note functionality to enhance communication among providers;
- New summary reports;
- An overview of upcoming changes to the referral process based on system automation;
- Review of current CES related reports in HMIS;
- Review of client document readiness;
- Review of updated VI SPDAT and BNL prioritization and policies;
- Step by step instructions on requesting referrals to TH, RRH & PSH programs in HMIS; and
- Discussion regarding re-assignments and manual referrals.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The Department of Human Services first posts a Request for Information (RFI) on the State Procurement Office (SPO) and BTG websites. Publication on public websites allow the State to reach a wide variety of interested stakeholders including non-profit, private community and faith-based organizations. Additionally, the notice of publication is delivered through each local chapter listserv. The RFI is created in such a way that does not preclude providers from applying that previously had not received ESG funding.

The RFI requires work plan forms to identify clear goals, objectives, and outcomes for two distinct programs: ESG Shelter Operations and ESG Homelessness Prevention and Rapid Re-Housing (HPRP). The Housing Opportunities for Persons with AIDS (HOPWA) RFI is simultaneously posted and follows the same processes and procedures as ESG. Eligible applicants (provider agencies) submit their project information in strict accordance with the RFI requirements within the specified deadline.

DHS/HPO reviews the applications and may request additional information from the applicants, if necessary. Applications are competitive and evaluated by a team consisting of individuals with no conflict of interest, representing each of the three CoC county chapters and the State. In general, applications are scored according to completeness of the application; agency’s qualifications; financial feasibility; past performance; and agency’s participation in CoC activities. The evaluation committee selects the awardees (usually agencies scoring 70% or higher). HPO verifies that the awardee agencies and its principals are not suspended or disbarred or otherwise excluded from participating in the transaction per 2 CFR section 180.995. This verification is accomplished by

running a report for each agency through the System for Award Management (SAM) website. Awardees are notified through written notices.

HPO submits a combined proposal on behalf of the ESG/HOPWA awardees through the related sections of the Annual Action Plan to the Hawaii Housing Finance and Development Corporation (HHFDC). HHFDC consolidates the HOME, ESG and HOPWA information and publishes a draft Annual Action Plan for a 30-day comment period. After the 30-day comment period, HHFDC seeks consideration and approval from the HHFDC Board. When approved, HHFDC submits the plan to HUD by the established deadline. After review by HUD, HHFDC is notified of the award and a grant agreement is executed. The grant agreement names the Department of Human Services as the department designated to administer the grant. (DHS and HHFDC maintain a memorandum of agreement for the administration of the ESG and HOPWA programs.) DHS executes contracts with the selected provider agencies. Award list is posted on the SPO website as contracts are executed.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The Bridging the Gap governance charter stipulates that a minimum of nine individuals shall comprise the BTG Board. Each of the three county chapters (Maui, Kauai, and Hawaii) shall name three individuals from their membership to participate on the BTG board. One out of the three selected people shall be a representative of the respective county government. The second representative shall be the chair of the local chapter or their designated representative. The remaining member of the counties' delegation shall be chosen from the chapters' general voting membership. If one of the nine does not meet the homeless or formerly homeless criteria, then an individual meeting those criteria will be selected from the general membership.

5. Describe performance standards for evaluating ESG.

The HEARTH Act of 2009 amended and reauthorized the McKinney-Vento Homeless Assistance Act with substantial changes, including an increase in emphasis on system performance. These performance criteria encourage CoCs in coordination with ESG Program recipients and all other homeless assistance stakeholders in the community, to regularly measure their progress in meeting the needs of people experiencing homelessness in their community and to report this progress to HUD. Specifically, BTG's System Performance Measures (SPM) assess the CoC's performance relative to the following:

- Measure 1: Length of Time Persons Remain Homeless (LOT)
- Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness
- Measure 3: Number of Homeless Persons served:
(a) in the most Recent Point-In-Time Count; (b) Annually
- Measure 4: Employment and Income Growth for Homeless Persons in CoC-funded Projects
- Measure 5: Persons Homeless for the First Time within the Last 2 Years
- Measure 7: Successful Placement from Street Outreach and Successful Placement in/or Retention of Permanent Housing

• SPM Data Quality thresholds for Exit Destination Error Rates
Monthly monitoring reports are provided on the BTG website

(<https://www.btghawaii.org/reports/periodic-monitoring-reports/>) to align with the above performance standards. These reports include ESG-funded projects and help organizations track progress in related performance areas.

**Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)**

1. How will the grantee distribute its HTF funds? Select all that apply:

☒ Subgrantees that are HUD-CPD entitlement grantees

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

See HHFDC's PY2022 HTF Allocation Plan (page 1, section II. Distribution of Funds), attached as "HTF Exhibit A."

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

N/A

b. Describe the grantee's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

N/A

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

N/A

d. Describe the grantee's required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

N/A

e. Describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

N/A

f. Describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

N/A

g. Describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

N/A

h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

N/A

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

N/A

4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

N/A

5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

N/A

6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.

Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

See attached Exhibit "**HTF Exhibit A**," pages 6-7.

8. Rehabilitation Standards. The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

See attached Exhibit "**HTF Exhibit A**," starting at page 7.

9. Resale or Recapture Guidelines. Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

10. HTF Affordable Homeownership Limits. If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

N/A

12. Refinancing of Existing Debt. Enter or attach the grantee's refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A."

N/A

Discussion:

The State's DHS-BESSD, Homeless Programs Office, administers the HOPWA program. They select project sponsors through a competitive Request for Information (RFI) process. The RFI is issued under the provisions of Chapter 103F, Hawaii Revised Statutes, and its Administrative Rules.

STATE OF HAWAII

EXHIBIT A

Evaluation of Past Performance – HUD's Annual Community Assessment and Governor's Response

Referenced in

AP-05 – Executive Summary



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT
9CD-21397e

U.S. Department of Housing and Urban Development

Honolulu Field Office – Region IX
1132 Bishop Street, Suite 1400
Honolulu, Hawaii 96813
<http://www.hud.gov>
<http://www.espanol.hud.gov>

February 3, 2022

Honorable David Y. Ige
Governor of the State of Hawaii
State Capitol
Honolulu, HI 96813

Dear Governor Ige:

SUBJECT: Final Response to Annual Community Assessment Report
Program Year 2020

The U.S. Department of Housing and Urban Development (HUD) received the State of Hawaii's (State's) comments provided by letter, dated November 26, 2021, responding to HUD's assessment of the State's 2020 Annual Community Assessment (ACA) Report.

HUD acknowledges the additional information provided by the State. The ACA is considered final. This letter should be included as part of the State's ACA process for review of Program Year 2020. Please consider the report final and make it available to the public. It is recommended that you make the report and correspondence 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.

If you have any questions, please call me at 808-457-4678.

Sincerely,

Digitally signed by
MARK CHANDLER

Mark A. Chandler, Director
Office of Community Planning
and Development

cc:

Ms. Denise Iseri-Matsubara, Executive Director, HHFDC
Ms. Cathy Betts, Director, Department of Human Services
9CD Official Files, State of Hawaii



EXECUTIVE CHAMBERS
HONOLULU

DAVID Y. IGE
GOVERNOR

November 26, 2021

VIA ELECTRONIC MAIL

Mr. Mark A. Chandler, Director
Office of Community Planning and Development
U.S. Department of Housing and Urban Development (HUD)
1132 Bishop Street, Suite 1400
Honolulu, Hawai'i 96813-2879

Dear Mr. Chandler:

This responds to your Annual Community Assessment Report dated October 22, 2021, which reports that the State has met the intent of HUD's Community Planning and Development (CPD) programs and continues to have the capacity to implement and administer federal CPD programs. I am pleased that the State's HHFDC and DHS' Homeless Programs Office have effectively leveraged federal funds to assist Hawai'i's residents with housing under the HOME and HTF programs and assisted our most vulnerable homeless populations with support services and shelter options under the ESG and HOPWA programs.

The State will continue its diligence to ensure that activities are compliant with HUD requirements, and that HUD funds are spent timely to support the needs of its residents and communities.

I look forward to the continued partnership between the State and HUD to produce more affordable housing and to help Hawai'i's homeless and special needs populations.

With warmest regards,

David Y. Ige
Governor, State of Hawai'i

c: Denise Iseri-Matsubara, Executive Director, HHFDC, Attn: Keri Higa
Catherine Betts, Director, DHS/BESSD-HPO, Attn: Harold Brackeen III
CPDHonolulu@HUD.gov



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT
9CD-21397c

U.S. Department of Housing and Urban Development

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October 22, 2021

Honorable David Y. Ige
Governor of the State of Hawaii
State Capitol
Honolulu, HI 96813

Dear Governor Ige:

SUBJECT: Annual Community Assessment Report
Program Year 2020

This letter is being sent to convey HUD's assessment of the State of Hawaii's (State's) performance in Program Year 2020, from July 1, 2020 to June 30, 2021, for its Community Planning and Development (CPD) programs. The enclosed Annual Community Assessment Report provides HUD's assessment on the State's implementation of its CPD programs. The report reflects the State's efforts to ensure compliance with HUD's HOME Investment Partnerships Program (HOME), Housing Trust Fund (HTF), Emergency Solutions 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 and HTF programs, and the Department of Human Services (DHS) for the ESG and HOPWA 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 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. If you have any questions or need assistance, please contact Stephanie Kaimana On, Senior CPD Representative, at (808) 457-4680 or stephanie.w.kaimanaon@hud.gov. If responding in writing to this letter, please provide your response as a PDF document to CPDHonolulu@hud.gov.

Sincerely,

Digitally signed by
MARK CHANDLER

Mark A. Chandler
Director
Office of Community Planning
and Development

Enclosure

cc:

Ms. Denise Iseri-Matsubara, Executive Director, HHFDC (w/enclosure)
Ms. Cathy Betts, Director, Department of Human Services (w/enclosure)
9CES: Madaraka (w/enclosure)
File: 9CD Official Files, State of Hawaii

ANNUAL COMMUNITY ASSESSMENT REPORT

State of Hawaii

2020 Program Year: July 1, 2020 to June 30, 2021

HUD Point of Contact:

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State Point of Contact:

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Hawaii Housing Finance and
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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 2020 (PY 2020) performance.

In assessing the State's performance, HUD relied primarily on the State's 2020 Consolidated Annual Performance and Evaluation Report (CAPER), technical assistance provided, on-site and 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 Housing Trust Fund (HTF), the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS (HOPWA) programs, 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 and HTF programs, and the Department of Human Services' Benefits, Employment and Support Services Division, Homeless Programs Office (DHS-BESSD-HPO) for the ESG, HOPWA, and the Continuum of Care (CoC) programs.

CPD Programs

HOME

The State received \$3,000,000 in HOME funds. Based on the State's rotational allocation between the Counties of Hawaii, Kauai, and Maui, the County of Maui received the HOME allocation in PY 2020. The State retained \$150,000 from the PY 2020 allocation for the general administration of the HOME program.

The State and its state recipients of HOME funds continued to make progress towards its housing goals despite challenges it continues to face, such as the limited number of CHDOs statewide, dealing with a complex and prolonged development process for the HOME activities, and new or inexperienced County staff who administer HOME program. To assist the Counties, the State has procured a consultant to provide Hawaii-specific training for HOME and HTF training to new staff. The consultant will also be providing technical assistance to the State on specific HOME and HTF issues. HUD commends the State for its progress towards its major goals despite the challenges it encounters.

During PY2020, the State reported receiving \$182,495 in program income. The State also contributed \$139,837 of HOME matching funds during PY 2020 and will carry over an excess match balance of \$27,108,607 to its next program year.

For PY2020, the State completed the following HOME projects:

- The County of Maui completed the Kaiwahine Village Phase I development containing 64 units, 12 of which were HOME-assisted;
- The County of Kauai completed Waimea Huakai (35 rental units, 6 HOME-assisted),
- The County of Kauai completed Koa'e Workforce Housing (134 rental units, 11 HOME-assisted);
- The County of Kauai completed Ele'ele Iluna Self-Help Housing, Phase II-B (59 homeownership units, 12 HOME-assisted); and
- The County of Kauai provided TBRA to 33 households.

The following HOME projects are under construction:

- The County of Hawaii: Habitat for Humanity's Puna Self-Help Housing affordable homeownership project in the Puna District and Kaloko Heights Affordable Rentals in Kailua-Kona; and
- The County of Kauai: Kauai's Pua Loke Affordable Housing Development is in the construction phase, nearing completion and will be reported in a future CAPER.

In addition, the following projects are in the planning stages:

- The County of Maui: Planning phase of two affordable rental housing projects in Kihei.

During PY2020, the State contracted with Spectrum Seminars, Inc. to conduct on-site inspections and tenant file reviews of HOME- and NSP-assisted rental housing. Due to COVID-19, Spectrum completed tenant file reviews and postponed on-site inspections for fifteen projects. Final Reports were issued with no findings in all fifteen properties and unit inspections are scheduled for October 2021.

HUD noted that the State requested the HOME COVID-19 Waiver for the CHDO set-aside. The \$450,000 originally set aside for CHDO activities was used as regular HOME funds by the County of Maui to establish a COVID-19 temporary Tenant Based Rental Assistance program for lower-income households experiencing significant income loss.

Housing Trust Fund

The State received \$3,000,000 in HTF funds. As with the HOME Program, the distribution of HTF funds is on a rotational basis among the Counties of Hawaii, Kauai, and Maui, with the County of Maui receiving the PY 2020 allocation. The State retained 5% of the funds for program administration.

For PY2020, the State completed the following HTF projects:

- The County of Maui completed Kaiwahine Village, Phase II (56 total units, 6 HTF-assisted);
- The County of Kauai completed Koa'e Workforce Housing (134 total units, 13 HTF-assisted); and
- The City and County of Honolulu completed the acquisition of the Mahani Hale project (5 HTF-assisted units).

The following HTF projects are under construction:

- The City and County of Honolulu: Hale Makana O Maili is near completion and expected to produce 52 units, with five HTF-assisted units;
- The County of Kauai: Pua Loke is near completion and is expected to produce a total of 55 units, with nine HTF-assisted units;
- The County of Hawaii: Kaloko Heights Affordable Housing is expected to begin construction in October 2021, with a total of 100 units, six HTF-assisted units; and

- The County of Maui: PY2020 HTF funds were committed to the Kaiaulu O Halelea 64 Project in Kihei, which is expected to produce 64-units, with seven HTF-assisted units.

The State's main concern is with City and County of Honolulu's (City's) administration of the HTF program. Due to concerns with the City's past performance and to improve the overall performance of the HTF program, the State decided not to award PY2020 or PY2021 funds to the City and will evaluate the City for future HTF allocations.

Emergency Solutions Grant

The State received an allocation of \$454,632 in PY2020 for the Emergency Solutions Grant (ESG) Program to support efforts to address homelessness on the Counties of Hawaii, Kauai, and Maui. The State used ESG funds to support shelters, homeless prevention, rapid re-housing, the Homeless Management Information System (HMIS), and administration.

