



SUBSTANTIAL AMENDMENT

to the State of Hawaii's

Consolidated Plan PY2016 Annual Action Plan

(July 1, 2016 - June 30, 2017)

(National Housing Trust Fund Program)

August 2016

Hawaii Housing Finance and Development Corporation
677 Queen Street, Suite 300
Honolulu, Hawaii, 96813



Substantial Amendment to PY2016 Annual Action Plan

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OMB Control No: 2506-0117 (exp. 07/31/2015)

**SUBSTANTIAL AMENDMENT
 PY2016 Annual Action Plan
 (National Housing Trust Fund Program)**

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Substantial Amendment to PY2016 Annual Action Plan

OMB Control No: 2506-0117 (exp. 07/31/2015)

This is a Substantial Amendment to the PY2016 AAP, incorporating HHFDC's Housing Trust Fund Allocation Plan & program.

Executive Summary

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

1. Introduction

The Consolidated Plan and Annual Action Plan are planning documents that ensure 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 (AAP) identifies the objectives targeted to address priority needs for the program year and is an application for funds under HUD's formula grant programs.

Starting in PY2016, HHFDC will also administer HUD's new National Housing Trust Fund (HTF) program for the State of Hawaii, to provide affordable rental housing units serving households with incomes at or below 30% of the area median income (AMI). HHFDC will allocate HTF to its county partners, including the City and County of Honolulu.

This Substantial Amendment to the PY2016 Annual Action Plan (AAP) incorporates HHFDC's HTF allocation plan, focusing on the production and preservation of rental housing units in all four counties, serving households with incomes at or below 30% AMI. Development of this plan involved consultation with government housing agencies, public and private stakeholders and service providers, public hearings to solicit input on housing needs and priorities, the publication of notices in newspapers of general circulation, and on HHFDC's website.

2. Summarize the objectives and outcomes identified in the Plan

HHFDC will use the annual HOME allocation 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, TBRA, transitional housing, various county homebuyer loan programs, and for homebuyer education and counseling sessions.

For PY2016, the State anticipates receiving \$3,023,400 in HOME funds. Ten percent will be reserved for administration, and 15% will be set aside for CHDO activities. The County of Kauai is scheduled to receive the PY2016 HOME allocation. HOME program income (PI) or balances from previous allocation years may be available. The State allows the counties to retain PI for additional eligible activities, including up to 10% for administrative purposes. The State will permit pre-awards of up to 25% of a county's current program year's allocation for HOME-eligible activities in order 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.

For PY2016, the State anticipates receiving approximately \$439,415 in ESG and \$208,047 in HOPWA funds. DHS-BESSD anticipates requesting pre-award authority from HUD in order to continue implementation of ESG and HOPWA projects without interruption. ESG and HOPWA funds will be used in the Counties of Hawaii, Kauai and Maui to meet the objectives of promoting decent affordable housing and strengthening communities.

PY2016 ESG funds will be allocated at approximately 1% for HMIS costs and 5% for administration for DHS-BESSD. The remainder of the grant will be allocated to emergency shelter operations (40%) and homelessness prevention (HP) and rapid rehousing (RR) activities (60%). This formula reflects a greater emphasis on RR and helping people to quickly regain stability in permanent housing after experiencing a

housing crisis or homelessness. These activities include financial assistance for rents, security deposit and utilities, and housing relocation and stabilization services. Agencies awarded funding will be allowed a maximum of 2.5% in administrative fees.

For PY2016, the State anticipates using 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. DHS-BESSD awarded its PY2016 HOPWA funds to the Maui AIDS Foundation, to serve as the lead agency and sponsor, to provide assistance across all three counties. 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.

Starting in PY2016, the state anticipates receiving approximately \$3,000,000 under the HTF program, to be used for the development or preservation of affordable rental housing for households with incomes at or below 30% AMI. HHFDC will work with its county partners, including the City & County of Honolulu (Honolulu), as Subgrantees, to promote decent, affordable rental housing, and strengthen communities. Should a Subgrantee be unable to identify an eligible HTF project within a specified timeframe, HHFDC, in its sole discretion, may seek alternate activities from the remaining Subgrantees. HHFDC will allow pre-award costs for planning activities and preparation of the HTF allocation plan of up to 5% of the minimum allocation amount of \$3 million. HHFDC's HTF allocation plan is attached and currently subject to HUD's approval.

3. Evaluation of past performance

HHFDC and DHS-BESSD, through their administration of the State's HOME, 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; HHFDC oversees the counties to ensure appropriate use of HOME funds and compliance with the HOME program. Due to the limited amount of HOME funds available, counties have had to "save up" over several years' allocations to proceed with a project, resulting in red flags from HUD to improve meeting expenditure deadlines. In response, HHFDC instituted a rotating allocation to the counties, giving each county the entire allocation of HOME funds in a year, less HHFDC's retention of 5% for administrative purposes. The County of Kauai will receive the PY2016 HOME allocation.

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.

HUD has evaluated the State as having met its communities' needs and the goals of the HOME, ESG and HOPWA programs through its implementation of its Consolidated Plan and Annual Action Plan.

PY2016 will be the first year HHFDC administers the HTF program, in accordance with its HTF Allocation Plan. HHFDC's HTF Allocation Plan may be refined in future years, to resolve issues and improve administration of the program.

4. Summary of Citizen Participation Process and consultation process

Development of this plan involved consultation with government housing agencies, continuum of care planning groups, working group meetings with public and private service providers, public hearings to solicit input on housing needs and priorities, and the publication of notices in newspapers of general circulation and on HHFDC's website to solicit public comments on the draft Annual Action Plan.

A series of public hearings were held in each of the counties to solicit input on housing needs and priorities for the Plan. Public hearing notices were published in regional newspapers and in the Honolulu Star-Advertiser (a newspaper of general circulation) in September and October, 2015. Public hearings were held in October and November, 2015 in Kailua-Kona and Hilo, County of Hawaii; Lihue, County of Kauai; Wailuku, County of Maui; and Honolulu, City and County of Honolulu. Each of the counties also

held public hearings, first to gather input on the need and priorities of the Plan, and subsequently to accept public comment on their respective draft Consolidated Plans.

In March 2016, HHFDC published public notices to solicit written comments on the draft PY2016 Annual Action Plan (AAP), through April 16, 2016. The notices also sought the public's input on a draft Substantial Amendment, which set forth HHFDC's allocation plan for the distribution of HTF funds. The public notice and copies of the draft AAP and Substantial Amendment were available for review at regional libraries throughout the state, the neighbor island counties' housing offices, the City and County of Honolulu's Department of Community Services, the offices of DHS-BESSD and HHFDC, and on HHFDC's website at www.hawaii.gov/dbedt/hhfdc. No comments were received.

On March 17, 2016, HHFDC published a statewide Notice of Public Comment seeking the public's input on a draft Substantial Amendment, which sets forth HHFDC's allocation plan for the distribution of HTF funds. Public comments were accepted through April 16, 2016; no public comments were received.

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, and more support for persons who are disabled or homeless. All counties reported an unmet need for affordable rentals for seniors and families.

A summary of the comments received at the hearings follows: Affordable housing and transportation for persons with disabilities is needed; housing agencies must work with other agencies to provide housing near to transportation and employment opportunities. Universal design incorporated into the construction of housing can lower costs of providing accessible, affordable housing. Educating landlords on the benefits of participating in HUD programs such as Section 8 will increase awareness and may help to get units rented to people holding HUD vouchers. Self-help homeownership housing is much less costly than the traditional construction of homes, and will provide affordable homeownership opportunities to more people. Affordable housing for elderly is needed, along with affordable, accessible transportation for seniors.