The 2021 Neighbor Islands' Point-In-Time Unsheltered Count of persons experiencing homelessness on the counties of Hawaii, Kauai and Maui was cancelled due to COVID-19. The Balance of State Continuum of Care utilized a HUD waiver to forego conducting an unsheltered count. The Sheltered Count was conducted on January 24, 2021.

Under the ESG Program, the State reported assisting 662 persons with emergency shelter, homeless prevention and rapid re-housing. The State also matched the ESG Program with State resources, such as the State Homeless Shelter Program, Outreach, Emergency Grants Programs, Housing First, and State TANF-funded Housing Placement Program.

The regulation at 24 CFR 576.203(b) requires grantees to expend ESG funds within 24 months of grant award. The State did not meet the expenditure deadline for its FY 2019 ESG allocation. HUD issued a finding to the State for not meeting ESG timeliness standards, as part of its remote monitoring of the State's ESG Program conducted during July 2021. In addition, HUD issued findings to the State for deficiencies with ESG written intake procedures; written standards for ESG assistance; provision of monthly case management; and lack of ESG subrecipient monitoring. A total of five ESG monitoring findings were issued. As of this writing, the State implemented corrective actions and all findings are closed.

The State received a total of \$10,034,673 in ESG-CV funds, as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. These special ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance. The State allocated ESG-CV funds for homeless prevention, rapid re-housing, street outreach, and shelter essential services. The State met HUD's 20% ESG-CV expenditure deadline on September 30, 2021.

HOPWA

The State received \$268,035 in PY2020 for the Housing Opportunities for Persons with AIDS (HOPWA) program. The Neighbor Island HIV/AIDS Coalition (NIHAC) is a cooperative effort between Maui AIDS Foundation (MAF), the Hawaii Island HIV/AIDS Foundation (HIHAF), and Malama Pono Health Services (MP) on Kauai. It serves three counties in the State which comprises 5 separate islands.

The primary focus of the NIHAC is to increase the housing stability for people living with HIV/AIDS. HOPWA funds assist persons with rental assistance; supportive services and case management; housing placement; and short-term rental, mortgage, and utilities (STRMU) activities. For the HOPWA agencies implementing the program, challenges include high unemployment, low wages, limited public transportation, and the high cost of living and the high cost of housing.

The State received \$39,007 in HOPWA-CV funds, as authorized by the CARES Act. The supplemental funds provided under the CARES Act are to be used by HOPWA grantees as additional funding to maintain operations and for rental assistance, supportive services, and other necessary actions, to prevent, prepare for, and respond to coronavirus.

In PY2020, the State and the NIHAC have accomplished the following with HOPWA and HOPWA-CV funds:

- Provided Tenant Based Rental Assistance (TBRA) to 21 individuals and their families;
- Assisted 10 persons and their families with STRMU assistance to stay in their current housing situations;
- Provided permanent housing placement services to 8 persons and their families; and
- Assisted 457 persons with supportive services.

Continuum of Care

The State is the lead entity in the homeless planning groups for the counties of Hawaii, Kauai, and Maui. Bridging the Gap (BTG) is the Continuum of Care entity that addresses the homeless needs of the neighbor islands. The State continues to collaborate with non-profits in each county to address the complete spectrum of housing and services for the homeless.

During the program year, BTG continued working with service providers on the neighbor islands to participate in the Coordinated Entry System (CES). The CES has been maintained in each county to organize and prioritize available housing resources and to match resources with the most vulnerable households in the community. Ka Mana O Na Helu, BTG's Homeless Management Information System (HMIS) Lead and Collaborative Applicant, also worked on refining BTG's governance and CES policies and tracking System Performance Measures.

Community Empowerment

The State provided opportunities for citizen participation during the development of the CAPER. A Notice of Public Comment (Notice) was published in the Honolulu Star Advertiser newspaper. The Notice and draft CAPER were also posted on the Hawaii Housing Finance and Development Corporation's website. 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, HTF, ESG, HOPWA, and CoC 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, HTF, ESG, HOPWA, and CoC programs to ensure timely implementation and expenditures. The State continues to explore ways to improve administration of its CPD programs. HUD recommends that the State continue to identify project obstacles and develop plans to address these obstacles to strengthen its CPD programs.

Timely expenditure of ESG funds continues to be an issue for the last several program years. Since the State also received a significant amount of ESG-CV funds, it is recommended that the State carefully track project progress and fund expenditures, to ensure that funds are timely utilized to serve persons and families experiencing homelessness.

Fair Housing & Equal Opportunity

During PY 2020, fair housing education and training was provided to State and County staff, as well as to the general public, landlords, property managers, and Section 8 participants through various trainings in all counties. In addition, the Hawaii Public Housing Authority's (HPHA's) contractor performed a Section 504 Needs Assessment to assess its units for Uniform Federal Accessibility Standards (UFAS). Based on the assessment, HPHA will work to increase its UFAS-mobility accessible units to 6.8% and increase its UFAS-audio visual accessible units to 4.1%.

HUD encourages the State to continue its efforts to further fair housing. The CAPER was made available to Mr. Jelani Madaraka, Lead Civil Rights Analyst, 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-HPO 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.

STATE OF HAWAII

EXHIBIT B

Summary of Public Hearings And Publication Affidavits

Referenced in

**AP-05 – Executive Summary and
AP-12 - Participation**

**SUMMARY OF 2021 JOINT PUBLIC HEARINGS
For the PY2022 Annual Action Plan**

**State of Hawaii, Hawaii Housing Finance and Development Corporation
and
County of Hawaii, City & County of Honolulu, County of Kauai, and County of Maui**

**Tuesday, August 17, 2021 - Hilo
Wednesday, August 25, 2021 - Kona
Friday, September 10, 2021 - Honolulu
Friday, October 11, 2021 - Kauai
Friday, October 22, 2021 - Maui**

I. ATTENDEES:

BIG ISLAND – 08/17/2021:

Susan Kunz, Alisa Hanselman, Beryl Manlinguis, Brian Ishimoto, Royce Shiroma, Sharon Hirota, Kelci Wandell, Timothy Oesterling – County of Hawaii, OHCD
Janice Takahashi, Glori Inafuku, Lisa Wond, Keri Higa – State of Hawaii, HHFDC
Ana Piloton – State of Hawaii, DHS-BESSD, Homeless Programs Office
John Andoh – County of Hawaii, Mass Transit Agency
Shauna Falgout – Habitat for Humanity

BIG ISLAND – 08/25/2021:

Susan Kunz, Alisa Hanselman, Beryl Manlinguis, Brian Ishimoto, Cristina Pineda, Marvin Esperon, Shelly Ogata – County of Hawaii, OHCD
Glori Inafuku, Lisa Wond, Keri Higa – State of Hawaii, HHFDC
Ana Piloton – State of Hawaii, DHS-BESSD, Homeless Programs Office
Shauna Falgout – Habitat for Humanity
Taylor Quanon- Family Assessment Center at Na Kahua Hale O Uluwini
Kathleen McGilvray, YWCA Hawaii Island

HONOLULU – 09/10/2021:

Darrell Young, City & County of Honolulu, Dept of Community Services
Holly Kawano, Randall Goto, Cynthia Emoto, City & County of Honolulu, BFS
Lisa Wond, Glori Inafuku, Keri Higa, HHFDC
Anamarie Piloton, Dept of Human Services, Homeless Programs Office

KAUAI – 10/11/2021

Kerri Barros, Steve Franco, Jocelyn Marie – Kauai County Housing Agency
Lisa Wond, Keri Higa, Glori Inafuku – State of Hawaii, HHFDC
Ana Piloton – State of Hawaii, DHS-BESSD
Kamealoha Smith, Hanalei River Heritage Foundation
Larry Graff – Permanently Affordable Living Kauai
Maybel Fujiuchi – Kauai Economic Opportunity

MAUI – 10/22/2021

Joe Pontanilla, Dayna Baz, Caryan Hao – County of Maui, Mayor's Office
Buddy Almeida, Lori Tsuhako – County of Maui, DHC, Housing Division
Lisa Wond, Keri Higa, Glori Inafuku, Samson Aiona – HHFDC
Jeeyun Lee – Hale Makua Health Services

II. PUBLIC TESTIMONY:

County of Hawaii – 08/17/2021:

There were no public comments offered by attendees.

County of Hawaii – 08/25/2021:

- keep homeownership affordable and make opportunities available to low-income individuals and families.
- there is need for increase in affordable housing.
- there is need for a designated safe parking zone, a form of intervention that provides a designated safe place for those living in their vehicles to gain access to resources, specifically on the west side of Hawaii Island.
- there is need for an emergency family shelter for the west side of Hawaii Island
- there is need for pairing of workforce housing and economic development, childcare Resources (through use of CDBG Funds), and emergency services, prioritizing victims of Domestic violence and sexual assault.

OHCD staff expressed interest in receiving entire future allocations of HTF funds, as the County of Kauai is likely to for PY2022, pending upcoming board approval. L.Wond of HHFDC responded that future distribution of (HTF) funds will be reviewed on an annual basis, or until the City and County of Honolulu can build its capacity to administer the program.

City & County of Honolulu – 09/10/2021:

There were no attendees from the public.

County of Kauai – 10/11/2021:

- there is need for increased funding toward production of affordable homes
- provide simplified examples of income limits used to determine what “affordable” means. K.Barros suggested visiting KCHA’s website regarding HUD income limits
- there is need for focus on increasing economic development opportunity
- an attendee asked if application process for programs covered in presentation is similar to regular Federal grant process which is long and arduous; K. Barros mentioned that KCHA uses a simple (online) application and doesn’t do an RFP, which allows them to work with organizations and sub-recipients throughout the application process and answer questions until the application is due. L.Wond acknowledged that there are many requirements when using Federal Funds, which is why it’s important to understand what is being applied for and recommended contacting the KCHA for specific information, and HHFDC staff can also assist.
- enthused about the County of Kauai receiving HOME-ARP funds
- common issue is need for affordable housing, specifically for houseless clients who have no credit, bad credit, or no landlord references

County of Maui – 10/22/2021:

- County of Maui is struggling with unsheltered homeless
- there is need for additional units to house the chronically homeless in permanent supportive housing
- Federal funds present opportunity to leverage other CoC funds toward paying for housing costs and county support for supportive services

AFFIDAVIT OF PUBLICATION

**IN THE MATTER OF
NOTICE OF VIRTUAL PUBLIC HEARING**

STATE OF HAWAII

City and County of Honolulu

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Doc. Date:	AUG 02 2021	# Pages:	1
Notary Name:	COLLEEN E. SORANAKA	First Judicial Circuit	
Doc. Description:	Affidavit of Publication		
Notary Signature	Date		

Lisa Sakakida being duly sworn, deposes and says that she is a clerk, duly authorized to execute this affidavit of Oahu Publications, Inc. publisher of The Honolulu Star-Advertiser, MidWeek, The Garden Island, West Hawaii Today, and Hawaii Tribune-Herald, that said newspapers are newspapers of general circulation in the State of Hawaii, and that the attached notice is true notice as was published in the

Honolulu Star-Advertiser	1	times on:
08/02/2021		
MidWeek	0	times on:
The Garden Island	0	times on:
Hawaii Tribune-Herald	0	times on:
West Hawaii Today	0	times on:
Other Publications:	0	times on:

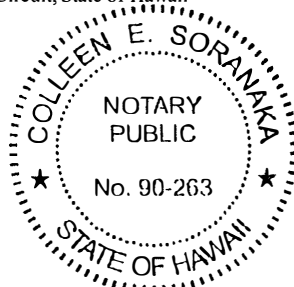
And that affiant is not a party to or in any way interested in the above entitled matter.

Lisa Sakakida

Subscribed to and sworn before me this 2nd day of August A.D. 2021

Colleen E. Soranaka, Notary Public of the First Judicial Circuit, State of Hawaii
My commission expires: Jan 06 2024

Ad # 0001336126



**NOTICE OF VIRTUAL PUBLIC HEARINGS
(for consultation on housing needs)**

Pursuant to 24 CFR Part 91, notice is hereby given that the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, will prepare an Annual Action Plan (AAP) for Program Year 2022-2023 (PY2022), as part of the Consolidated Plan (CP) process. In preparation for this AAP, HHFDC will consult with local governments and residents at public hearings to be held in each county. In support of ongoing efforts to curb the spread of the COVID-19 pandemic, hearings will be held via electronic means. In the County of Hawaii, HHFDC will conduct hearings jointly with the County of Hawaii's Office of Housing and Community Development (OHCD) as follows:

- Tuesday, August 17, 2021 at 1:00 p.m.; and
- Wednesday, August 25, 2021 at 10:00 a.m.

Connectivity information on attending the virtual public hearings can be found at <https://www.hawailcounty.gov/office-of-housing>.

The CP's purpose is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments. To receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs, the State must have a housing strategy that has been approved by HUD.

The AAP describes the State's funding plans for the coming program year and certifies program compliance with the CP, HOME Investment Partnerships (HOME), National Housing Trust Fund (HTF), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs.

For PY2022, the State anticipates receiving approximately \$3,000,000 in HOME funds, \$450,000 in ESG funds, and \$250,000 in HOPWA funds, for use primarily in the Counties of Hawaii, Kauai and Maui. Approximately \$3,000,000 is anticipated under the HTF program, which may be used in the Counties of Hawaii, Kauai, Maui, and the City and County of Honolulu. These HUD programs provide funding to expand the supply of affordable housing for low- and moderate-income families, restrict increases in homelessness, and provide preventative programs and activities for the homeless in the State.

An informational packet describing the HOME, HTF, ESG and HOPWA programs is posted on HHFDC's website at <http://hawaii.gov/dbedt/hhfdc> and available for public viewing at the following Public Libraries: Hilo, Island of Hawaii; Lihue, Island of Kauai; Kahului, Island of Maui; Kaimuki, Kaneohe, Pearl City, Hawaii State Library's Documents Center, and UH Library's Serials Receiving, Island of Oahu.

To receive a copy by mail, interested persons may call (808) 587-0634; neighbor island county residents may call toll free, extension 70634:

From Kauai: 274-3141	From Maui: 984-2400
From Molokai/Lanai: 1-800-468-4644	From Hawaii: 974-4000

Interested persons are invited to attend the hearings and state their views, orally or in writing, related to the housing and homeless needs to be considered in developing the State's AAP.

Please submit written testimony via email to hhfdc consolidated plan@hawaii.gov, by U. S. mail to HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813, or by fax to (808) 587-0600 by 4:30 p.m. on the day of the hearing. Comments and testimony received will be considered in preparing the final State AAP.

If access or communication assistance and/or services (e.g., large print, taped materials, sign language interpreter, or translator) are required to participate in this public hearing, please contact the HHFDC's Human Resources Office at 587-0501, by email at hhfdchr@hawaii.gov, by fax at 587-0600, or by written request at least ten business days before the hearing. Prompt requests help to ensure the availability of appropriate accommodations.

The 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.

Denise Isef-Matsubara, HHFDC Executive Director
(SA1336126 8/2/21)



**STATE OF HAWAII - EXHIBIT B
AP-05 - Executive Summary
AP-12 - Participation**

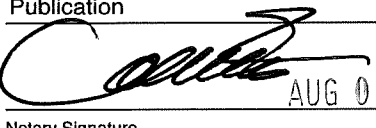
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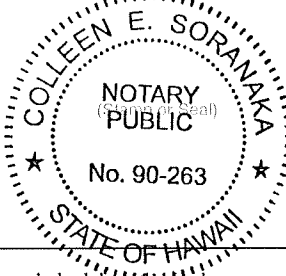
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STATE OF HAWAII

City and County of Honolulu

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Doc. Date:	AUG 02 2021	# Pages:	1
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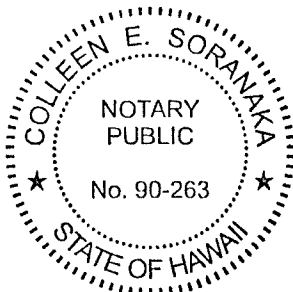
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The HHFDC does not discriminate against any person because of race, color, religion, sex, including gender identity or expression, sexual orientation, disability, familial status, ancestry, age, marital status, or HIV infection.

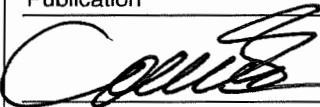
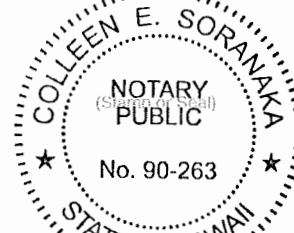
Denise Iseri-Matsubara, HHFDC Executive Director
(HTH1336194 8/2/21)



AFFIDAVIT OF PUBLICATION

**IN THE MATTER OF
NOTICE OF VIRTUAL PUBLIC HEARING**

STATE OF HAWAII)
) SS.
City and County of Honolulu)

Doc. Date:	AUG 02 2021	# Pages:	1
Notary Name:	COLLEEN E. SORANAKA	First Judicial Circuit	
Doc. Description:	Affidavit of Publication		
	AUG 02 2021		
Notary Signature	Date		

Lisa Sakakida being duly sworn, deposes and says that she is a clerk, duly authorized to execute this affidavit of Oahu Publications, Inc. publisher of The Honolulu Star-Advertiser, MidWeek, The Garden Island, West Hawaii Today, and Hawaii Tribune-Herald, that said newspapers are newspapers of general circulation in the State of Hawaii, and that the attached notice is true notice as was published in the

Honolulu Star-Advertiser 0 times on:

MidWeek 0 times on:

The Garden Island 0 times on:


Hawaii Tribune-Herald 0 times on:

West Hawaii Today 1 times on:

08/02/2021

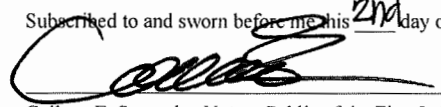
Other Publications: 0 times on:

And that affiant is not a party to or in any way interested in the above entitled matter.



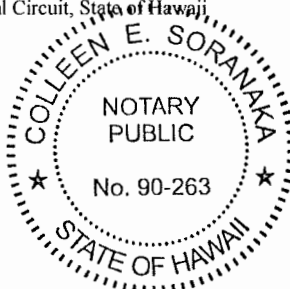
Lisa Sakakida

Subscribed to and sworn before me this 2nd day of August A.D. 2021



Colleen E. Soranaka, Notary Public of the First Judicial Circuit, State of Hawaii
My commission expires: Jan 06 2024

Ad # 0001336195



**NOTICE OF VIRTUAL PUBLIC HEARINGS
(for consultation on housing needs)**

Pursuant to 24 CFR Part 91, notice is hereby given that the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, will prepare an Annual Action Plan (AAP) for Program Year 2022-2023 (PY2022), as part of the Consolidated Plan (CP) process. In preparation for this AAP, HHFDC will consult with local governments and residents at public hearings to be held in each county. In support of ongoing efforts to curb the spread of the COVID-19 pandemic, hearings will be held via electronic means. In the County of Hawaii, HHFDC will conduct hearings jointly with the County of Hawaii's Office of Housing and Community Development (OHCD) as follows:

- Tuesday, August 17, 2021 at 1:00 p.m.; and
- Wednesday, August 25, 2021 at 10:00 a.m.

Connectivity information on attending the virtual public hearings can be found at <https://www.hawailcounty.gov/office-of-housing>.

The CP's purpose is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments. To receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs, the State must have a housing strategy that has been approved by HUD.

The AAP describes the State's funding plans for the coming program year and certifies program compliance with the CP, HOME Investment Partnerships (HOME), National Housing Trust Fund (HTF), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs.

For PY2022, the State anticipates receiving approximately \$3,000,000 in HOME funds, \$450,000 in ESG funds, and \$250,000 in HOPWA funds, for use primarily in the Counties of Hawaii, Kauai and Maui. Approximately \$3,000,000 is anticipated under the HTF program, which may be used in the Counties of Hawaii, Kauai, Maui, and the City and County of Honolulu. These HUD programs provide funding to expand the supply of affordable housing for low- and moderate-income families, restrict increases in homelessness, and provide preventative programs and activities for the homeless in the State.

An informational packet describing the HOME, HTF, ESG and HOPWA programs is posted on HHFDC's website at <http://hawaii.gov/dbedt/hhfdc> and available for public viewing at the following Public Libraries: Hilo, Island of Hawaii; Lihue, Island of Kauai; Kahului, Island of Maui; Kaimuki, Kaneohe, Pearl City, Hawaii State Library's Documents Center, and UH Library's Serials Receiving, Island of Oahu.

To receive a copy by mail, interested persons may call (808) 587-0634; neighbor island county residents may call toll free, extension 70634:

From Kauai: 274-3141 From Maui: 984-2400
From Molokai/Lanai: 1-800-468-4644 From Hawaii: 974-4000

Interested persons are invited to attend the hearings and state their views, orally or in writing, related to the housing and homeless needs to be considered in developing the State's AAP.

Please submit written testimony via email to hhfdc consolidated plan@hawaii.gov, by U. S. mail to HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813, or by fax to (808) 587-0600 by 4:30 p.m. on the day of the hearing. Comments and testimony received will be considered in preparing the final State AAP.

If access or communication assistance and/or services (e.g., large print, taped materials, sign language interpreter, or translator) are required to participate in this public hearing, please contact the HHFDC's Human Resources Office at 587-0501, by email at hhfchr@hawaii.gov, by fax at 587-0600, or by written request at least ten business days before the hearing. Prompt requests help to ensure the availability of appropriate accommodations.

The 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.

Denise Iseri-Matsubara, HHFDC Executive Director
(WHT1336195 8/2/21)



**STATE OF HAWAII - Exhibit B
AP-05 - Executive Summary
AP-12 - Participation**

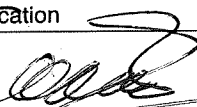
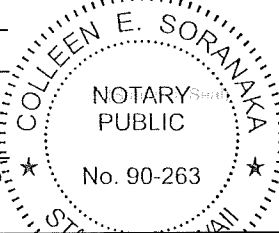
AFFIDAVIT OF PUBLICATION

IN THE MATTER OF NOTICE OF VIRTUAL PUBLIC HEARING

STATE OF HAWAII

City and County of Honolulu

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Doc. Date:	AUG 26 2021	# Pages:	1
Notary Name:	COLLEEN E. SORANAKA	First Judicial Circuit	
Doc. Description:	Affidavit of Publication		
Notary Signature	 AUG 26 2021		
Date:			

Lisa Sakakida being duly sworn, deposes and says that she is a clerk, duly authorized to execute this affidavit of Oahu Publications, Inc. publisher of The Honolulu Star-Advertiser, MidWeek, The Garden Island, West Hawaii Today, and Hawaii Tribune-Herald, that said newspapers are newspapers of general circulation in the State of Hawaii, and that the attached notice is true notice as was published in the

Honolulu Star-Advertiser 1 times on:
08/26/2021
MidWeek 0 times on:
The Garden Island 0 times on:
Hawaii Tribune-Herald 0 times on:
West Hawaii Today 0 times on:

Other Publications: 0 times on:

And that affiant is not a party to or in any way interested in the above entitled matter.

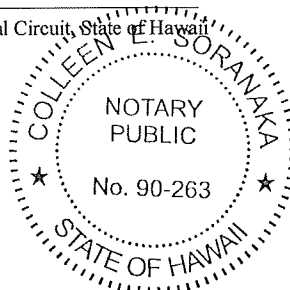

Lisa Sakakida

Subscribed to and sworn before me this 26th day of August A.D. 20 21

Colleen E. Soranaka, Notary Public of the First Judicial Circuit, State of Hawaii
My commission expires: Jan 06 2024

Ad # 0001339249

STATE OF HAWAII - EXHIBIT B
AP-05 - Executive Summary
AP-12 - Participation



NOTICE OF VIRTUAL PUBLIC HEARING (for consultation on housing needs)

Pursuant to 24 CFR Part 91, notice is hereby given that the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, will prepare an Annual Action Plan (AAP) for Program Year 2022-2023 (PY2022), as part of the Consolidated Plan (CP) process. In preparation for this AAP, HHFDC will consult with local governments and residents at public hearings to be held in each county. In support of ongoing efforts to curb the spread of the COVID-19 pandemic, hearings will be held via electronic means. In the City & County of Honolulu (City), HHFDC will conduct a virtual hearing jointly with the City's Department of Budget and Fiscal Services on Friday, September 10, 2021 at 10:00 a.m. In addition to the PY2022 AAP, the City will cover its Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year 2021-2022 (PY2021).

Connectivity information on attending the virtual public hearing follows:

Join on your computer or mobile app: See Notice of Public Hearing on HHFDC's website at www.dbedt.hawaii.gov/hhfdc
Or call in (audio only): +1 808-829-4853, Phone Conference ID: 144831643#

The CP's purpose is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments. To receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs, the State must have a housing strategy that has been approved by HUD.

The State and City's AAP will describe funding plans for the coming program year and certifies program compliance with the CP, HOME Investment Partnerships (HOME), National Housing Trust Fund (HTF), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs. The City's AAP will also include its Community Development Block Grant (CDBG) program.

The City's draft CAPER describes its accomplishments during PY2021. A copy of the draft CAPER will be posted to the City's website, on or before September 9, 2021, at <http://www.honolulu.gov/cdbg>. A hard copy of the draft CAPER will be made available upon request by emailing bfsbdb@gmail.com to Honolulu.gov. Interested parties may submit written comments on the City's draft CAPER by September 24, 2021 to the City and County of Honolulu, Department of Budget and Fiscal Services, Federal Grants Unit, 925 Dillingham Boulevard, Room 240, Honolulu, Hawaii, 96817 or by email to bfsbdb@gmail.com to Honolulu.gov. The final CAPER will be submitted to HUD on or before September 30, 2021.

For PY2022, the State anticipates receiving approximately \$3,000,000 in HOME funds, \$450,000 in ESG funds, and \$250,000 in HOPWA funds, for use primarily in the Counties of Hawaii, Kauai and Maui. An additional \$6,413,733 in PY2021 HOME funds under the American Rescue Plan Act is also anticipated. Approximately \$3,000,000 is anticipated under the HTF program, which may be used in the Counties of Hawaii, Kauai, Maui, and the City and County of Honolulu. These HUD programs provide funding to expand the supply of affordable housing for low- and moderate-income families, restrict increases in homelessness, and provide preventative programs and activities for the homeless in the State. Information on the City's programs can be found on its website at <http://www.honolulu.gov/cdbg>.

An Informational Packet and an Addendum to the Informational Packet, describing HHFDC's HOME, HTF, ESG and HOPWA programs, are posted on HHFDC's website at <http://hawaii.gov/dbedt/hhfdc> and are available for public viewing at the following Public Libraries: Hilo, Island of Hawaii; Lihue, Island of Kauai; Kahului, Island of Maui; Kaimuki, Kaneohe, Pearl City, Hawaii State Library's Documents Center, and UH Library's Serials Receiving, Island of Oahu.

To receive a copy by mail, interested persons may call (808) 587-0634; neighbor island county residents may call toll free, extension 70634:
From Kauai: 274-3141 From Maui: 984-2400
From Molokai/Lanai: 1-800-468-4644 From Hawaii: 974-4000

Interested persons are invited to attend the virtual hearing and state their views, orally or in writing, related to the housing and homeless needs to be considered in developing the State's and/or the City's AAPs, and on the City's CAPER.

Please submit written testimony via email to hhfdc.consolidatedplan@hawaii.gov, by U. S. mail to HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813, or by fax to (808) 587-0600 by 4:30 p.m. on or before the day of the hearing. Written testimony on the City's AAP or CAPER may be sent to the City and County of Honolulu, Department of Budget and Fiscal Services, Federal Grants Unit, 925 Dillingham Boulevard, Room 240, Honolulu, Hawaii, 96817 or by email to bfsbdb@gmail.com to Honolulu.gov. Comments and testimony received will be considered in preparing the State's and City's final AAPs and the City's final CAPER. Written testimony and comments on the City's draft CAPER must be received by September 24, 2021.

If access or communication assistance and/or services (e.g., large print, taped materials, sign language interpreter, or translator) are required to participate in this public hearing, please contact the HHFDC's Human Resources Office at 587-0501, by email at hhfchr@hawaii.gov, by fax at 587-0600, or by written request by September 3, 2021. Requests for access or communication assistance may also be made by contacting the City's Department of Budget and Fiscal Services by email at bfsbdb@gmail.com to Honolulu.gov. Prompt requests help to ensure the availability of appropriate accommodations.

The HHFDC and the City do 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.

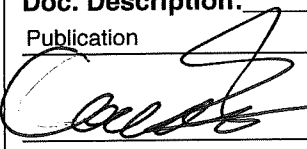
Denise Iseri-Matsubara, HHFDC Executive Director
(SA1339249 8/26/21)



AFFIDAVIT OF PUBLICATION

IN THE MATTER OF NOTICE OF VIRTUAL PUBLIC HEARING

STATE OF HAWAII }
 } SS.
City and County of Honolulu }

Doc. Date:	SEP 20 2021	# Pages:	1
Notary Name:	COLLEEN E. SORANAKA First Judicial Circuit		
Doc. Description:	Affidavit of Publication		
Notary Signature		Date	SEP 20 2021

Lisa Sakakida being duly sworn, deposes and says that she is a clerk, duly authorized to execute this affidavit of Oahu Publications, Inc. publisher of The Honolulu Star-Advertiser, MidWeek, The Garden Island, West Hawaii Today, and Hawaii Tribune-Herald, that said newspapers are newspapers of general circulation in the State of Hawaii, and that the attached notice is true notice as was published in the

Honolulu Star-Advertiser 0 times on:

MidWeek 0 times on:

The Garden Island 1 times on:


09/20/2021

Hawaii Tribune-Herald 0 times on:

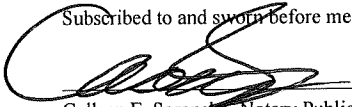
West Hawaii Today 0 times on:

Other Publications: 0 times on:

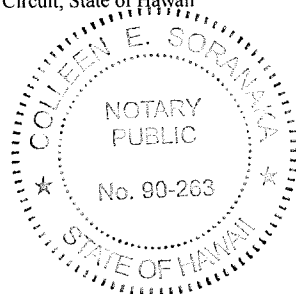
And that affiant is not a party to or in any way interested in the above entitled matter.