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

7. Summary

The City and County of Honolulu is eligible to receive HTF funds as a Subgrantee, and HHFDC intends to allocate fifty percent of its annual HTF allocation to the City and County of Honolulu. The remaining fifty percent of the annual allocation will be rotated between the neighbor island counties, in accordance with the current HOME rotation. The counties will use HTF funds for rental housing activities serving extremely low-income households.

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

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

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
LEAD	HHFDC	Dept of Business, Economic Development & Tourism
HOPWA Administrator	DHS-BESSD/HPO	Department of Human Services-BESSD
HOME Administrator	HHFDC	Dept of Business, Economic Development & Tourism
ESG Administrator	DHS-BESSD/HPO	Department of Human Services-BESSD

Table 1 – Responsible Agencies

Narrative

The Hawaii Housing Finance and Development Corporation (Department of Business, Economic Development, and Tourism) administers HUD's HOME Investment Partnerships and National Housing Trust Fund programs for the State of Hawaii, and is the lead on the Consolidated Plan for the state of Hawaii. The Homeless Programs Office (Department of Human Services - Benefit, Employment, and Support Services Division) administers HUD's Emergency Solutions Grant and Housing Opportunities for Persons with AIDS programs. Starting in PY2016, HHFDC will also administer the HTF program, to develop and preserve affordable rental housing in all four counties of the state, serving extremely low-income (30% AMI) households.

Consolidated Plan Public Contact Information

Craig Hirai is the Executive director of HHFDC and contact person for the Consolidated Plan, HOME and HTF programs. His contact phone number is (808) 587-0641 and email address is craig.k.hirai@hawaii.gov.

Harold Brackeen, III is the Acting 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

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, 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 2015 Homeless Point-In-Time Count Report, the 2011 Hawaii Housing Planning Study, the 2014 Rental Housing Study Update, and the 2010 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 housing 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.

Pursuant to 24 CFR §91-110, 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-BESSD and the county housing agencies augmented the state's network by outreaching to stakeholders at the local level (e.g., nonprofit housing advocacy groups, shelter and service provider, local government agencies). The Counties of Hawaii, Kauai and Maui conducted surveys of its residents to measure housing needs, as well as the elderly need for supportive services such as personal care, transportation, meals and chore services.

The State of Hawaii's Department of Human Services (DHS), Homeless Programs Office (HPO), in conjunction with the office of the Governor's Coordinator on Homelessness, has continued its work on the State's Plan to End Homelessness. This plan mirrors the Federal Opening Doors plan in its major objectives, among which is a re-tooling of the Crisis Response System. While the response to homelessness in Hawaii has been on-going for many years, a lack of coordination at a macro level has been addressed by the hiring of the Governor's Coordinator on Homelessness and by the creation of the Hawaii Interagency Council on Homelessness (HICH) by state statute. Convening of the HICH has continued to help address the many service systems (such as mental health, housing, health, employment, and criminal justice sectors) working in their own silos and has sought to connect services through more meaningful, and effective partnerships.

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/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, permanent supportive housing, rapid re-housing, homeless prevention, housing first, and/or support services programs. Participants of these programs 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.

Bridging the Gap (BTG) is the union of all three rural county chapters which comprise the Hawaii balance-of-state continuum of care 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 State convenes the Statewide Continuum of Care every other month, which includes the chairperson of each local chapter and a respective county government representative. The statewide planning body collaborates on resources, priorities and strategic planning. They have also taken on an expanded role of advising the State on funding priorities and legislative initiatives.

The three local chapters collectively convene at least twice annually for general membership meetings. Due to the non-contiguous nature of each island, the meetings are conducted via electronic means (webinar, video teleconference, teleconference, or other available technologies). In 2016, BTG will implement a web-based service for general communications, meetings and trainings.

In accordance with the HEARTH Act, BTG works to use multiple resources to prevent homelessness or quickly rehouse homeless individuals and families while minimizing trauma and dislocation. BTG mandates collaboration among providers, promotes access to homeless assistance programs, encourages effective utilization of mainstream programs especially for special populations, and strives to optimize self-sufficiency among individuals and families experiencing homelessness or are at risk of homelessness. See attached ESG Exhibit A for a list of Partner Agencies.

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

BTG works closely with the State's Homeless Programs Office, the ESG program administrator, to ensure that the ConPlan and AAP 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 subgrantee resource utilization, funding prioritization, and performance standards. The CoC consistently partners with HPO to provide assistance to all jurisdictions with regard to the ConPlan development process. Annual Point In Time 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.

BTG, in collaboration with HPO, elected to allocate the ESG grant by dedicating one percent (1%) to HMIS, five percent (5%) to State administration, and apportioning the remaining forty percent (40%) to emergency shelter operations and sixty percent (60%) to homelessness prevention and rapid re-housing activities. This allocation formula reflects BTG's greater emphasis on rapid re-housing and helping people to quickly regain stability in permanent housing after experiencing a housing crisis and homelessness. HPRP activities include financial assistance for rents, security deposit and utilities, and housing relocation and stabilization services. BTG elected to award HPRP funds to one agency each in Maui, Kauai and Hawaii counties. ESG funds for each component are distributed based on population ratios: Hawaii (50%); Maui (34%); and Kauai (16%). BTG has, over the course of multiple years, considered changes to the allocation ratios to each county, although a new formula has not yet been determined.

Data-driven performance standards are continually being updated and refined. These enhancements will allow the CoC to utilize outcome measures to determine funding levels for applicants. HPO persists in its efforts to develop a means to transform State funding determinations to more closely reflect performance standards and performance based funding as does HUD. While these systemic changes are ongoing, the mechanisms to achieve and maintain progress have been executed. The State acts as the lead agency for HMIS and administers all HMIS-related funding for BTG and Partners in Care (PIC), Oahu's CoC. A Data Committee meeting with representatives from both CoCs is convened monthly.

Currently, BTG and PIC continue their collaboration to accomplish the full implementation of a new HMIS solution which complies with HUD’s data standards.

BTG has also benefitted greatly from recent HUD technical assistance (TA) with HMIS, performance measures, evaluation criteria, CoC operations, and guidance in creating policies and procedures. As of this writing, HPO and BTG are coordinating a series of TA trainings on each island with Technical Assistance Collaborative, through the sponsorship of HUD’s Honolulu Field Office. The planned scope of work for the 2016 TA includes:

- A review of CoC Governance and Operations: review existing documents for compliance and provide feedback to each County
 - BTG Monitoring Policy
 - BTG Monitoring Forms
 - BTG Risk Matrix
 - BTG performance standards
- Delivery of a workshop on coordinated entry:
- Coordinated Entry (CE) 101+; define some common terms of CE systems and what a model CE system looks like
 - Discuss what is currently happening with CE in Hawaii (and will ultimately roll up into BTG)
 - Discuss vets@home TA and how it complements the CE TA
 - Design a plan and next step implementation timeline for the Hawaii CE system