Lisa Sakakida

Subscribed to and sworn before me this 20th day of September A.D. 2021


Colleen E. Soranaka, Notary Public of the First Judicial Circuit, State of Hawaii
My commission expires: Jan 06 2024

Ad # 0001341852



NOTICE OF VIRTUAL PUBLIC HEARING (for consultation on housing needs)

Pursuant to 24 CFR Part 91, notice is hereby given that the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, will prepare an Annual Action Plan (AAP) for Program Year 2022-2023 (PY2022), as part of the Consolidated Plan (CP) process. In preparation for this AAP, HHFDC will consult with local governments and residents at public hearings to be held in each county. In support of ongoing efforts to curb the spread of the COVID-19 pandemic, hearings will be held via electronic means. In the County of Kauai (County), HHFDC will conduct a virtual hearing with the County's Kauai County Housing Agency on Monday, October 11, 2021 at 2:00 pm.

Connectivity information on attending the virtual public hearing as follows:

Join on your computer or mobile app: See Notice of Public Hearing on HHFDC's website at www.dbedt.hawaii.gov/hhfdc
Or call in (audio only):
+1 469-848-0234, Phone Conference ID: 572058695#

The CP's purpose is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments. To receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs, the State must have a housing strategy that has been approved by HUD.

The AAP describes the State's funding plans for the coming program year and certifies program compliance with the CP, HOME Investment Partnerships (HOME), National Housing Trust Fund (HTF), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs.

For PY2022, the State anticipates receiving approximately \$3,000,000 in HOME funds, \$450,000 in ESG funds, and \$250,000 in HOPWA funds, for use primarily in the Counties of Hawaii, Kauai and Maui. An additional \$6,413,733 in PY2021 HOME funds under the American Rescue Plan Act (HOME-ARP) is also anticipated. Approximately \$3,000,000 is anticipated under the HTF program, which may be used in the Counties of Hawaii, Kauai, Maui, and the City and County of Honolulu. These HUD programs provide funding to expand the supply of affordable housing for low- and moderate-income families, restrict increases in homelessness, and provide preventative programs and activities for the homeless in the State.

An Informational Packet and an Addendum to the Informational Packet, describing the HOME, HOME-ARP, HTF, ESG and HOPWA programs, are posted on HHFDC's website at <http://hawaii.gov/dbedt/hhfdc> and are available for public viewing at the following Public Libraries: Hilo, Island of Hawaii; Lihue, Island of Kauai; Kahului, Island of Maui; Kaimuki, Kaneohe, Pearl City, Hawaii State Library's Documents Center, and UH Library's Serials Receiving, Island of Oahu.

To receive a copy by mail, interested persons may call (808) 587-0634; neighbor island county residents may call toll free, extension 70634:

From Kauai: 274-3141 From Maui: 984-2400
From Molokai/Lanai: 1-800-468-4644 From Hawaii: 974-4000

Interested persons are invited to attend the hearing and state their views, orally or in writing, related to the housing and homeless needs to be considered in developing the State's AAP.

Please submit written testimony via email to hhfdc consolidated plan@hawaii.gov, by U. S. mail to HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813, or by fax to (808) 587-0600 by 4:30 p.m. on the day of the hearing. Comments and testimony received will be considered in preparing the final State AAP.

If access or communication assistance and/or services (e.g., large print, taped materials, sign language interpreter, or translator) are required to participate in this public hearing, please contact the HHFDC's Human Resources Office at 587-0501, by email at hhfdchr@hawaii.gov, by fax at 587-0600, or by written request at least ten business days before the hearing. Prompt requests help to ensure the availability of appropriate accommodations.

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Denise Iseri-Matsubara, HHFDC Executive Director

(TG1341852 9/20/21)



ICSP NO.: _____

STATE OF HAWAII - EXHIBIT B
AP-05 - Executive Summary
AP-12 - Participation

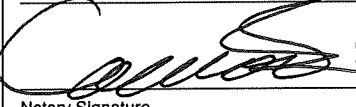
IN THE MATTER OF
NOTICE OF VIRTUAL PUBLIC HEARING

City and County of Honolulu

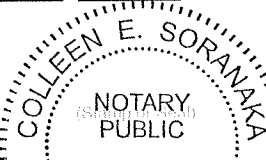
Doc. Date: SEP 24 2021 # Pages: 1

Notary Name: COLLEEN E. SORANAKA First Judicial Circuit

Doc. Description: Affidavit of
Publication

 SEP 24 2021

Notary Signature Date



Lisa Sakakida being duly sworn, deposes and says that she is a clerk, duly authorized to execute this affidavit of Oahu Publications, Inc. publisher of The Honolulu Star-Advertiser, MidWeek, The Garden Island, West Hawaii Today, and Hawaii Tribune-Herald, that said newspapers are newspapers of general circulation in the State of Hawaii, and that the attached notice is true notice as was published in the

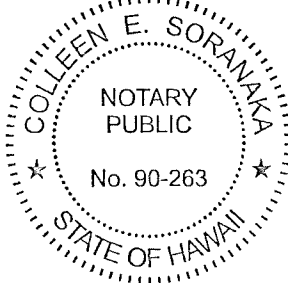
And that affiant is not a party to or in any way interested in the above entitled matter.

Lisa Sakakida

Subscribed to and sworn before me this 24th day of September A.D. 2021

Colleen E. Soranaka, Notary Public of the First Judicial Circuit, State of Hawaii
My commission expires: Jan 06 2024

Ad # 0001341849



(SA1341849 9/20/21)




ICSP NO.:

AP-12 - Participation

IN THE MATTER OF
NOTICE OF VIRTUAL PUBLIC HEARING

City and County of Honolulu

Lisa Sakakida being duly sworn, deposes and says that she is a clerk, duly authorized to execute this affidavit of Oahu Publications, Inc. publisher of The Honolulu Star-Advertiser, MidWeek, The Garden Island, West Hawaii Today, and Hawaii Tribune-Herald, that said newspapers are newspapers of general circulation in the State of Hawaii, and that the attached notice is true notice as was published in the

A circular notary seal for Colleen E. Soranaka, a Notary Public in the State of Hawaii. The seal features the text "COLLEEN E. SORANAKA" around the top inner edge, "NOTARY PUBLIC" in the center, "No. 90-263" below the center, and "STATE OF HAWAII" around the bottom inner edge. Two small stars are positioned on the left and right sides of the seal.

STATE OF HAWAII - EXHIBIT B
AP-05 - Executive Summary
AP-12 - Participation

AFFIDAVIT OF PUBLICATION

STATE OF HAWAII, }
County of Maui. } ss.

Kara Durr

being duly sworn
deposes and says, that she is in Advertising Sales of
the Maui Publishing Co., Ltd., publishers of THE MAUI NEWS, a
newspaper published in Wailuku, County of Maui, State of Hawaii;
that the ordered publication as to _____

NOTICE OF VIRTUAL PUBLIC HEARING

of which the annexed is a true and correct printed notice, was
published 1 time in THE MAUI NEWS, aforesaid, commencing
on the 7th day of October, 2021, and ending
on the 7th day of October, 2021, one day
inclusive), to-wit: on _____
October 7, 2021

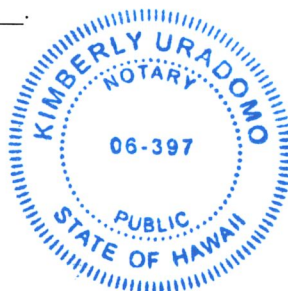
and that affiant is not a party to or in any way interested in the above
entitled matter.

This 1 page NOTICE OF VIRTUAL PUBLIC, dated
October 7, 2021,

was subscribed and sworn to before me this 14th day of
October, 2021, in the Second Circuit of the State of Hawaii,
by Kara Durr

Notary Public, Second Judicial
Circuit, State of Hawaii

Kimberly Uradomo
Commission exp: 07/02/2022



NOTICE OF VIRTUAL PUBLIC HEARING

(for consultation on housing needs)

Pursuant to 24 CFR Part 91, notice is hereby given that the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, will prepare an Annual Action Plan (AAP) for Program Year 2022-2023 (PY2022), as part of the Consolidated Plan (CP) process. In preparation for this AAP, HHFDC will consult with local governments and residents at public hearings to be held in each county. In support of ongoing efforts to curb the spread of the COVID-19 pandemic, hearings will be held via electronic means. HHFDC will conduct a virtual hearing with the County of Maui's Office of the Mayor's CDBG Program Office and the Department of Housing and Human Concerns' Housing Division on Friday, October 22, 2021 at 9:00 a.m. Connectivity information on attending the virtual public hearing can be found at: <https://bluejeans.com/105281438>. Meeting ID 105 281 438.

The CP's purpose is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments. To receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs, the State must have a housing strategy that has been approved by HUD.

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From Kauai: 274-3141

From Maui: 984-2400

From Molokai/Lanai: 1-800-468-4644

From Hawaii: 974-4000

Interested persons are invited to attend the hearing and state their views, orally or in writing, related to the housing and homeless needs to be considered in developing the State's AAP.

Please submit written testimony via email to hhfdcconsolidatedplan@hawaii.gov, by U.S. mail to HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813, or by fax to (808) 587-0600 by 4:30 p.m. on the day of the hearing. Comments and testimony received will be considered in preparing the final State AAP.

If access or communication assistance and/or services (e.g., large print, taped materials, sign language interpreter, or translator) are required to participate in this public hearing, please contact the HHFDC's Human Resources Office at 587-0501, by email at hhfdchr@hawaii.gov, by fax at 587-0600, or by written request at least ten business days before the hearing. Prompt requests help to ensure the availability of appropriate accommodations.

The 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.

Denise Iseri-Matsubara
HHFDC Executive Director
(MN: Oct. 7, 2021)



STATE OF HAWAII - EXHIBIT B
AP-05 - Executive Summary
AP-12 - Participation

HOME EXHIBIT A

PY2022 Planned HOME Funding Allocation

Referenced in

**AP-05 – Executive Summary and
AP-25 – Allocation Priorities**

PY2022 HOME FUNDING ALLOCATION

PY2022 HOME Allocation:

HOME Resources	County of Hawaii	County of Kauai	County of Maui	HHFDC	Total
FY2022 HOME					
Regular Project	\$0	\$2,250,000	\$0	\$0	\$2,255,000
CHDO Set-Aside	\$0	\$450,000	\$0	\$0	\$445,000
Administration	\$0	\$150,000	\$0	\$150,000	\$300,000
Subtotal – 2022 HOME Funds	\$0	\$2,850,000	\$0	\$150,000	\$3,000,000
Other HOME Funds					
Anticipated Program Income in 2022	<i>*\$250,000</i>	<i>*\$60,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$310,000</i>
Subtotal – Other HOME Funds	<i>\$250,000</i>	<i>\$60,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$310,000</i>
Total Available	\$250,000	\$2,910,000	\$0	\$150,000	\$3,310,000

Italics = HOME Program Income

** The Counties of Hawaii and Kauai will identify an eligible activity for use of Program Income in the next Program Year*

HTF EXHIBIT A

PY2022 HTF Allocation Plan

Referenced in

**AP-05 – Executive Summary and
AP-90 – Program Specific Requirements**

STATE OF HAWAII
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION
PROGRAM YEAR 2022
HOUSING TRUST FUND PROGRAM
ALLOCATION PLAN

I. INTRODUCTION

The Housing Trust Fund (HTF) program was created by Title I of the Housing and Economic Recovery Act of 2008, Section 1131 (Public Law 110-289) and is administered by the U.S. Department of Housing and Urban Development. The regulations which govern the HTF are contained in 24 CFR Part 93, Housing Trust Fund. The purpose of the HTF is to provide grants to State governments to increase and preserve the supply of decent, safe, and sanitary affordable housing for primarily extremely low-income (30% AMI) households, including homeless families. The Hawaii Housing Finance and Development Corporation (HHFDC) is designated as the HTF Grantee for the State of Hawaii.

II. DISTRIBUTION OF FUNDS

The Consolidated Plan identifies a substantial need for affordable housing throughout the State of Hawaii. Consequently, the HHFDC will make its allocation of HTF funds available on a statewide basis. HHFDC will fund projects through subgrantees (a unit of general local government that is selected to administer all or a portion of the state HTF program). The annual distribution is described below:

- a. HHFDC will retain 5% of the HTF annual allocation for allowable administrative and planning expenses.
- b. The balance of the HTF annual allocation will be provided to the County of Kauai, as a Subgrantee.
- c. The HTF program requires HHFDC to commit funds within 24 months of HUD's execution of the HTF grant agreement. Should a Subgrantee be unable to identify an eligible HTF project(s) and/or complete the tasks to meet the commitment requirements within a specified timeframe, HHFDC, in its sole discretion, shall seek alternate activities from the remaining Subgrantees.
- d. Should the remaining Subgrantees be unable to identify an eligible HTF project(s) and/or complete the tasks to meet the commitment requirements within a specified timeframe, HHFDC, in its sole discretion, shall seek alternate activities from eligible recipients.
- e. The HHFDC anticipates receiving \$3,000,000 in HTF funds for the Program Year 2022 – 2023, to be distributed as follows:

Fund Type	County of Kauai	HHFDC	Total
HTF Project Funds	\$2,700,000	\$0	\$2,700,000
Administration	\$150,000	\$150,000	\$300,000
Total HTF Funds	\$2,850,000	\$150,000	\$3,000,000

III. ELIGIBLE ACTIVITIES AND EXPENSES

Rental Housing - HHFDC will focus its HTF funds on providing affordable rental housing to 30% AMI households. HTF funds may be used for the production, preservation, and rehabilitation of affordable rental housing through the acquisition, new construction, reconstruction, or rehabilitation of nonluxury housing with suitable amenities.

Eligible activities and expenses include: real property acquisition, site improvements and development hard costs, related soft costs, conversion, demolition, financing costs, relocation assistance, operating cost assistance and reasonable administrative and planning costs for HTF program administration.

HHFDC does not intend to use HTF funds for refinancing of existing debt.

IV. ELIGIBLE RECIPIENTS

An organization, agency or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) is eligible to apply for HTF assistance as an owner or developer to carry out an HTF-assisted project. A recipient must:

- a. Make acceptable assurances to the Subgrantee/HHFDC that it will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
- b. Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;
- c. Demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and

- d. Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development.

V. APPLICATION AND AWARD PROCESS

Applications for the HTF are issued, accepted and selected by the applicable county housing agencies (Subgrantees) annually for funding consideration, subject to availability of funds. Should Subgrantees be unable to identify an eligible HTF project(s) within a specified timeframe, HHFDC shall seek alternate activities from eligible recipients. Applications are reviewed for eligibility and rated using the selection criteria. Each application must describe the eligible activity, in accordance with 24 CFR 93.200, to be conducted with HTF funds and contain a certification by each eligible recipient that housing units assisted with HTF will comply with the HTF requirements.

In addition, applications will include performance goals and bench marks that the Subgrantees/HHFDC will use to monitor efforts to accomplish the rental housing objectives.

STATE OF HAWAII SUBGRANTEES

City and County of Honolulu	County of Kauai
Department of Community Services	Kauai County Housing Agency
Kapalama Hale, Suite 200	Pi'ikoi Building
925 Dillingham Boulevard	4444 Rice Street, Suite 330
Honolulu, Hawaii 96817	Lihue, Hawaii 96766
County of Hawai'i	County of Maui
Office of Housing and Community Development	Department of Housing and Human Concerns
1990 Kinoole Street, Suite 102	2065 Main Street, Suite 108
Hilo, Hawaii 96720	Wailuku, Hawaii 96793

For PY 2022, the applicable Subgrantee to issue the HTF applications is the County of Kauai.

Minimum Thresholds:

Applicants must meet all of the following Minimum Threshold requirements to receive consideration for an allocation or award of HTF.

Failure to meet any Minimum Threshold shall result in the immediate rejection of the application.

1. **Market Assessment**
A market assessment of the housing needs of extremely low income individuals to be served by the project must be submitted as a part of the application. The assessment should review the neighborhood and other relevant market data to determine that there is current demand for the type and number of housing units being developed.
2. **Site Control**
Evidence of site control shall be submitted with the application for HTF funds. Site control shall be substantiated by providing evidence in the form of an executed lease or sales option agreement, fee simple deed, executed land lease, or any other documentation acceptable to the County. Evidence of site control must be provided for all proposed sites.
3. **Capital Needs Assessment (For projects acquiring an existing property.)**
To ensure that the proposed rehabilitation of the project is adequate and that the property will have a useful life that exceeds the affordability period, a capital needs assessment of the property by a competent third party shall be submitted with the application. A capital needs assessment is a qualified professional's opinion of a property's current physical condition. It identifies deferred maintenance, physical needs and deficiencies, and material building code violations that affect the property's use, structural and mechanical integrity, and future physical and financial needs. The Capital Needs Assessment shall identify any work that must be completed immediately to address health and safety issues, violation of Federal or State law, violation of local code, or any work necessary to ensure that the building can continue to operate as affordable housing.
4. **Debt Service Ratio**
 - a. **Projects with hard debt service requirements:**
 - i. The Project is required to evidence a Debt Service Ratio of no less than 1.15x on all hard debt service requirements for the first 15 years.
 - b. **Projects with no hard debt service requirements:**
 - i. The Project is required to evidence positive Net Operating Income throughout the 30-year proforma period.
 - c. **Hard Debt Service:**
 - i. Defined as scheduled regular and periodic principal and/or interest payments of project loan obligations made for its direct benefit, as evidenced by a note and loan agreement.
 - ii. The Applicant is required to support all hard debt service loans and terms with executed lenders' commitment letters, letters of interest, or term sheets.
 - d. **Underwriting Criteria and Requirements:**
 - i. Applicants are required to use the following parameters and assumptions in the preparation of the project proforma:
 1. Annual Income Inflation Rate of 2.0% and Annual Expense

- Inflation Rate of 3.0% for the first 15 years or term of the first mortgage, whichever is greater.
 - 2. Annual Income Inflation Rate of 2.0% and Annual Expenses Inflation Rate of 2.0% for the remaining term of affordability.
 - 3. Vacancy Rate of no less than 5.0%
 - 4. Annual Replacement Reserve Allocation of no less than \$300 per unit per year.
5. Phase I Environmental Site Assessment
All proposed multifamily (more than four housing units) HTF projects require a Phase I Environmental Site Assessment.
- For acquisition/rehabilitation projects, the Phase I Environmental Assessment should address lead based paint and asbestos.
6. Developer Fee
- i. New Construction – maximum developer fee of 15% of the total development costs or \$3,750,000 (whichever is less)
 - ii. Acquisition/Rehabilitation – maximum developer fee of 10% of the acquisition costs and 15% of the rehabilitation costs or \$3,750,000 (whichever is less).

VI. SELECTION CRITERIA

- a. Timeliness and Readiness to Proceed (Max. 30 pts.) – The proposed project is feasible and will meet the required timelines to commit and expend HTF funds. Applicants need to demonstrate project “readiness.” Factors to be considered are site control, financial commitments, environmental factors, zoning, utilities and site and neighborhood standards;
- b. Consolidated Plan Priorities (Max. 10 pts.) - The extent to which the project proposes accomplishments that will meet the rental housing objectives for both the HHFDC and the County. The HTF is primarily a production program meant to add units to the supply of affordable housing for extremely low-income households. Merits of the application in meeting the priority housing needs of the County where the project is located such as accessible to transit or employment centers, housing that includes green building and sustainable development features or housing that serves special needs populations;
- c. Developer Experience and Financial Capacity (Max. 25 pts.) - Applicant’s ability to obligate HTF dollars and undertake funded activities in a timely manner. Need to review evidence of experience in developing and managing projects of similar type and scope, staff qualifications, and fiscal soundness. In addition, applicants who have received federal funds in the past will be evaluated on the basis of their

past performance. Qualifications of the proposed project team, personnel and /or contractors to carry out the proposed project including proven record of experience with comparable projects;

- d. Financially Feasible Project (Max. 25 pts.) – Project pro forma to cover a minimum 30 year HTF affordability period and include rents that are affordable to extremely low-income households. Priority to be given for projects with extended affordability periods and project based rental assistance; and
- e. Use of Non-Federal Funding Sources (Max. 10 pts.) – Given the 30% AMI income targeting requirements, viable projects will require other funding sources compatible with HTF. Priority consideration to the extent project will use non-federal funding sources.

A minimum score of 50 points (out of the 100 total points) must be scored in order to be recommended for the award of HTF funds.

Successful Recipient(s) will receive a Notice of Award, which will state that the Subgrantee's intent to award HTF funds is subject to approval of the applicable HTF Allocation Plan/Action Plan by the County Council/Approving Authority, HHFDC and HUD.

VII. MAXIMUM PER-UNIT DEVELOPMENT SUBSIDY LIMITS

Each year, HHFDC must establish maximum limitations on the total amount of HTF funds that may be invested per-unit for development of non-luxury rental housing projects. The Public Housing Total Development Cost Limits (TDCs) for elevator structures, as annually published by HUD, have been adopted for the HTF program. HUD's data is based on construction cost indices for the area and is published annually by HUD's Office of Capital Improvements. The development costs of affordable rental housing across the state are generally higher in comparison but the TDCs provide a reliable maximum subsidy limit which will produce a greater number of HTF assisted units throughout the state. The limits are applicable statewide but, in the future, should HUD's data indicate that costs vary significantly across the state, the limits may be adjusted accordingly.

To allow greater flexibility, the maximum per-unit subsidy limits for HTF will be set at HUD's Public Housing Total Development Cost Limits (TDCs) for elevator structures, in effect at the time of commitment of HTF funds.

The current HTF limits are shown in the chart below:

Bedrooms	Maximum Per-Unit Subsidy Limit As of November, 2021
0	\$190,041
1	\$266,057
2	\$342,073
3	\$456,097
4+	\$570,122

VIII. REHABILITATION STANDARDS

Rehabilitation of multi-family projects that utilize HTF funds must comply with all applicable federal, state and local codes, ordinances, requirements, County HTF rehabilitation standards and the requirements of 24 CFR 93.301(b). At a minimum, the following property standards and requirements shall apply:

- 1) Health and Safety – If the housing is occupied at the time of initial inspection, all Life-Threatening Deficiencies must be identified and addressed immediately. See Appendix A which identifies all life-threatening deficiencies (Highlighted in yellow and bold) for the property site, building exterior, building systems, common areas and unit components.
- 2) Major Systems – All projects with 26 or more units are required to have the useful remaining life of the major systems determined with a capital needs assessment. Major systems include: structural support, roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; heating, ventilation, and air conditioning. If the useful life of one or more major system is less than the affordability period, it must be replaced or rehabilitated or a replacement reserve must be established and monthly deposits made to the reserve account to adequately repair or replace the systems as needed.
- 3) Lead Safe Housing Rule – All HTF-funded rehabilitation must meet the requirements of the Lead Safe Housing Rule at 24 CFR Part 35.
- 4) Accessibility – Assisted housing must meet the accessibility requirements at 24 CFR part 8 (implementing section 504 of the Rehabilitation Act of 1973) and Titles II and III of the Americans with Disabilities Act implemented at 28 CFR parts 35 and 36. For “covered multifamily dwellings,” as defined at 24 CFR 100.205, standards must require that the housing meets the design and construction requirements at 24 CFR 100.205. (Note that grantees may use HTF funds for other improvements that permit use by a person with disabilities, even if they are not required by statute or regulation.)

5) Disaster Mitigation – Housing must meet state and local requirements for disaster mitigation, or requirements established by HUD, where they are needed to mitigate the risk of potential natural disasters.

6) Local/state or national codes - All rehabilitation projects must meet all applicable federal, state and local codes, standards, ordinances, rules, regulations and requirements by project completion. In cases where standards differ, the most restrictive standard will apply. The State of Hawaii has adopted the 2006 International Building Code (2006 IBC) and the 2006 International Energy Conservation Code (2006 IECC). Should the adopted codes be modified or updated, the newly adopted code standard will apply. See local government agencies for additionally adopted codes. In the absence of local building codes, the housing must meet the International Existing Building Code of the International Code Council.

7) Uniform Physical Condition Standards (UPCS) – Upon completion, the project and units must be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation (“Appendix A”) identifies the type and degree of deficiencies that shall be addressed.

Uniform Physical Condition Standards (UPCS) for Multifamily Housing Rehabilitation

All projects funded with HTF will be required to meet HUD's UPCS to ensure housing will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. Standards include the UPCS inspectable items and observable deficiencies for the site, building exterior, building systems, common areas, and units.

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency That Must Be Addressed
NOTE: Deficiencies highlighted in yellow are life-threatening and must be addressed immediately if the housing is occupied.		
Requirements for Site:		
Fencing and Gates	Damaged/Falling/Leaning	An exterior fence, security fence, or gate is damaged and does not function as it should or could threaten safety or security.
	Holes	Hole in fence or gate is larger than 6 inches by 6 inches
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security
Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable or there is a rut larger than 8 inches wide by 5 inches deep.
	Overgrown/Penetrating Vegetation	Plants have visibly damaged a component, area or system of the property or has made them unusable or unpassable
	Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for its intended purpose due to poor drainage or ponding
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)

	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling, or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing
	Signs Damaged	The project sign is not legible or readable because of deterioration or damage
Parking Lots/ Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard

	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles

Play Areas and Equipment	Damaged/Broken Equipment	Equipment poses a threat to safety and could cause injury
	Deteriorated Play Area Surface	More than 50% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris, causing backup into adjacent areas or runoffs into areas where runoff is not intended
Walkways/Steps	Broken/Missing Hand Railing	The hand rail for four or more stairs is missing, damaged, loose or otherwise unusable
	Cracks/Settlement/Heaving	Cracks greater than ¼", hinging/tilting, or missing section(s) that affect traffic ability over more than 5% of the property's walkways/steps
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling-larger than 4 inches by 4 inches--that affects traffic ability
Requirements for Building Exterior:		
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Damaged/Missing Screen/Storm/Security Door	A security door that is not functioning or is "missing" (Security door should be there but isn't there)
	Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any exterior door that is missing

Fire Escapes	Blocked Egress/Ladders	Stored items or other barriers restrict or block people from exiting
	Visibly Missing Components	Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing
Foundations	Cracks/Gaps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material—rebar or other

Health and Safety	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk

	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Lighting	Broken Fixtures/Bulbs	20% or more of the lighting fixtures and bulbs surveyed are broken or missing
Roofs	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible
	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible
	Damaged/Clogged Drains	The drain is so damaged or clogged with debris that the drain no longer functions—as shown by ponding
	Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
	Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration
	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials
Walls	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 50% of the exterior paint is cracking, flaking, or otherwise deteriorated. Water damage or related problems have stained the paint.

Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
	Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks
Requirements for Building Systems		
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney
	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire

	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required

Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling, or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered

		in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards – Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing to the point that the system or pumps should be shut down.
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
	Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing
Requirements for Common Areas		
Basement/Garage/Carport	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	More than 10% of cabinet, doors, or shelves are missing or the laminate is separating

Community Room	Call for Aid - Inoperable	The system does not function as it should
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long
Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 square foot
Lobby	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate-not a sanitary surface to prepare food
Office	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	A restroom door, entry door, or fire door that does not function as it should or cannot be locked because of damage to the door's hardware
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
Storage	Doors - Damaged/Missing Screen/Storm/Security Door	Any security door that is not functioning or is missing
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space
	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
	Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any

		evidence of water leaks in the enclosure or hardware
	Electrical - Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Electrical - Missing Breakers	Any open and/or exposed breaker port
	Electrical - Missing Covers	A cover is missing, which results in exposed visible electrical connections
	Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floors - Floor Covering Damaged	More than 50% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Floors - Missing Floor/Tiles	More than 50% of the flooring or tile flooring is missing
	Floors - Peeling/Needs Paint	Any painted flooring that has peeling, cracking, flaking, or missing paint if the affected area is more than 4 square feet
	Floors - Rot/Deteriorated Subfloor	Large areas of rot--more than 4 square feet--and applying weight causes noticeable deflection.
	Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 square foot

	GFI - Inoperable	The GFI does not function
	Graffiti	Graffiti in 6 or more places
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
	HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	HVAC - Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged

	Lavatory Sink - Damaged/Missing	The sink or associated hardware have failed or are missing. The sink cannot be used
	Lighting - Missing/Damaged/Inoperable Fixture	In more than two rooms, permanent lighting fixtures are missing or not functioning and no other switched light source is functioning in the room
	Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing
	Outlets/Switches/Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
	Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchairs, or using walkers
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable	The exhaust fan does not function
	Range/Stove - Missing/Damaged/Inoperable	Two or more burners are not functioning or oven is not functioning
	Refrigerator - Damaged/Inoperable	The refrigerator does not cool adequately for the safe storage of food
	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Shower/Tub - Damaged/Missing	The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.
	Sink - Missing/Damaged	The sink or hardware is either missing or not functioning
	Smoke Detector - Missing/Inoperable	Smoke detector is missing or does not function as it should
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
	Stairs - Broken/Missing Hand Railing	The hand rail for 4 or more stairs is missing, damaged, loose or otherwise unusable
	Ventilation/Exhaust System - Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Walls - Damaged	Any hole in the wall greater than 2 inches by 2 inches