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

Sort	Agency/ Group/Org- anization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?	Action
1		<input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> PHA <input checked="" type="checkbox"/> Services - Housing <input checked="" type="checkbox"/> Services - Children <input checked="" type="checkbox"/> Services – Elderly Persons <input checked="" type="checkbox"/> Services – Persons with Disabilities <input checked="" type="checkbox"/> Services – Persons with HIV/AIDS <input checked="" type="checkbox"/> Services – Victims of Domestic Violence <input checked="" type="checkbox"/> Services - Homeless <input checked="" type="checkbox"/> Services - Health <input checked="" type="checkbox"/> Services - Education <input checked="" type="checkbox"/> Services - Employment <input type="checkbox"/> Services – Fair Housing <input type="checkbox"/> Services - Victims <input checked="" type="checkbox"/> Health Agency <input type="checkbox"/> Child Welfare Agency	<input checked="" type="checkbox"/> Housing Needs Assessment <input checked="" type="checkbox"/> Public Housing Needs <input checked="" type="checkbox"/> Homeless Needs – Chronically Homeless <input checked="" type="checkbox"/> Homeless Needs – Families with Children <input checked="" type="checkbox"/> Homeless Needs - Veterans <input checked="" type="checkbox"/> Homeless Needs – Unaccompanied Youth <input checked="" type="checkbox"/> Homelessness Strategy <input checked="" type="checkbox"/> Non-Homeless Special Needs <input checked="" type="checkbox"/> HOPWA Strategy <input type="checkbox"/> Market Analysis <input type="checkbox"/> Economic Development <input checked="" type="checkbox"/> Lead-Based Paint Strategy <input checked="" type="checkbox"/> Anti-Poverty Strategy <input type="checkbox"/> Other	

Sort	Agency/ Group/Org- anization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?	Action
		<input checked="" type="checkbox"/> 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 checked="" type="checkbox"/> Other Government - Local <input type="checkbox"/> Regional Organization <input type="checkbox"/> Planning Organization <input type="checkbox"/> Business Leaders <input type="checkbox"/> Civic Leaders <input checked="" type="checkbox"/> Business & Civic Leaders <input type="checkbox"/> Other Optional Designation(s) <input type="checkbox"/> Community Development <input type="checkbox"/> Financial Institution <input type="checkbox"/> Foundation <input type="checkbox"/> Grantee Department <input type="checkbox"/> Major Employer <input type="checkbox"/> Neighborhood Organization <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.

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 Consolidated Plan and PY2016 Annual Action Plan, a series of public hearings were held in each of the counties to solicit input on housing needs and priorities. For PY2016, public hearing notices were published in regional newspapers and in the Honolulu Star-Advertiser (a newspaper of general circulation) in September and October, 2015. Public hearings were held in October and November, 2015 in Kailua-Kona and Hilo (County of Hawaii), Wailuku (County of Maui), Lihue (County of Kauai), and in Honolulu, City and County of Honolulu. Each of the counties also held public hearings, first to gather input on the needs and priorities of the Consolidated Plan and PY2016 Annual Action Plan, and subsequently to accept public comment on their respective draft PY2016 Annual Action Plans.

In March, 2016, HHFDC published public notices to solicit comments through April 16, 2016 on the draft PY2016 Annual Action Plan and HTF Substantial Amendment. The public notice and copies of the draft Annual Action Plan and Substantial Amendment were available for review at regional libraries, the county housing offices, the offices of DHS-BESSD and HHFDC, and on HHFDC's website at www.hawaii.gov/dbedt/hhfdc.

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 Hearing	Non-targeted/ broad community	Public hearings in each county were well-attended by members of the public, nonprofits, government agencies, council representatives, and interested parties. Affordable housing, both rental and homeownership, are needed across all counties. More support for persons who are homeless or disabled was also a great need across all counties. Families with incomes at or below 30% to 80% AMI have the greatest need for affordable housing. All counties reported an unmet need for affordable rentals for seniors and families.	Members of the public attending the public hearings provided the following comments: Affordable housing and transportation for persons with disabilities is needed; housing agencies must work with other agencies to provide housing near to transportation and employment opportunities. Universal design incorporated into the construction of housing can lower costs of providing accessible, affordable housing. Educating landlords on the benefits of participating in HUD programs will increase awareness and may help to get units rented to people holding HUD vouchers. Self-help homeownership housing is much less costly than the traditional construction of homes, and will provide affordable homeownership opportunities to more people. Affordable housing for elderly is needed, along with affordable, accessible transportation for seniors.		

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

HHFDC and its neighbor island partners will use the annual HOME allocation to promote decent, affordable housing, strengthen communities, and increase homeownership opportunities. HOME funds will be used for the construction of new or rehabilitation of existing affordable rental housing and for-sale housing, for tenant based rental assistance, for the development of transitional housing for the homeless, provide development funds for affordable homeownership projects using a self-help building method, provide downpayment/closing cost assistance and gap loans through various county homebuyer loan programs, and provide homebuyer education and counseling sessions.

DHS/HPO and its partners will strengthen communities through its use of annual ESG and HOPWA funds. ESG funds 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 service and support services, and to fund a portion of the market rental unit costs for homeless and homeless-at-risk persons with HIV/AIDS.

HHFDC anticipates the implementation of its Housing Trust Fund program in PY2016, subject to available funding and HUD's approval of HHFDC's HTF allocation plan. In May 2016, HUD announced the National Housing Trust Fund (HTF) allocation for states: Hawaii is eligible to receive \$3,000,000. Governor Ige designated HHFDC to administer the HTF for the state of Hawaii. HHFDC will administer the program in accordance with 24 CFR Part 93, and HHFDC's HTF allocation plan. As set forth in its HTF Allocation Plan, after retaining 5% for administrative costs, HHFDC will annually subgrant 50% of its HTF to the City and County of Honolulu. The remaining 50% will be subgranted on a rotating basis between the neighbor island counties of Hawaii, Kauai and Maui, in accordance with HHFDC's HOME rotation. HHFDC will use its HTF funds for the production or preservation of rental housing targeted to households with extremely low income (at or below 30% AMI).

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,023,400	914,449	531,325	4,469,174	9,000,000	HHFDC will use the 2016 HOME allocation & and other HOME funds to undertake the Ko'ae Workforce Housing Development; the Ele'ele Iluna Phase 2, Incr.B project; and TBRA. The County of Hawaii will use anticipated PI for its TBRA program and the County of Maui will use anticipated PI for its Kulamalu project.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	208,047	0	0	208,047	471,953	HOPWA funds will be utilized for tenant based rental assistance, short-term rent, mortgage, utility assistance, supportive services, housing placement and administrative costs.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	439,415	0	0	439,415	1,160,585	ESG funds will be utilized for shelter operation costs and homelessness prevention/rapid re-housing activities including rent, security deposit and utility assistance, and support services.
Continuum of Care	public - federal	Permanent housing in facilities Permanent housing placement Rental Assistance Services Supportive services TBRA	1,600,000	0	0	1,600,000	4,800,000	CoC funds are utilized for tenant or sponsor-based rental assistance and support services for those who are homeless with serious mental illness, or co-occurring serious mental illness and substance abuse or other disabling condition. Funds are also utilized for leasing and operation costs for permanent supportive housing facilities; and support services for victims of domestic abuse.
Housing Trust Fund	public - federal	Acquisition Multifamily rental new construction Multifamily rental rehab Other	3,000,000	0	0	3,000,000	0	Subject to HUD's approval of HHFDC's HTF allocation plan, HTF activities will be selected by the County of Kauai and the City and County of Honolulu (HHFDC's subgrantees).
Other	public - state	Financial Assistance Permanent housing placement Rental Assistance Services Supportive services	2,500,000	0	0	2,500,000	750,000	The State will provide funds to contracted agencies to assist eligible families and housing voucher holders to secure and retain permanent housing.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Financial Assistance Supportive services	500,000	0	0	500,000	1,500,000	Contracted agencies will provide emergency grants to benefit homeless and at-risk individuals and/or families to obtain or retain housing. Assistance includes rental deposits, rents, utility deposits and costs, and immediate needs such as food/supplies, medical needs, child and dependent care costs.
Other	public - state	Overnight shelter Services Short term or transitional housing facilities	13,500,000	0	0	13,500,000	40,500,000	Contracted agencies for emergency and/or transitional shelters provide a secure environment where homeless individuals and families can stabilize their lives, address their needs and strengthen their economic situation.
Other	public - state	Permanent housing placement Rental Assistance Services Supportive services	1,500,000	0	0	1,500,000	4,500,000	Provide services for those who are unsheltered, most vulnerable, and chronically homeless to move into sustainable, permanent housing with necessary support services to maintain housing and prevent recidivism back into homelessness.
Other	public - state	Services Supportive services Other	2,194,000	0	0	2,194,000	6,582,000	The State Homeless Outreach Program contracts with various agencies to provide comprehensive geographic coverage of the State's four counties Oahu, Maui, Kauai and Hawaii.

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 will be used for TBRA and to assist in 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 Trust Funds, in addition to forgone taxes, fees and charges. It is anticipated that projects will continue to seek other local, state and federal funding to satisfy the matching funds requirement of the HOME program; the State Recipients have banked more than \$13.9M in match as of 06/30/2015.

To satisfy the anticipated matching funds requirement under the ESG program, DHS/HPO will provide state funds to agencies in the Counties of Hawaii, Kauai and Maui by contracting for services under the State Homeless Shelter Program, Outreach, Emergency Grants Programs, Housing First, and State TANF funded Housing Placement Program. Additional funds are also expected under the federal Continuum of Care Homeless Assistance programs (formerly known as Shelter Plus Care and Supportive Housing Program).

Given the extremely low-income households targeted by HHFDC's HTF program, it is anticipated that HTF activities will be used in projects leveraging other funds, such as HHFDC's Low-Income Housing Tax

Credits or Rental Housing Revolving Fund.

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

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	2015	2019	Homeless	Rural Counties	Coordinated Entry System Rapid Re-housing Transition to Permanent Housing Unsheltered Homeless	ESG: \$126,911	Homeless Person Overnight Shelter: 1655 Persons Assisted
2	HP-2 Domestic Violence Emergency Shelter	2015	2019	Non-Homeless Special Needs	Rural Counties	Coordinated Entry System Victims of Domestic Violence	ESG: \$38,309	Homeless Person Overnight Shelter: 620 Persons Assisted
3	HP-3 HOPWA Support Services	2015	2019	Non-Homeless Special Needs	Rural Counties	Coordinated Entry System HIV/AIDS Housing Assistance Services for Persons with HIV/AIDS	HOPWA: \$70,076	Public service activities other than Low/Moderate Income Housing Benefit: 541 Persons Assisted
4	HP-4 Transition to Permanent Housing	2015	2019	Homeless	Rural Counties	Coordinated Entry System Rapid Re-housing Transition to Permanent Housing Unsheltered Homeless Victims of Domestic Violence	ESG: \$0	Other: 580 Other
5	HP-4a Rapid Re-housing Financial Assistance	2015	2019	Homeless	Rural Counties	Coordinated Entry System Rapid Re-housing Unsheltered Homeless	ESG: \$104,089	Tenant-based rental assistance / Rapid Rehousing: 54 Households Assisted
6	HP-4b Rapid Re-housing Support Services	2015	2019	Homeless	Rural Counties	Coordinated Entry System Rapid Re-housing	ESG: \$49,566	Tenant-based rental assistance / Rapid Rehousing: 79 Households Assisted
7	HP-4c Homelessness Prevention Financial Assistance	2015	2019	At Risk of Homelessness	Rural Counties	Coordinated Entry System Homelessness Prevention	ESG: \$69,392	Homelessness Prevention: 30 Persons Assisted
8	HP-4d Homelessness Prevention Support Services	2015	2019	At Risk of Homelessness	Rural Counties	Homelessness Prevention	ESG: \$24,783	Homelessness Prevention: 30 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	HP-4e Homeless Management Information System	2015	2019	Homeless Non-Homeless Special Needs	Rural Counties	Coordinated Entry System HIV/AIDS Housing Assistance Homelessness Prevention Rapid Re-housing Services for Persons with HIV/AIDS Transition to Permanent Housing Unsheltered Homeless	ESG: \$4,394	Other: 0 Other
10	HP-5 HOPWA Housing Financial Assistance	2015	2019	Non-Homeless Special Needs	Rural Counties	HIV/AIDS Housing Assistance Services for Persons with HIV/AIDS	HOPWA: \$117,711	Tenant-based rental assistance / Rapid Rehousing: 15 Households Assisted
11	HP-6 Administration	2015	2019	Homeless Non-Homeless Special Needs	Rural Counties	HIV/AIDS Housing Assistance Homelessness Prevention Rapid Re-housing Services for Persons with HIV/AIDS Transition to Permanent Housing Unsheltered Homeless Victims of Domestic Violence	HOPWA: \$6,241 ESG: \$21,971	Other: 0 Other
12	HP-7 Coordinated Entry System	2015	2019	Homeless Non-Homeless Special Needs	Rural Counties	Coordinated Entry System HIV/AIDS Housing Assistance Rapid Re-housing Services for Persons with HIV/AIDS Transition to Permanent Housing Unsheltered Homeless Victims of Domestic Violence	Continuum of Care: \$21,000	Other: 800 Other
13	HR-1 New Construction/Rehab - Rental Hsg	2018	2019	Affordable Housing	Rural Counties	Rental Housing	HOME: \$2,292,550	Rental units constructed: 11 Household Housing Unit
14	HR-2 Tenant Based Rental Assistance	2015	2019	Affordable Housing	Rural Counties	Rental Housing Transition to Permanent Housing Unsheltered Homeless Victims of Domestic Violence	HOME: \$334,987	Tenant-based rental assistance / Rapid Rehousing: 33 Households Assisted
15	HO-2 Self Help Housing	2015	2019	Affordable Housing	Rural Counties	Affordable Homeownership Opportunities	HOME: \$1,539,297	Homeowner Housing Added: 9 Household Housing Unit
16	HR-4 New Construction/Rehab - Rental Housing	2016	2019	Affordable Housing	Statewide	Rental Housing	Housing Trust Fund: \$2,700,000	Rental units constructed: 7 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
17	HA-1 Program Administration	2015	2019	Administration	Rural Counties Statewide	Fair Housing Planning and Administration	HOME: \$302,340 Housing Trust Fund: \$300,000	Other: 0 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	HP-1 Emergency Shelter Operations
	Goal Description	
2	Goal Name	HP-2 Domestic Violence Emergency Shelter
	Goal Description	
3	Goal Name	HP-3 HOPWA Support Services
	Goal Description	
4	Goal Name	HP-4 Transition to Permanent Housing
	Goal Description	
5	Goal Name	HP-4a Rapid Re-housing Financial Assistance
	Goal Description	
6	Goal Name	HP-4b Rapid Re-housing Support Services
	Goal Description	
7	Goal Name	HP-4c Homelessness Prevention Financial Assistance
	Goal Description	
8	Goal Name	HP-4d Homelessness Prevention Support Services
	Goal Description	
9	Goal Name	HP-4e Homeless Management Information System
	Goal Description	
10	Goal Name	HP-5 HOPWA Housing Financial Assistance
	Goal Description	
11	Goal Name	HP-6 Administration
	Goal Description	
12	Goal Name	HP-7 Coordinated Entry System
	Goal Description	
13	Goal Name	HR-1 New Construction/Rehab - Rental Hsg
	Goal Description	
14	Goal Name	HR-2 Tenant Based Rental Assistance
	Goal Description	
15	Goal Name	HO-2 Self Help Housing
	Goal Description	
16	Goal Name	HR-4 New Construction/Rehab - Rental Housing
	Goal Description	
17	Goal Name	HA-1 Program Administration
	Goal Description	