	Walls - Damaged/Deteriorated Trim	More than 50% of the wall trim has significant areas of deterioration
	Walls - Peeling/Needs Paint	Peeling, cracking, flaking, or otherwise deteriorated paint over more than 4 square feet on any wall
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 square foot
	Water Closet/Toilet - Damaged/Clogged/Missing	The bowl is fractured or broken and cannot take in water, water closet/toilet cannot be flushed, because of obstruction or another defect or there is a hazardous condition
	Windows - Cracked/Broken/Missing Panes	Missing or cracked panes of glass
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/Needs Paint	More than 10% of interior window paint is cracking, flaking or otherwise failing
	Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion

	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk

Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence
Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed
Requirements for Units:		
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose

	Lavatory Sink - Damaged/Missing	The sink cannot be used, because the sink or associated hardware is missing or has failed.
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	The shower, tub, faucets, drains, or associated hardware is missing or has failed.
	Ventilation/Exhaust System – Absent/Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	The bowl is fractured or broken or the water closet/toilet is missing, hazardous or cannot be flushed
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 square foot
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should

	Missing Door	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality
Electrical System	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components

		that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	GFI - Inoperable	The GFI does not function
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Covers	A cover is missing, which results in exposed visible electrical connections
Floors	Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floor Covering Damage	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Missing Flooring Tiles	Missing or broken flooring causes a single safety problem
	Peeling/Needs Paint	Any painted flooring that has peeling, cracking, flaking, or missing paint if the affected area is more than 4 square feet
	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 square foot
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods

	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Hot Water Heater	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases

	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	The exhaust fan does not function or you estimate that the flue may be completely blocked
	Range/Stove - Missing/Damaged/Inoperable	The unit is missing or 2 or more burners or the oven is not functioning
	Refrigerator- Missing/Damaged/Inoperable	The refrigerator is missing or it does not cool adequately for the safe storage of food

	Sink - Damaged/Missing	The sink or hardware is either missing or not functioning.
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
Outlets/Switches	Missing	An outlet or switch is missing
	Missing/Broken Cover Plates	A cover plate is missing, which causes wires to be exposed
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	Missing/Inoperable	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail for four or more stairs is missing, damaged, loose or otherwise unusable
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of vertical alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 square foot
Windows	Cracked/Broken/Missing Panes	Missing or cracked panes of glass
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing

	Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
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HTF EXHIBIT B

PY2022 Planned HTF Funding Allocation

Referenced in

**AP-05 – Executive Summary and
AP-25 – Allocation Priorities**

PY2022 HTF FUNDING ALLOCATION

\$3,000,000

HTF activities are rental housing projects. HTF-assisted units will serve households with incomes at or below 30% AMI.

***PY2022 HTF Allocation:**

HTF Activity	County of Kauai	HHFDC	Total
New Construction/Acquisition/Rehabilitation of Affordable Rental Housing	\$2,700,000	\$0	\$2,700,000
Administration	\$150,000	\$150,000	\$300,000
Total PY2022 HTF Funds	\$2,850,000	\$150,000	\$3,000,000

*For PY2022, the City and County of Honolulu will not receive an allocation of HTF funds from HHFDC and will use the time to build capacity to administer the HTF program. Since the County of Kauai is the designated county to receive the neighbor island portion of the PY2022 HTF allocation, it will receive Honolulu's portion as well.

ESG EXHIBIT A

Emergency Solutions Grant

PARTNER AGENCIES

(FACILITIES AND SERVICES)

Referenced in

AP-10 Consultation

PARTNER AGENCIES (FACILITIES AND SERVICES)

HEALTH

Hawaii:

- Care Hawaii
- Bay Clinic, Inc.
- Hui Malama Ola Na Oiw
- Lokahi Treatment Centers
- Big Island Substance Abuse Council
- Hawaii County Fire Department, Emergency Medical Services Division
- Mental Health Kokua
- Hawaii State Department of Health
- Department of Health – Public Health Nursing
- Aloha Toxicology
- CHOW Project
- West Hawaii Community Health Center
- Project Vision – Hie Hie
- Kumukahi Health & Wellness
- ADRC- Office of Aging
- Family Support Hawaii – Early Head Start
- Hawaii County Economic Opportunity Council (HCEOC)

Kauai:

- Kaua'i Community Health Center
- Malama Pono Health Services
- Department Of Health
- Ho'ola Lahui Hawaii Health Centers
- Aloha Care
- Project Vision Hawaii
- Wilcox Hospital
- VA Clinic
- Mental Health Kōkua
- Hale 'Opio Kauai

Maui:

- Aloha House
- Behavioral Health Services of Maui
- CHOW Program
- Community Clinic of Maui
- Department of Health, Dr. Lorrin Pang
- Family Health Services Division, Maui DHO
- Hana Health Center
- Hui No Ke Ola Pono
- Maui AIDS Foundation
- MCC Health Center

- Maui Public Health Nurse
- Mental Health Kokua
- Maui Memorial Medical Center
- Mental Health of America – Maui Branch

LAW ENFORCEMENT / LEGAL AID

Hawaii

- Hawaii County Community Police Officers
- Hawaii County Prosecutor's Office
- Hawaii County Parks and Recreation
- Legal Aid Society – Hawaii Island
- Catholic Charities – Immigration Services

Kauai

- Legal Aid Society
- Child & Family Services
- Hawai'i State Judiciary – Fifth Circuit self-help center
- County of Kauai Parks Dept.
- Dept of Land & Natural Resources
- Dept of Hawaiian Homelands
- SOH Dept of Transportation
- Kauai Police Dept.

Maui

- Child and Family Services
- County of Maui Parks and Recreations/Rangers
- Department of Public Safety
- Hawaii Paroling Authority
- Legal Aid Society
- Maui County Community Police Officers

EDUCATION SERVICES

Hawaii

- University of Hawaii, Hilo
- Department of Education – McKinney-Vento Liaisons
- Child & Family Services

Kauai

- Kaua'i Community College
- SOH Dept of Education McKinney-Vento Program

Maui

- Maui Economic Opportunities, Inc. (MEO)
- Mental Health of America – Maui Branch
- University of Hawaii, Maui College

EMPLOYMENT SERVICES

Hawaii

- Hawaii County Research and Development
- Hawaii County Economic Opportunity Council
- Alu Like: Employment and Training
- American Job Center – Hawaii Island
- Department of Labor
- Kona-Kohala Chamber of Commerce

Kauai

- American Job Center-Kauai Branch.
- Alu Like: Employment & Training
- Department of Vocational Rehabilitation
- Disability Resource Center
- DHS-First to Work
- Goodwill Industries

Maui

- Goodwill Job Connections
- Maui Economic Opportunity, Inc
- Maui Job Corp
- People Ready (formerly Labor Ready)
- Vocational Rehabilitation

YOUTH SERVICES

Hawaii

- Salvation Army Family Intervention Services
- Child & Family Services
- Paying It Forward

Kauai:

- Hale Opio Kauai
- Alu Like
- Child & Family Services
- Catholic Charities Hawaii
- Liliuokalani Trust
- SOH Dept of Education McKinney-Vento

Maui

- Maui Youth and Family Services
- Maui Economic Opportunities, Inc. (MEO) Youth Program

FOOD

Hawaii

- ICIA – Faith Based Community Action Group

- Hawaii Island Food Basket
- The Salvation Army

Kauai

- Kaua'i Independent Food Bank
- Hawai'i Food Bank, Kaua'i Branch
- The Salvation Army
- Child & Family Services
- Kauai Economic Opportunity
- Ohana Christian Fellowship
- All Saint's Church
- Westside Christian Center
- Hale Opio Kauai
- King's Chapel
- Church of the Pacific
- St. Michael's Church

Maui

- A Cup of Cold Water: Partnership of churches offering donated material goods, food, water to homeless and needy people in some of the more remote areas of Maui.
- Family Life Center
- Feed My Sheep: Food Pantry Program
- Hale Kau Kau (St. Theresa Church)
- Ka Hale A Ke Ola
- Maui Food Bank
- Salvation Army
- The Special Supplemental Nutrition Program for **Women, Infants, and Children (WIC)**

VETERAN SERVICES

Hawaii

- Salvation Army Family Intervention Services
- Hilo VET Center

Kauai:

- Hale Opio Kauai
- Dept of Veteran's Affairs
- Catholic Charities Hawai'i
- Veteran's Center
- VA Vocational Rehab
- VA Crisis Line
- VA Clinic
- US Vets Shelter & SSVF Program

Maui

- U.S. Department of Veteran Affairs
- Salvation Army

ESG EXHIBIT B

Emergency Solutions Grant Standards for Providing Assistance

Referenced in

AP-90 Program Specific Requirements

1. HISTORY

The new Emergency Solutions Grant (ESG) was authorized by Section 1503 of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, signed into law on May 20, 2009 (Pub.L. 111-22). Formerly known as the Emergency Shelter Grant program, the program was re-named to signify a shift to homelessness prevention assistance for at-risk individuals and families and rapid re-housing activities to assist homeless individuals and families who are living on the streets or in shelters into permanent housing. Additionally, ESG continues to fund emergency shelter operational costs.

As the primary grantee for ESG funding, the State of Hawaii (State) Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Homeless Programs Office (HPO) shall follow, and require that all ESG grant subrecipients follow rules and regulations as stated in 24 CFR Part 576, applicable Hawaii Administrative Rules, Request for Information and subrecipient agreements.

2. PROGRAM PURPOSE AND GOALS

The State's goal is to create a coordinated network of providers and jurisdictions working collaboratively to address the needs of the homeless by identifying and eliminating the gaps in the homeless Continuum of Care (CoC) system. The DHS/HPO role in the process for developing the CoC systems in each county is as follows:

- a. To support the development and expansion of a locally developed Chapter of the larger CoC in each of the Counties, and to promote efforts to develop the CoC to meet HUD requirements;
- b. To work with federal, State, and local government agencies to coordinate efforts and resources to effectively provide for homeless families and individuals;
- c. To ensure that the needs of all homeless sub-populations are addressed and included in the locally developed CoC systems;
- d. To support agencies in the provision of services which promote the homeless CoC systems;
- e. To continue to promote and encourage public awareness and understanding of the causes and problems associated with homelessness and to stimulate the participation in efforts to address homelessness throughout the State; and
- f. To develop an effective mechanism for leveraging resources in the development and submission of grant applications for federal funds.

As part of the State's CoC system for homeless individuals and families, the ESG program provides homeless persons with financial and other support/assistance to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness.

The goals of the ESG program are to provide services that will:

- a. Improve the quality of emergency shelters for the homeless,
- b. Help meet the costs of operating an emergency shelter,
- c. Provide essential Supportive services to homeless individuals.
- d. Assist homeless individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness.
- e. Reduce the number of individuals and families at-risk of losing their homes or are experiencing homelessness through the funding of Homelessness Prevention and Rapid Re-Housing (RRH) activities.

3. FUNDING

The 5 Year Consolidated Plan is a planning document that ensures that jurisdictions receiving federal assistance plan for the housing and related needs of low-income and moderate-income families to improve the availability and affordability of decent, safe, and sanitary housing in suitable living environments. The annual Action Plan identifies the objectives targeted to address priority needs for the Program Year. It is also an application for funds under the U. S. Department of Housing and Urban Development's (HUD) formula grant programs: HOME Investment Partnerships (HOME), National Trust Fund (NTF), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs. The HOME and NTF programs are administered by the State's Hawaii Housing Finance and Development Corporation (HHFDC) and the ESG and HOPWA programs are administered by DHS/HPO.

HHFDC acts as the lead agency which consolidates and submits the Annual Action Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. The AAP involves consultation with government housing agencies, each jurisdiction's continuum of care planning group, working group meetings with public and private service providers, public hearings to solicit input on housing needs and priorities, the publication of notices in a newspaper of general circulation, and on HHFDC's website to solicit public comments on the draft AAP. DHS is the collaborative applicant for the neighbor island Continuum of Care (CoC), called Bridging the Gap (BTG), which includes the counties of Maui, Kauai and Hawaii. DHS/HPO is directly responsible for collecting and evaluating overall State and county information, strategic plans, and data necessary for the Homeless and Special Needs sections of the AAP; chronicling the information in narrative forms,

spreadsheets, and tables; and inputting them into the Integrated Disbursement and Information System (IDIS).

4. PROGRAM COMPONENTS

Eligible program components for the State ESG Program include:

- a. Emergency Shelter (Operations)
- b. Homelessness Prevention
- c. Rapid Re-housing
- d. Homeless Management Information System (HMIS)
- e. Administrative costs

ELIGIBLE ACTIVITIES*

The State shall follow, and require that all sub-recipients comply with rules and regulations as stated in 24 CFR, Subpart B, § 576.101-108. Eligible activities for the State ESG Program include:

Emergency shelter: The DHS/HPO is allowing operational costs for emergency shelters as the sole eligible activity in the use of ESG funds designated for emergency shelters. ESG is the only federal funding stream available to emergency shelters. Therefore, the DHS/HPO in consultation with BTG, has deemed that the modest funding level should be used primarily on emergency shelter operational costs.

Pursuant to Title 42 United States Code 11371, the term operating costs means expenses incurred by the recipient operating a facility assisted under this subtitle with respect to a) the administration, maintenance, repair, and security of such housing; and b) utilities, fuels, furnishings, and equipment for such housing.

Not more than ten percent (10%) of a recipient's grant amount for Operations may be used for costs of staff.

Ineligible activities include, but are not limited to the following: recruitment or on-going training of staff; depreciation; staff training, entertainment, conferences, or retreats; public relations or fund raising; bad debts or late fees; mortgage payments; or costs associated with the organization rather than the shelter, including but not limited to advertisements, pamphlets, and surveys.

Homeless Prevention / Rapid re-housing (HP/RRH): The DHS/HPO is allowing funding allocated to HP/RRH to be used for temporary financial assistance to individuals and families who are homeless or would be homeless if not for this assistance. Short term (3 months or less) and medium term (4-24 months) rental

assistance will allow individuals and families to remain in their existing rental units, or will help them obtain and remain in rental units they select. Other financial assistance will come in the form of security and utility deposits, temporary utility payments, moving costs, and housing stabilization services such as case management, credit repair/budgeting, and mediation and legal services associated with housing.

Housing re-location and stabilization services are allowable activities for BOTH HP/RRH components. Services may include housing search/placement, housing stability case management, mediation and legal services, and credit repaid/budgeting/money management assistance. Financial assistance under housing re-location and stabilization can include moving costs, rent application fees, security deposit, last month's rent, utility deposit and utility payments.

Short term (3 months) and medium term (4-24 months) rental assistance can be up to 24 months of rental assistance during any three year period, including one-time payment for up to 6 months of rent arrears on the tenant's portion of the rent. Standards for rental assistance include Fair Market Rental (FMR) limits, rent reasonableness, minimum habitability standards, and rental assistance agreement and lease. Rental assistance cannot be provided to a household receiving rental assistance from another public source for the same time period (except for a one-time payment of up to 6 months of arrears).

HMIS: Eligible activities for the State HMIS component includes maintaining and upgrading HMIS software or data; backing up, recovering or repairing HMIS software or data; monitoring and reviewing data quality; utilizing HMIS data for required HUD and State reports; and administering the system.