Table 7 – Goal Descriptions

AP-25 Allocation Priorities – 91.320(d)

Introduction

The State's HOME, ESG, and HOPWA Program funds will be used in the State of Hawaii, particularly in the Counties of Hawaii, Kauai and Maui, to address the priority needs and objectives identified in the State's ConPlan. Although most projects and activities will benefit areas of minority concentration, funds will not be specifically targeted for that sole purpose. HHFDC annually receives funding from HUD under the HOME program. Since the City and County of Honolulu receives its own HOME Program allocation, HHFDC elects to give preference in the allocation of its HOME funds to the counties of Hawaii, Kauai and Maui, as "State Recipients," under an annual rotation between the three counties.

State Recipients do not allocate their HOME funds based on geographic areas. In general, the HOME funds are allocated through a Request for Proposal or application process, which ranks and rates projects for program eligibility, need, and meeting the Consolidated Plan priorities, objectives, and performance measures. Should a State Recipient choose not to (or, based on the HHFDC's determination, is unable to) administer their HOME program funds, the funds may be administered directly by HHFDC or reallocated 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 will retain 5% of the allowable administrative funding to cover program administration.

HHFDC permits the counties to use other HOME funds, such as program income and/or recaptured funds, for eligible activities or projects. Should HOME funds become available from cancelled or completed projects, or through the receipt of program income, such funds may be reprogrammed to any open HOME-assisted Action Plan project in accordance with the State's Citizen Participation Plan. 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 anticipates annually receiving HTF funds, which will be allocated to all four counties for rental housing activities serving households with incomes at or below 30% of the area median income. After retaining 5% of the annual allocation for administration, HHFDC will allocate 50% of the remaining allocation to the City and County of Honolulu, and annually rotate the remaining 50% to one of the neighbor island counties, in accordance with the rotation of HOME funds. For PY2016, the County of Kauai will receive the HOME allocation, so it will receive 50% of the PY2016 HTF allocation as well. If a designated county is unable to identify an eligible HTF activity or use for HTF funds within a specified timeframe, HHFDC, in its sole discretion, will seek alternate activities from the remaining three counties. The DHS/BESSD receives annual formula allocations of the ESG and HOPWA grants, and administers both programs for the counties of Hawaii, Kauai and Maui. In PY2016, the State anticipates receiving approximately \$439,415 in ESG funds, to meet ConPlan objectives of strengthening communities and promoting decent affordable housing. In addition, the State anticipates receiving \$208,047 in HOPWA funds which will be utilized to promote decent, affordable housing and suitable living environments for

persons with HIV/AIDS.

Funding Allocation Priorities

	HP-1 Emergency Shelter Operations (%)	HP-2 Domestic Violence Emergency Shelter (%)	HP-3 HOPWA Support Services (%)	HP-4 Transition to Permanent Housing (%)	HP-4a Rapid Re-housing Financial Assistance (%)	HP-4b Rapid Re-housing Support Services (%)	HP-4c Homelessness Prevention Financial Assistance (%)	HP-4d Homelessness Prevention Support Services (%)	HP-4e Homeless Management Information System (%)	HP-5 HOPWA Housing Financial Assistance (%)	HP-6 Administration (%)	HP-7 Coordinated Entry System (%)	HR-1 New Construction/Rehab - Rental Hsg (%)	HR-2 Tenant Based Rental Assistance (%)	HO-2 Self Help Housing (%)	HR-4 New Construction/Rehab - Rental Housing (%)	HA-1 Program Administration (%)	Total (%)
HOME	0	0	0	0	0	0	0	0	0	0	0	0	51	7	35	0	7	100
HOPWA	0	0	20	0	0	0	0	0	1	70	7	2	0	0	0	0	0	100
ESG	25	4	0	10	25	9	15	9	1	0	0	2	0	0	0	0	0	100
Continuum of Care	0	0	0	87	0	0	0	0	2	0	7	4	0	0	0	0	0	100
Housing Trust Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	90	10	100
Other Homeless Emergency Grants	0	0	0	0	50	10	35	5	0	0	0	0	0	0	0	0	0	100
Other Homeless Shltr	55	5	0	20	0	15	0	0	0	0	0	5	0	0	0	0	0	100
Other Housing First	0	0	0	90	0	0	0	0	3	0	0	7	0	0	0	0	0	100
Other Housing Plcmt.	0	0	0	25	45	20	10	0	0	0	0	0	0	0	0	0	0	100
Other Outreach Prog.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 8 – Funding Allocation Priorities

Reason for Allocation Priorities

Testimony at public hearings support the need for affordable housing, both rental and homeownership, statewide. HHFDC’s 2014 Rental Housing update cited the need for more than 64,000 housing units by 2020; of this amount 43,000 are for families earning 80% or less of the area median income. The HOME program will fund affordable rental units 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 Continuum of Care (CoC) for the rural counties, Bridging the Gap (BTG), and the DHS/HPO have determined that ESG funds for PY2016 will be allocated at approximately 1% for Homeless Management Information System (HMIS) costs and allowable 5% for administrative fees for DHS /HPO. BTG elected to allocate the remaining ESG grant funds by apportioning 40% to emergency shelter operations and 60% to homelessness prevention and rapid re-housing activities. Within the HPRP component, approximately 40% will be apportioned to homeless prevention and 60% to rapid re-housing. This allocation formula reflects the CoC’s deep commitment to providing financial assistance and support services to retain or obtain permanent housing. Preference will be given to rapid re-housing activities targeted to individuals and families living on the street or in shelters. Homelessness prevention and rapid re-housing activities include financial assistance for rents, security deposit and utilities, and housing relocation and stabilization services. Agencies that are awarded funding will be allowed a maximum of 2.5% in administrative fees.

One hundred percent (100%) of the ESG funds for emergency shelters will be allocated to operational costs. These funds are instrumental in supplementing the State’s Shelter Program grants. The State has been slowly revising contractual requirements for agencies providing emergency shelters in an effort to reflect a Housing First modality. For example, tracking the length of stay for clients, promoting (and eventually incentivizing) shorter lengths of stay, focusing services on permanent housing and housing stability as the goal.

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 Foundations will serve as the lead agency and sponsor in collaboration with Malama Pono and Hawaii Island HIV/AIDS Foundation. The State will retain 3% of the grant for administration. Of the remainder, approximately 75% of the funds will be allocated to financial assistance for housing through TBRA, STRMU, and permanent housing placement support. Roughly 18% of the funds will be allocated to supportive services, and 7% for the agency's administrative costs. This apportionment reflects the priority of permanent housing through prevention and rapid re-housing assistance.

HHFDC anticipates the implementation of the HTF program in PY2016, and plans to allocate its HTF funds to the counties, as subgrantees. Unlike the HOME program, the City and County of Honolulu will not receive its own allocation of HTF; therefore, after retaining 5% of the annual HTF allocation for administration, HHFDC plans to subgrant 50% to the City and County of Honolulu and annually rotate the remaining 50% between the Counties of Hawaii, Kauai and Maui, to coincide with the HOME rotation. As of this writing, HHFDC's HTF allocation plan is still subject to HUD's approval.

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 PY2016 HOME allocation will be distributed to the County of Kauai. The County of Kauai will use its regular HOME funds of \$2,267,550 to provide affordable rental housing in its Koa'e Workforce Housing Development project. It plans to use its CHDO reserve, prior years' uncommitted funds, and anticipated program income, totaling \$1,539,297, to provide affordable homeownership opportunities in its Ele'ele Iluna, Phase II, self-help project. The County of Kauai will use additional prior years' uncommitted funds for its tenant-based rental assistance program targeting low- and very low-income households in the County of Kauai, with preference for homeless families with minor children.

The County of Maui anticipates receiving approximately \$25,000, which will be used for its Kulamalu project, an affordable rental housing project in Pukalani. The County of Hawaii anticipates receiving \$25,000 in program income, which will be used for its TBRA program serving low-income and very low-income families within the County of Hawaii.

Beginning in PY2016, HHFDC will administer HTF and focus HTF funds on the development and preservation of affordable rental housing in all four counties for extremely low-income households.

One of the State's objectives in expending ESG funds is to strengthen communities through homelessness prevention for those 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/HPO awarded approximately \$247,830 in anticipated funds to agencies to provide homelessness prevention and rapid re-housing activities in the neighbor island counties of Kauai, Hawaii and Maui.

The remaining anticipated ESG funds of approximately \$165,220 will be used for operations of emergency shelters for the unsheltered homeless and victims of domestic violence. To achieve DHS/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 per cent (\$4,394) for HMIS, and five per cent (\$21,971) for costs related to the effective administration of the program.

The State anticipates receiving approximately \$208,047 in HOPWA funds for PY16. 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/HPO issued an RFI for one provider to serve as a centralized administrative agency to provide HOPWA-funded activities, such as tenant-based rental assistance, short-term rental, mortgage and utility payments, permanent housing placement, and supportive services, for persons living with HIV/AIDS in the Counties of Hawaii, Kauai and Maui.

DHS/HPO awarded its anticipated PY16 HOPWA funds of \$201,806 to the Maui AIDS Foundation, which will act as lead agency/sponsor and work collaboratively with agencies in all three of the neighbor island counties to attain the Consolidated Plan objectives of strengthening communities and promoting decent affordable housing. HOPWA funds will be utilized for tenant-based rental assistance (TBRA); short-term rent mortgage utility (STRMU); and permanent housing support and services. The State will retain \$6,241 for administrative costs.

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

Introduction

The State's HHFDC administers the HOME Program and HTF Program. The state's Homeless Programs Office of the Department of Human Services - Benefits, Employment and Support Services Division (HPO), administers the ESG and HOPWA programs.

The City and County of Honolulu (City) receives its own allocation of HOME, ESG and HOPWA, so HHFDC and HPO distribute the state's HOME, ESG and HOPWA funds to the neighbor island counties of Hawaii, Kauai and Maui through their respective processes. The City does not receive a HTF allocation, so HHFDC intends to allocate funds to the City as well as the neighbor island counties.

Distribution Methods

Table 9 - Distribution Methods by State Program

1	State Program Name:	Hawaii
	Funding Sources:	HOPWA HOME ESG Continuum of Care Housing Trust Fund Housing Placement Program

<p>Describe the state program addressed by the Method of Distribution.</p>	<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 HOME allocation, requiring them to "save up" before enough funds were available to proceed. This resulted in slow or delayed expenditure of HOME funds, and "red flags" from HUD. To address the issue, HHFDC instituted the rotation of the annual allocation between the three neighbor island counties. The County of Kauai will receive the PY2016 allocation, the County of Maui will receive it in PY2017, and the County of Hawaii in PY2018.</p> <p>In PY2016, HHFDC anticipates the implementation of the new National Housing Trust Fund program. Subject to HUD's approval of HHFDC's HTF allocation plan, HHFDC will allocate its HTF to all four counties, as subgrantees, for rental housing activities serving households with incomes at or below 30% AMI. After retaining 5% for administrative costs, HHFDC will allocate 50% of the remaining HTF allocation to the City & County of Honolulu, to be administered by its Department of Community Services, and sub-grant 50% to one of the neighbor island counties, in accordance with the rotation of HOME funds. For PY2016, the County of Kauai will receive the HOME allocation, so it will receive 50% of the PY2016 HTF allocation as well. If a designated county is unable to identify an eligible HTF activity for HTF funds within a specified timeframe, HHFDC, in its sole discretion, will seek alternate activities from the remaining three counties. Pre-award costs will be allowed for planning activities and preparation of the HTF allocation plan of up to 5% of the minimum allocation amount of \$3 million.</p> <p>The State's HPO annually issues a Request for Information for its ESG and HOPWA program funds, soliciting providers to serve the Counties of Hawaii, Kauai and Maui. The RFI requires ESG applicants to submit work plans that identify clear goals, objectives and outcomes for the ESG Shelter Operations program and the ESG Homelessness Prevention and Rapid Re-Housing Program. The HOPWA RFI is posted simultaneously.</p>
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<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 applicants for the HOME program, but rotates its HOME funds to one of the three neighbor island counties, or State Recipients, who do. In general, State Recipients issue Requests for Proposals or applications in their county to solicit entities that can help meet its goals and objectives - the 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>Subject to HUD's approval of HHFDC's HTF allocation plan, HHFDC intends to annually subgrant its HTF funds to the City and County of Honolulu and one of the neighbor island counties. Like HOME, HTF activities will be selected by the counties, using an RFP or other county-approved application process. Selection criteria includes factors such as timeliness, readiness to proceed, the extent to which an activity meets the priorities of the Consolidated Plan, developer experience and financial capacity, financial feasibility of the project, and leveraging. Details are described in HHFDC's HTF allocation plan, attached.</p> <p>The CoC and HPO provides assistance to ESG recipients across all entitlement jurisdictions. DHS/HPO administers ESG funding procured through an objective Request for Interest (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.</p> <p>Embedded in the RFI evaluation process are a number of performance criteria that aid the CoC in maximizing the ESG funding allocation, including BTG's emphasis on 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>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	
<p>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)</p>	<p>The Department of Human Services posts a Request for Information (RFI) on the State Procurement Office (SPO) website. Publication on a public website allows 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 applications by providers that have no previous history of CoC funding.</p> <p>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. 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.</p> <p>In general, applications are scored based on the criteria listed above. The evaluation committee selects the awardees (usually agencies scoring 80% 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 contracts with the selected provider agencies. The award list is posted on the SPO website as contracts are executed.</p>