Administrative costs: The State shall retain 5% of the total grant amount and will allow the sub-recipients 2.5% of their respective contract amounts for administrative costs.

** In program year 2020, due to the unforeseen onset of the COVID19 pandemic, the Annual Action Plan was amended to include Essential Services under the Shelter component, and added Street Outreach as a new component allowable through the ESG CARES Act programs.*

5. ELIGIBLE PARTICIPANTS

- a. Participants of the ESG Program must meet one of the following definitions of homelessness:

Category 1 – Literally Homeless

- (1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Category 2 – Imminent Risk Of Homelessness

- (2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing

Category 3 – Homeless Under Other Federal Statutes

- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers (Not applicable under Bridging the Gap homeless programs.)

Category 4 – Fleeing/Attempting To Flee Domestic Violence

- (4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

b. Eligibility by Component:

Emergency Shelter (ES):

Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects:

- ☐ Category 1 – Literally Homeless
- ☐ Category 2 – Imminent Risk of Homeless
- ☐ Category 3 – Homeless Under Other Federal Statutes
- ☐ Category 4 – Fleeing/Attempting to Flee DV

Rapid Re-Housing (RRH):

Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects:

- ☐ Category 1 – Literally Homeless
- ☐ Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)

Priority shall be given to eligible homeless families and persons based on prioritization of potential program participant's vulnerability and need assessed through the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDSAT), as follows:

- a. RRH projects will be targeted to the highest-need households, to the maximum extent possible, within the applicable VISPDAT vulnerability score range.
- b. Eligible households with higher barriers to housing shall be screened in and will not be subjected to additional criteria designed to determine whether a household is housing-ready (i.e., sobriety, employability, willingness to participate in services, etc.).
- c. All households served in CoC- and ESG-funded RRH projects must be referred through BTG's Coordinated Entry System using its current prioritization method.
- d. There shall be no project-specific waiting lists or project-specific prioritization policies that exist outside of BTG CES.

Homelessness Prevention (HP):

Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects:

- ☐ Category 2 –Imminent Risk of Homeless
- ☐ Category 3 – Homeless Under Other Federal Statutes
- ☐ Category 4 – Fleeing/Attempting to Flee DV

Individuals and Families who are defined as "At Risk of Homelessness" are eligible for assistance in HP projects.

HP projects have the following additional limitations on eligibility with homeless and at risk of homeless:

- ☐ Must only serve individuals and families that have an annual income below 30% of AMI

6. DOCUMENTING ELIGIBILITY

Agencies receiving grant funding under the ESG programs must document and maintain records related to participant eligibility and the services provided to participants. Each client file must include documentation of homelessness or at-risk status and other program eligibility. Agencies shall comply with HUD's recordkeeping and reporting requirements (24 CFR §576.500).

Listed below are the order of priority for documentation of homelessness:

- a. Third Party: Preferred method of documentation. This step must be attempted first.
 - (1) Oral or written verification from a third party verifying current homeless status of client.
 - (2) The written documentation must include reference to type of homelessness to determine which HUD Category the person meets. Written documentation includes official communication (written on agency letterhead or program template), signed and dated by appropriate third party representative.
 - (3) Third party source can be: case manager, outreach worker, landlord evicting person, or family/friend who is terminating the person's residency.
 - (4) Written verification can include HMIS report or other already available documentation.
 - (5) Recorded oral statements by intake staff and/or third party providing verification, with signed/dated attestation.
- b. Intake staff observation: Allowable after unsuccessfully attempting Third Party documentation.
 - (1) Homeless program staff self-verifies status based on observation, program record or HMIS record.
 - (2) Documentation must be written, include information related to type of homelessness, and include how staff first attempted to obtain Third Party verification. Must be signed and dated by intake staff as true and complete.
- c. Self-certification: Allowable only after unsuccessfully attempting third party or intake observation.
 - (1) Letter written and signed by client (head of household) briefly explaining homelessness and that they have no resources or safe place to stay.
 - (2) Due diligence documentation by intake staff describing efforts to obtain third party documentation, outcome of efforts including obstacles, and signed/dated by intake staff as true and complete.
- d. Additional guidance for documenting homeless status:
 - (1) Intake workers are responsible for obtaining the evidence of homeless status, not the client.
 - (2) An intake worker should not contact anyone for documentation that the client feels would jeopardize his or her safety.

- (3) Self-certification from the person that they meet homeless criteria of HUD Category can be accepted in most instances, but Third Party and Intake Observation must first be attempted and documented.
- (4) When documenting homeless status using Category 4 (fleeing or attempting to flee domestic violence), the intake worker needs to ask only enough questions to understand the situation.

7. OTHER PROGRAM ELIGIBILITY VERIFICATION:

- a. Document compliance with any other program eligibility criteria specific to the individual project. Service providers must keep records that outline the services and financial assistance provided for all participants, including:
 - (1) Evidence that, at a minimum, quarterly assessments of service needs were completed (certain programs require more frequent assessments).
 - (2) When a participant is terminated from the program, evidence that all applicable federal requirements were followed.
- b. Annual Income: For the purposes of documenting eligibility upon re-evaluation (household is at or below 30% of the area median income according to HUD), and when any kind of rent is paid by program participants, service providers must keep the following documentation of annual income:
 - (1) Income evaluation form
 - (2) Supporting documentation of sources of income options:
 - Minimum of 2 reflecting frequency of pay and current within 30 days
 - W-2 forms if applicable
 - Pay stubs, SSI/SSDI award letter/printout, child support statement, EBT statement for TANF
 - (3) Self declaration of income: Notarized statements or affidavits signed by applicant and authorized service provider representative that describe amount and source of income.
- c. Proof of Need:
 - Documentation provided by participant to determine amounts/types of assistance needed for the household to gain stability in permanent housing
 - Utility bills, lease, arrears, eviction documentation
- d. Households assisted with rental assistance must have or obtain a written lease for the rental unit.

8. DOCUMENTATION REQUIREMENTS

Category	Definition	Required Document	Eligibility by Component
1. Literally Homeless	Household lacks a fixed, regular, and adequate nighttime residence, meaning: a. Has a primary nighttime residence that is a public or private place not meant for human habitation; b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); OR c. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution	<ul style="list-style-type: none"> • Written observation by the outreach worker; or • Written referral by another housing or service provider; OR • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; <p>For individuals exiting an institution – one of the forms of evidence above AND:</p> <ul style="list-style-type: none"> o Discharge paperwork or written/oral referral, OR o Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited the institution 	<ul style="list-style-type: none"> • Emergency Shelter • Transitional Housing • Rapid Re-Housing • Permanent Supportive Housing
2. Imminent Risk of Homelessness	Household will imminently lose their primary nighttime residence, provided that: a. Residence will be lost within 14 days of the date of application for assistance; AND b. No subsequent residence has been identified; AND c. Household lacks the resources or support networks needed to obtain other permanent housing	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the household that they must leave; OR • For households leaving a hotel or motel: evidence that they lack the financial resources to stay; OR • A documented and verified oral statement; AND • Certification that no subsequent residence has been identified; AND • Self-certification or other written documentation that the household lacks the financial resources and support necessary to obtain permanent housing 	<ul style="list-style-type: none"> • Prevention • Emergency Housing (if household will become Literally Homeless that night)

<p>3. Homeless under other Federal Statutes</p>	<p>Unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <p>(i) Are defined as homeless under the other listed federal statutes;</p> <p>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</p> <p>Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.</p>	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute, AND • Certification of no permanent housing in last 60 days; AND • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; AND • Documentation of special needs or 2 or more barriers 	<p>Not applicable under Bridging the Gap homeless programs</p>
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<p style="text-align: center;">4. Fleeing/ attempting to flee domestic violence</p>	<p>Any household who:</p> <ul style="list-style-type: none"> a. Is fleeing, or is attempting to flee, domestic violence; b. Has no other residence; AND c. Lacks the resources or support networks to obtain other permanent housing 	<ul style="list-style-type: none"> • For victim service providers: <ul style="list-style-type: none"> o An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker • For non-victim service providers: <ul style="list-style-type: none"> o Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where safety is not jeopardized, the oral statement must be verified; AND o Certification by the individual or head of household that no subsequent residence has been identified; AND o Self-certification, or other written documentation, that the household lacks the financial resources and support to obtain other permanent housing. 	<ul style="list-style-type: none"> • Prevention • Emergency Shelter • Transitional Housing • Rapid Re-Housing • Permanent Supportive Housing
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9. REQUIRED DOCUMENTS FOR IDENTIFICATION AND TENANCY

a. Verification of Legal Identity (Adults)

Options (must be original and show picture, name and date of birth):

- Current, valid driver's license
- Current U.S. passport
- Certificate of birth, naturalization papers
- U.S. military discharge (DD 214)
- Current employer identification card

b. Verification of Legal Identity (Children)

Options (must be original and show name and date of birth):

- Certificate of birth
- Adoption papers
- Custody agreement
- Health and Human Services ID
- Certified school records

c. Social Security Number

Options (must be original document for each member of the household):

- Social Security card
- Original document issued by a federal or state government agency which contains the name, SSN, and other identifying information of the individual
- Driver's license with SSN
- Identification card issued by a medical insurance provider, or by an employer or trade union.
- Earnings statements on payroll stubs
- Bank statement
- Tax Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

10. DETERMINING RENTAL ASSISTANCE LIMITS

- a. Each household may receive up to 24 months of assistance.
- b. Maximum financial assistance per household is up to the Fair Market Rent standards and must comply with HUD's rent reasonableness standards.
- c. Service providers shall conduct income and rent calculations to determine if participants may be required to contribute towards rental costs. The tenant share shall not exceed:
 - (1) 30 percent of the family's monthly adjusted income (adjustment factors include the number of people in the family, age of family members, medical expenses, and child-care expenses); or
 - (2) 10 percent of the family's monthly income; or
 - (3) If the family is receiving payments for welfare assistance from a public agency and a part of the payments (adjusted in accordance with the family's actual housing costs) is specifically designated by the agency to meet the family's housing costs, the portion of the payments that is designated for housing costs. Income must be calculated in accordance with 24 CFR 5.609- Annual Income, and 24 CFR 5.611(a) - Adjusted Income.

- d. A program participant's total contribution toward rent and utilities must be impartially and consistently applied to all participants served in ESG-funded RRH programs.
- e. If the participant pays separately for utilities, the monthly utility allowance established by the Public Housing Authority serving the area in which the housing is located shall be utilized.
- f. Rental assistance shall be provided in a flexible and progressive manner that is adapted to the household's needs.
- g. Participants will be evaluated every 3 months to determine if further assistance is needed. All documents required at entry will be required at reevaluation.
- h. Service providers shall have policies detailing its approach to determine amount and duration of rental assistance, including decision-making guidelines and reevaluation processes.
- i. Documentation to determine amount or percentage of rent/utilities to be paid by the program participant, and duration of financial assistance shall be retained in the participant's file.

11. MATCH REQUIREMENTS

The State shall follow, and require that all sub-recipients follow, match requirement rules and regulations as stated in 24 CFR § 201.

12. HOUSING FIRST (HF)

The sub-recipient shall provide services in a manner that is consistent with the HF approach as described below.

- a. Low barrier to entry and ongoing program participation

Offer households immediate access to outreach, shelter, and permanent housing as appropriate without unnecessary prerequisites. This includes, but is not limited to:

- i. Admission practices that are welcoming and low barrier, do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
- ii. Not rejecting applicants on the basis of credit, rental history, criminal history, or other factors that might indicate a lack of "housing readiness." sub-recipient shall consider criminal history and other factors on a case-by-case basis as necessary to ensure the safety of participants and staff.

Offer households experiencing homelessness ongoing access to services until they secure permanent housing. This includes, but is not limited to the following:

- i. Not establishing arbitrary time limits on length of program participation.
- ii. Limiting program rules to a brief list of requirements that are necessary to ensure participant and staff health and safety, allowing participants who may be under the influence of drugs and/or alcohol to remain in the program as long as their behavior does not present a health or safety threat, and not removing participants for non-participation in services.
- iii. Assessing participant openness to and supporting behavioral change to assist participants in meeting program health and safety expectations.
- iv. Removing participants from a program(s) only for as long as necessary to ensure their health and safety and connecting them to appropriate services and resources.
- v. Ensuring that an independent appeals process is in place and participants are notified of the process verbally and in writing to allow participants to contest involuntary temporary removal or discharge from a program.

13. GENERAL PROGRAM REQUIREMENTS

a. Grievance Procedures:

The State requires that the sub-recipient have a formal and documented process that provides due process to the applicant/participant served or seeking services, including Grievance Procedures. The sub-recipient is required to give the applicant/participant written notification of Grievance Procedures when assistance is terminated or denied. The written notice shall contain:

- i. a clear statement of the reasons for termination or denial of assistance
- ii. the specific date when assistance will cease
- iii. the right of the applicant/participant to request a review of the decision
- iv. instructions on how to evoke this review
- v. the right of the applicant/participant to review the records
- vi. the right to legal counsel at the sole expense of the applicant/participant

Upon request, a formal review of the decision, including the questioning of witnesses and presentation of evidence, shall be conducted before a person other than the person who made the decision on review. The sub-recipient shall render a written decision to the applicant/participant after completion of the formal review.

Provider's grievance procedures shall include language that if the Participant is not satisfied with the Provider's final determination, a formal review of the decision may be requested of the State. The review letter shall be mailed to:

Department of Human Services
Benefit, Employment & Support Services Division
Homeless Programs Office
1010 Richards Street, Suite 312
Honolulu, Hawaii 96813

b. Conflict of Interest and Confidentiality:

All recipients and subrecipients of ESG funding must comply with Conflicts of Interest and Confidentiality provisions found respectively at 24 CFR § 576.404 and § 576.500 for ESG; and the Hawaii Administrative Rules, Title 17, Department of Human Services, Subtitle 5, Chapter 2026, Section 17-2026-11, "Confidentiality" (see Exhibit 1.1); Section 4 (f) and (h) included in the Special Conditions of the Subrecipient Agreement; and Section 8 (see Exhibit 1.2), "Confidentiality of Personal Information" of the General Conditions for Health and Human Services in the Subrecipient Agreement (see Exhibit 1.3).

The subrecipient is required to ensure participant confidentiality by having existing written policies and procedures regarding, without limitation, the handling of participant files and other confidential information. The documented standards for compliance must be submitted to HPO upon request.

BTG Transparency, Conflict of Interest, Code of Conduct, and Non-Discrimination policies may be found in the BTG Governance Charter at:
<https://www.btghawaii.org/about/#collapse1>

Information on data confidentiality is available in the BTG HMIS Policies and Procedures and Participation Agreement (see Exhibits 1.4 & 1.5).