<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>The Housing Opportunities for Persons with AIDS (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 to the RFI requirements within the specified deadline. Maui AIDS Foundation was selected to administer the HOPWA program in collaboration with agencies on the islands of Hawaii and Kauai to provide services and assistance to persons with HIV/AIDS.</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>HOME funds will be allocated by State Recipients, to eligible projects in all categories. HTF funds will be allocated by HHFDC's Subgrantees, to eligible rental housing projects.</p> <p>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 apportioning the remaining 40% to ESG shelter operations and 60% to homelessness prevention and rapid re-housing (HPRP) activities. Within the HPRP program, funding is allocated at minimally 60% to rapid re-housing and 40% to homelessness prevention. These allocation decisions reflected BTG's greater emphasis on permanent housing and helping people quickly regain stability after experiencing a housing crisis.</p> <p>HOPWA funds will be awarded to the Maui AIDS Foundation as the administrative lead agency. Funds will be dispersed in the counties of Hawaii, Kauai and Maui. Approximately 60% will be used for market rental unit costs for homeless and homeless-at-risk persons with HIV/AIDS, and 30% will be used for housing information and rent/deposit assistance services and other supportive services to persons with HIV/AIDS. 10% is set aside for administration of the programs.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>In general, HHFDC's State Recipients for the HOME Program issue Requests for Proposals or applications to solicit eligible activities. Selected proposals are limited to the aggregate total that does not exceed the annual HOME allocation. Fifteen percent of the HOME allocation is set aside for Community Development Organizations, and ten percent of the HOME allocation may be used for administration of the program. Each of the State Recipients establishes their threshold factors. Generally, proposals competing for HOME funds are evaluated on the extent to which a proposal meets the needs and objectives of the HOME program and community's needs, experience and capacity of the applicant, and leveraging.</p> <p>Like the HOME program, HHFDC's Subgrantees under the HTF program will, in general, issue RFPs or applications to solicit eligible activities. Selected proposals are limited to the aggregate total that does not exceed the annual HTF allocation. Ten percent of the HTF allocation may be used for administration of the program. In selecting HTF activities, Subgrantees will consider factors such as timeliness and readiness to proceed; the extent to which a project meets rental housing objectives for both the county and HHFDC; developer experience and capacity; financial feasibility; and use of non-federal funding sources.</p> <p>Limited, existing ESG and HOPWA awards are insufficient to meet demand. The CoC saw a spike in both the total and unsheltered 2015 Point in Time counts when comparing the previous two years, but funding for ESG has not increased in proportion to need. DHS distributes funds throughout the neighbor island counties, generally based on need and population size. 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 need.</p>

<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>The four emergency shelter and two domestic violence shelter providers funded by ESG track and report on the output and outcomes, including as proposed in the categories below:</p> <ul style="list-style-type: none"> • Number of unduplicated participants who have completed the initial social service plan. • Number of unduplicated participants who participated in and completed programs that promote self-sufficiency including, but not limited to: education; job training; substance abuse and/or mental health treatment. • Number of unduplicated participants who retained employment for at least three (3) months. • Number of unduplicated participants who transitioned to permanent housing. • Number of unduplicated participants who retained permanent housing for at least six (6) months after exiting the ESG program. • Any additional data as may be required by the STATE or HUD. <p>The three providers receiving ESG HPRP funds in Hawaii, Kauai and Maui respectively are required to track and report output and outcomes, including those listed below:</p> <ul style="list-style-type: none"> • Number of unduplicated persons and households who have received short term rental assistance. • Number of unduplicated persons or households who have received medium term rental assistance. • Number of unduplicated persons or households who received security deposits. • Number of unduplicated persons or households who received utility deposits. • Number of unduplicated persons or households who received utility payment assistance. • Number of unduplicated persons or households who received moving cost assistance. • Number of unduplicated persons or households who received assistance with last month's rent. • Number of unduplicated persons or households who received assistance with rent arrears. • Number of unduplicated persons or households who received housing search services. • Number of unduplicated persons or households who received housing stability case management. • Number of unduplicated persons or households who received mediation/legal services related to housing. • Number of unduplicated persons or households who received credit repair and/or budgeting assistance. • Number of unduplicated persons and households served during the quarter and cumulatively since grant execution, as determined by Housing Status at entry. • Expenditures during the quarter and cumulatively since grant execution by activity. • Expenditures during the quarter and cumulatively since grant execution by categories of assistance as determined by housing status at entry and service type. • Percentage of program participants stably housed at exit after receiving homeless prevention or rapid re-housing assistance. • Any additional data as may be required by the STATE or HUD.
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Discussion

AP-35 Projects – (Optional)

Introduction

HOME funds will provide decent, affordable housing and strengthen communities through the production and development of affordable rental housing, tenant-based rental assistance, and affordable homeownership opportunities and education. A summary of the HOME funding and projects is attached as HOME Attachment A, HOME Funding and Projects.

National Housing Trust Fund program funds will provide decent, affordable rental housing and strengthen communities through the production and preservation of affordable rental housing serving extremely low-income households.

The Emergency Solutions Grant 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 permanent housing goals by funding homelessness prevention and rapid re-housing activities, in addition to emergency shelters.

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.

#	Project Name
1	ESG16 Hawaii
2	HOPWA16 Maui AIDS Foundation
3	HOPWA16 Hawaii DHS Admin
4	HOME 2016 - Koa'e Workforce Housing Development
5	HOME 2016 - Ele'ele Iluna, Phase II - Increment B
6	HOME 2016 - Tenant Based Rental Assistance Kauai
7	HOME 2016 - Administration - County of Kauai
8	HOME 2016 - Administration - HHFDC
9	HOME 2016 - Tenant Based Rental Assistance Hawaii
10	HOME 2016 - Kulamalu
11	HTF Administration - HHFDC

Table 10 – Project Information

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

Since the City and County of Honolulu receives its own HOME program allocation, HHFDC has elected to distribute the State's HOME funds in the Counties of Hawaii, Kauai, and Maui, on an annual rotating basis. HOME funds will be utilized to address the priority needs and objectives identified in the State's Consolidated Plan. The Counties of Hawaii, Kauai and Maui have assigned a high priority to housing for all types of households with incomes under 80% of the area median income. Such priorities include activities that expand or preserve the supply of safe, decent and affordable rental housing, particularly rental housing for very low- and low-income families and special needs populations. Priorities also include the provision of TBRA, new construction or acquisition and/or rehabilitation of housing for first-time homebuyers, county homebuyer loan programs, and homebuyer education.

The State's HTF funds will focus on the production and preservation of affordable rental housing for extremely low-income (30% AMI) families, in all four counties including the City and County of Honolulu.

While emergency shelters continue to provide essential services, obtaining permanent housing for the homeless and retaining housing for at-risk individual and families feature prominently in BTG's decision

to place more emphasis on ESG HPRP. Rapid re-housing and prevention activities include financial assistance for rents, security deposit and utilities, and housing relocation and stabilization services. BTG elected to allocate HPRP funds to one agency each in Maui, Kauai and Hawaii counties. ESG funds for each component (Shelter and HPRP) are distributed based on population ratios: Hawaii (50%); Maui (34%); and Kauai (16%).

The 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.

Major barriers in Hawaii include scarcity of living-wage jobs and the overall high cost of living, especially for housing. Demand for affordable housing in the CoC jurisdictions exceeds the supply of such units making Hawaii is one of the most expensive states in which to reside. Housing costs, for purchase or rent, are not reasonable for most middle-income wage earners, much less extremely low-income persons who often have other challenges. Additionally, the lack of dependable public transportation in the rural counties makes client access to services and jobs more difficult.