Personally Identifiable Information (PII) when lost, compromised or disclosed, may substantially harm an individual. HPO is committed to protecting the privacy of each program participant and/or agency staff, whether the personal information is stored electronically or in paper form. All documents (i.e., payment request supporting documents, case management notes, employment information, etc.) submitted to HPO shall not include PII. Examples of sensitive PII include social security numbers, medical records, and financial account numbers (credit or debit card numbers, bank account numbers, etc.). If the agency's internal forms already include such records, the PII must be redacted or otherwise obscured before submitting the documents to HPO.

c. Intake:

The sub-recipient is required to complete an informational intake for all participants. The Intake must minimally include information on a participant's name, age, gender, social security number, ethnicity, marital status, dependent children, employment status, income and financial status, citizenship or alien status, education level, health and medical history, homeless status, cause of homelessness, family network system, previous social services received, veteran status, and residency for statistical purposes only.

d. Assessment:

The subrecipient shall complete an initial assessment of Participant's service needs within seven (7) days of program entry, update the assessment at least monthly, and ensure assessments are signed by the Participant, case manager, and supervisor and dated. Assessment should focus on Participant strengths and barriers to housing stability.

e. Development and implementation of housing services plan:

The SUBRECIPIENT shall complete an initial housing plan for each individual and family within seven (7) days of engagement in services, update the plan at least monthly, ensure plans are signed by the Participant, outreach worker, and supervisor and dated, and ensure that goals are person-centered, specific and measurable and that plans indicate who is responsible for indicated action steps and when those action steps will occur. Plans must outline steps to secure permanent housing as quickly as possible and address barriers to accessing housing and achieving housing stability. The SUBRECIPIENT shall attempt to provide face-to-face case management services to all Participants at least two (2) times per month.

f. HUD Housing Counseling Certification Requirements:

This final rule implements statutory requirements that housing counseling required under or provided in connection with all HUD programs must be provided by HUD certified housing counselors by the final compliance date, August 1, 2021. The standards will apply to all housing counseling programs required by HUD or provided in connection with any program of HUD, including ESG.

Housing Counseling is independent, expert advice customized to the needs of the program participant to address housing barriers and to help achieve their housing goals. HUD certification is required for providers whose case management services include the following elements:

- Intake
- Client budget

- Financial and housing affordability analysis
- A client action plan
- A reasonable effort to follow-up with client

Types of housing counseling include homelessness assistance, rental assistance, pre-purchase/homebuying, non-delinquency post-purchase, resolving or preventing mortgage delinquency or default, reverse mortgage (HECM), and financial management/budgeting.

There are service agencies that are not considered housing counseling under the Housing Counseling Certification Requirements Final Rule. Some examples include:

- Services that provide only housing information or placement/referral services
- Routine administrative activities (e.g., program eligibility determinations, intake, case management)
- Case management that provides housing services as incidental to a larger case management and does not fund housing counseling
- Fair housing advice and advocacy (e.g., processing complaints and filing claims)
- Group education including online education without individualized housing counseling services

NOTE: Some organizations may have staff that do not deliver housing counseling directly, and as a result do not need to be HUD certified.

Detailed information can be found at [Housing Counseling Certification](#).

g. Monitoring and follow-up:

The sub-recipient is required to track and document the progress of participants and shall be responsible for the enforcement of the ESG program rules.

h. Services and Activities:

- i. The subrecipient shall complete a Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) on each homeless individual and/or family encountered and submit to the organization designated by STATE.
- ii. The subrecipient shall actively participate in the Coordinated Entry System (CES) process, including case conferencing and coordination of outreach services.

BTG Coordinated Entry System Policies and Procedures Manual is available at: <https://www.btghawaii.org/about/#collapse1>

- i. Nondiscrimination. The subrecipient shall not discriminate against any applicant/Participant on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability or handicap, age, or marital/ familial status with regard to public assistance. The subrecipient shall take affirmative action to ensure that its program is free from such discrimination. The subrecipient shall make known that the ESG assistance and services it provides are available on a nondiscriminatory basis, and will ensure that all citizens, including citizens with limited English proficiency, have equal access to information concerning ESG. The subrecipient shall make its Nondiscrimination policies and procedures available to HPO upon request.
- j. Faith-Based Activities. In connection with the ESG assistance under this Agreement, the subrecipient shall agree that:
 - i. It shall not discriminate against any applicant/Participant on the basis of religion and will not limit such assistance or give preference to persons on the basis of religion.
 - ii. It shall provide no religious instruction or counseling, conduct no religious worship or service, engage in no religious proselytizing, and exert no other religious influence in the provision of programs or services funded under this Agreement. If the subrecipient conducts such activities, the activities must be offered separately in time and location from the programs or services funded under this Contract. Participants must be voluntary for the beneficiaries of the programs or services funded under this Contract.
- k. Fair Housing. Any housing (including emergency and transitional shelters, or bridge housing) or housing services offered by subrecipient shall be made available without discrimination based on race, color, national origin, age, sex, religion, familial status, or disability, or on any basis prohibited by State law, in accordance with fair housing laws. In providing support services and financial assistance for re-housing, the subrecipient shall not discriminate against a rental applicant based on the fact that he or she receives a direct rental subsidy, such as a Section 8 voucher or HOME tenant-based rental assistance (TBRA), in accordance with 24 CFR Section 92.252 (d), as may be amended from time to time. In addition, the subrecipient shall acknowledge that the following fair housing and nondiscrimination laws apply to its provision of housing or housing services: Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, and implementing regulations at 24 CFR Part 100; Title VI of the Civil Rights Act of 1964; The Age Discrimination Act of 1975, as amended and implementing regulations at 24 CFR, Part 146; Executive Orders 11063 and 12259 – Equal Opportunity in Housing, and implementing regulations at 24 CFR, Part 107; Section 504 of the Rehabilitation Act of 1973 (Section 504) and implementing regulations at 24 CFR, Part 8; and Title II of the American with Disabilities Act (ADA), incorporated herein by reference and as may be amended from time to

time. The subrecipient shall agree to comply with all applicable provisions of these statutes and rules. The subrecipient shall make its Fair Housing policies and procedures available to HPO upon requests.

- l. Habitability Standards and Lead Based Paints. The sub-recipient shall conduct initial and any follow-up inspections of housing units provided to a program participant. Units shall meet the minimum habitability standards set forth in the HEARTH Interim Rule §576.403, as may be amended from time to time. Inspections shall be conducted on an annual basis, and upon change of tenancy. The sub-recipient shall also comply with the lead based paint requirements at 24 CFR, part 35, subpart A, B, M and R, as may be amended from time to time.
- m. DUNS Number. Applicants for ESG funding must register with DUN and Bradstreet and obtain a DATA Universal Numbering System (DUNS) number.
- n. System of Award Management. The subrecipient and its principals shall not be suspended or disbarred or otherwise excluded from participating in an application for funding per 2 CFR Section 180.995. This verification is accomplished by running a report for each agency through the System for Award Management (SAM) website: (<https://www.sam.gov/SAM/>)
- o. Record Keeping. The subrecipient shall maintain records that document compliance with the requirements of its Agreement, which shall include, without limitation,
 - i. Records providing a full description of each activity undertaken; and the amount of ESG program funds budgeted, obligated, and expended for each activity;
 - ii. Records required to determine eligibility of activity;
 - iii. Records documenting compliance with fair housing and equal opportunity components of the ESG Program;
 - iv. Per 24 CFR 576.500, all records pertaining to each fiscal year of ESG funds must be retained for the greater of 5 years. Copies saved by electronic means, microfilming, photocopying, or similar methods may be substituted for the original records.)
 - v. Financial records as required by 2 CFR Part 200; and
 - vi. Other records necessary to document compliance with this PROVIDER Agreement.

14. OTHER REQUIREMENTS FOR SHELTER OPERATIONS

The sub-recipient shall provide the following services:

- a. Adequate meals. The sub-recipient shall provide at least one (1) meal per day or cooking facilities or appliances (refrigerator, stove or microwave, sink) with access to food supplies.
- b. Adequate clothing. The sub-recipient shall provide its participants with regular access to a clothing bank to address clothing needs.
- c. Adequate shelter. Secured and enclosed building, bed, mailing address and locked storage space for participants' use.
- d. Adequate sanitation needs. The sub-recipient shall provide sufficient sanitary facilities that are in proper operating condition. Such facilities must be adequate for personal cleanliness and the disposal of human waste.
- e. Adequate security. The sub-recipient shall submit a security plan to the State describing 24-hour security of the emergency shelter facilities to ensure the health and safety of participants.
- f. Adequate provision or referral for provision of medical and social services care. The sub-recipient shall have procedures in place to address those needs and make necessary referrals to appropriate medical or social services.
- g. Adequate provision for emergencies. The sub-recipient shall maintain procedures that address individual emergencies including, but not limited to, fire, violence and fighting at the shelter. The sub-recipient shall inform and provide the participant with the written policies and procedures regarding emergency procedures.
- h. Adequate child care. The sub-recipient shall establish options to address the child care needs of participants. Available child care options will enable the participant to pursue education, job training, and employment opportunities.
- i. Expectations. All homeless facilities are required to maintain written expectations that are provided to participants upon entry into the facility.

15. CoC PARTICIPATION

The subrecipient shall actively participate in their local chapter of the CoC, a homeless community-based planning group, by attending the regularly scheduled County meetings and serving on CoC committees. This is required by the State to ensure eligibility for federal funds.

16. COORDINATION OF SERVICES

The subrecipient shall coordinate with the DHS and other agencies/community resources to meet the needs of the target population.

The subrecipient shall participate in their local Coordinated Entry System (CES), CoC, and Point-in-Time Count, assisting in maintaining a current by-name list that includes all sheltered and unsheltered Homeless people, using the VI-SPDAT as determined by their CoC and compliance with all CoC and CES written standards, policies, and procedures.

17. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

- a. The subrecipient shall participate in the Homeless Management Information System (HMIS), Caseworthy Software Application (Caseworthy) which collects client level data for all participants served under the ESG program. The subrecipient shall enter data into the HMIS, Caseworthy for each applicable ESG-funded project and work with the State HPO HMIS Administrator to generate an aggregate report. HMIS data entry shall be in compliance with standards established by the HMIS Data Quality Plan. The subrecipient shall comply with all HMIS, Federal and STATE confidentiality laws and requirements. Final data entry shall be accomplished within ten (10) days after the end of each Contract period or a sooner termination date or as otherwise instructed by the STATE.
- b. Domestic violence subrecipient are prohibited from participating in the HMIS under the Violence Against Women Act of 2005 (VAWA) amendment to the McKinney-Vento Act, incorporated herein by reference. Therefore, such providers shall be required to collect client level data in a comparable database. The software used for the comparable database shall not comingle the domestic violence victim service provider data with the actual HMIS data within the same database. The PROVIDER shall work with the HMIS Administrator to generate an aggregate report. Final data entry into the comparable database shall be accomplished within ten (10) days of the contract end date for inclusion in HUD's CAPER.

BTG HMIS information is available at: <https://www.btghawaii.org/>

18. PERFORMANCE AND EVALUATION REPORT

The sub-recipient is required to work with the State on an on-going basis to identify:

- a. targets for successful program performance
- b. a timetable for program performance and milestones
- c. strategies and data systems to measure progress towards performance targets
- d. areas of non-compliance
- e. strategies to remedy non-compliance

The HEARTH Act of 2009 amended and reauthorized the McKinney-Vento Homeless Assistance Act with substantial changes, including an increase in emphasis on system performance. These performance criteria encourage CoCs in coordination with ESG Program recipients and all other homeless assistance stakeholders in the community, to regularly measure their progress in meeting the needs of people experiencing homelessness in their community and to report this progress to HUD. Specifically, BTG's System Performance Measures (SPM) assess the CoC's performance relative to the following:

- Measure 1: Length of Time Persons Remain Homeless (LOT)
- Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness
- Measure 3: Number of Homeless Persons served: (a) in the most Recent Point-In-Time Count; (b) Annually
- Measure 4: Employment and Income Growth for Homeless Persons in CoC-funded Projects
- Measure 5: Persons Homeless for the First Time within the Last 2 Years
- Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing
- SPM Data Quality thresholds for Exit Destination Error

19. CLOSURE

After the completion of the agency's project year, subrecipients are required to enter their accomplishment data in the SAGE HMIS Reporting Repository (SAGE). After review and approval by the State, the data is aggregated and narratives are compiled for inclusion in the CAPER. HPO also runs various reports through the Integrated Disbursement and Information System (IDIS), a nationwide database for expenditure and activity reporting. HPO then enters information into IDIS to generate a draft report (which includes data, narratives and IDIS reports). HHFDC incorporates the ESG, HOPWA and HOME reports into the draft CAPER then publishes a statewide Notice of Public Comment in regional newspapers. An electronic copy of the draft CAPER is posted on the HHFDC website and hard copies are made available at County offices and libraries for a 15 day public comment period. At the end of the comment period, HHFDC responds to any comments and finalizes the CAPER; submits a "For Information" document to the Executive Director; presents it to the HHFDC Board; then submits the approved CAPER to HUD by the designated deadline.

20. ESG COVID19 (CV)

The Coronavirus Aid, Relief and Economic Security Act (CARES) Act was approved to provide monetary relief in the wake of the global pandemic. The U.S. Department of Housing and Urban Development (HUD) has allocated the amount totaling \$10,034,673.00 to the STATE, as authorized by the CARES Act, Public Law 116-136. This includes funding for rapid rehousing, housing counseling and rental deposit assistance, temporary emergency shelters (i.e. hotels and motels), street outreach, and Homeless Management Information System (HMIS). The Department of Human Services (DHS), Homeless Programs Office (HPO) applied for ESG CV funding on behalf of the Continuum of Care (CoC) for the counties of Hawaii, Kauai and Maui.

- a. DHS/HPO, has contracted with Ka Mana O Na Helu (KMNH) to administer the ESG CV program award. As the program administrator, KMNH is responsible for overseeing a coalition of agencies providing street outreach, emergency shelter, rapid re-housing and homeless prevention services for the STATE to address the urgent needs presented by the COVID19 pandemic. (In program year 2020, due to the unforeseen onset of the COVID19 pandemic, the Annual Action Plan was amended to include Essential Services under the Shelter component, and added Street Outreach as a new component allowable through the ESG CARES Act programs.)
- b. Sub-subrecipients have been selected by DHS/HPO through flexibilities and conditions provided by the CARES Act, in which recipients may deviate from the applicable procurement standards when using the funds to procure goods and services to prevent, prepare for, and respond to the coronavirus.
- c. Grant funds must be used for eligible activities as described in ESG regulations 24 CFR Part 576, and as further defined in applicable supplementary [COVID19 regulatory waivers](#) granted by HUD.
- d. ESG CV funds shall be utilized to prevent, prepare for, and respond to the coronavirus pandemic (COVID19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.
- e. Target population includes COVID19 affected households who are unsheltered or sheltered homeless, or those households at-risk of becoming homeless. Within this target population, eligible households must be able to demonstrate a financial and emergency need which is a direct barrier toward obtaining or retaining permanent housing, or acquiring essential supplies and services to reduce the spread of COVID19.
- f. ESG CV funds are not subject to the spending cap on emergency shelter and outreach under 24 CFR 576.100(b)(1).