AP-38 Project Summary

Project Summary Information

Table 11 – Project Summary

1	Project Name	ESG16 Hawaii
	Target Area	Rural Counties
	Goals Supported	HP-1 Emergency Shelter Operations HP-2 Domestic Violence Emergency Shelter HP-4 Transition to Permanent Housing HP-4a Rapid Re-housing Financial Assistance HP-4b Rapid Re-housing Support Services HP-4c Homelessness Prevention Financial Assistance HP-4d Homelessness Prevention Support Services HP-4e Homeless Management Information System HP-6 Administration HP-7 Coordinated Entry System
	Needs Addressed	Unsheltered Homeless Victims of Domestic Violence Transition to Permanent Housing Rapid Re-housing Homelessness Prevention Coordinated Entry System
	Funding	ESG: \$439,415 Continuum of Care: \$1,600,000 Homeless Emergency Grants Program: \$500,000 Homeless Shelter Program: \$13,700,000 Housing First: \$1,500,000 Housing Placement Program: \$1,213,000 Outreach Program: \$2,194,000

Description	ESG Shelter Operations funds (\$165,220) will be utilized for emergency shelter operation costs including maintenance/repair, food, security, supplies, utilities and insurance. ESG HPRP funds (\$247,830) will provide financial assistance and supportive services to prevent homelessness among at-risk individuals/families, and rapidly re-house those who are literally homeless and ensure stability after the ESG assistance ends. Five percent of ESG funds will be used for the State Department of Human Services administrative costs (\$21,971), and one percent will be utilized for the maintenance and operations of HMIS (\$4,394).				
Target Date	6/30/2017				
Estimate the number and type of families that will benefit from the proposed activities	<p>Emergency Shelter Operations: 1,760 unsheltered homeless and 620 victims of domestic violence will be provided a safe place to sleep.</p> <p>Transition to Permanent Housing: Agencies funded by ESG Shelter Operations will include transitioning persons to permanent housing as an integral activity. 360 homeless persons and victims of domestic violence who are not able to find affordable rentals will achieve housing stability by transitioning from shelter living to placement in permanent housing.</p> <p>Rapid Re-housing Financial Assistance: 54 individuals and families who lack a fixed, regular and adequate nighttime residence will receive financial assistance to achieve housing stability in permanent housing.</p> <p>Rapid Re-housing Support Services: 79 individuals and families will receive housing relocation and stabilization services (case management, housing search and placement, legal services, landlord mediation, etc.) to achieve housing stability in permanent housing.</p> <p>Homelessness Prevention Financial Assistance: 30 at-risk persons will achieve housing stability by receiving financial assistance to prevent homelessness.</p> <p>Homelessness Prevention Support Services: 30 at-risk persons will receive housing relocation and stabilization services (case management, legal services, mediations, etc.) to achieve housing stability.</p>				
Location Description	<p>ESG Services will be provided in the counties of:</p> <p>Hawaii: HOPE Services (Shelter/HPRP); Child and Family Services (DV Shelter)</p> <p>Kauai: Kauai Economic Opportunity (Shelter/HPRP)</p> <p>Maui: Family Life Center (Shelter/HPRP); Ka Hale A Ke Ola Homeless Resource Center (Shelter); Women Helping Women (DV Shelter)</p>				
Planned Activities	<p>Emergency Shelter Operations: ESG shelter funds will provide for operational costs including maintenance, utilities, security, food, supplies and insurance.</p> <p>Homelessness Prevention and Rapid Re-housing activities include financial assistance for short and medium term rents, security deposits and utilities; and housing relocation and stabilization services, including case management, outreach, housing search and placement, legal services, mediation and credit repair.</p> <p>The State will retain one per cent for the Homeless Management Information System.</p> <p>The State will retain five per cent for costs related to the effective administration of the ESG program, including overall program management, sub-recipient monitoring, fiscal oversight, and preparing reports and other documents for HUD.</p>				
2	<table border="1"> <tr> <td data-bbox="245 1801 553 1833">Project Name</td> <td data-bbox="553 1801 1430 1833">HOPWA16 Maui AIDS Foundation</td> </tr> <tr> <td data-bbox="245 1833 553 1864">Target Area</td> <td data-bbox="553 1833 1430 1864">Rural Counties</td> </tr> </table>	Project Name	HOPWA16 Maui AIDS Foundation	Target Area	Rural Counties
Project Name	HOPWA16 Maui AIDS Foundation				
Target Area	Rural Counties				

Goals Supported	HP-3 HOPWA Support Services HP-4e Homeless Management Information System HP-5 HOPWA Housing Financial Assistance HP-7 Coordinated Entry System
Needs Addressed	Services for Persons with HIV/AIDS HIV/AIDS Housing Assistance Coordinated Entry System
Funding	HOPWA: \$201,806
Description	Provide tenant based rental assistance (TBRA); short term rental, mortgage and utility (STRMU); permanent housing assistance; and supportive services to those living with Human Immunodeficiency virus (HIV)/Acquired Immunodeficiency syndrome (AIDS).
Target Date	6/30/2017
Estimate the number and type of families that will benefit from the proposed activities	Provide financial assistance for housing and supportive services to those who are homeless or at risk of homelessness with HIV/AIDS through: Tenant based rental assistance (TBRA) - 15 households Short Term Rent Mortgage Utility (STRMU) - 6 households Support Services - 541 persons Permanent Housing Placement - 4 households
Location Description	HOPWA funds will be utilized to serve the Counties of Hawaii, Kauai and Maui by the Neighbor Island Housing Program (NIHP), comprised of: <ul style="list-style-type: none"> • Maui AIDS Foundation (MAF - lead agency and sponsor) - 1935 Main Street, Suite 101, Wailuku, HI 96793 • Hawaii Island HIV/AIDS Foundation (HIHAF) - 240 Nani Kailua, Kailua, Kona, HI 96740 • Malama Pono (MP) - 4357 Rice Street, Lihue HI 96766
Planned Activities	Activities planned under the PY16 HOPWA project include: Tenant-based rental assistance (TBRA): Provide funds to pay a portion of the market rental unit costs for homeless and at-risk persons with HIV/AIDS. Short term rent, mortgage and utility (STRMU): Provide short term financial assistance, paid on the participant's behalf as an intervention to help households maintain their current housing to prevent homelessness. Permanent housing placement services: Provide housing information and financial assistance, including security deposits which may be used to help eligible persons establish a new residence where ongoing occupancy is expected to continue. Supportive Services: Provide supportive services such as health care accessibility, transportation, housing information, with or without housing activities, to those living with HIV/AIDS. Other services include counseling and referrals for physical and mental health; assessment; drug and alcohol abuse treatment and counseling; personal assistance; nutritional services; intensive care, when required; and assistance in gaining access to local, State, and Federal government benefits and services. Health services shall only be provided to individuals with HIV/AIDS or related diseases. Administration: Project Sponsor Maui AIDS Foundation will utilize administrative funds for overall program management, coordination, evaluation, record-keeping and reporting by the staff assigned to the HOPWA Program. Program administration activities include monitoring program compliance, preparing HUD reports and documents, program budget, and evaluating program results.
3	Project Name HOPWA16 Hawaii DHS Admin

	Target Area	
	Goals Supported	HP-6 Administration
	Needs Addressed	Services for Persons with HIV/AIDS
	Funding	HOPWA: \$6,241
	Description	The Hawaii State Department of Human Services (DHS), the HOPWA program administrator, will support the provision of effective program administration.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	n/a
	Location Description	Department of Human Services, Homeless Program Office, 820 Mililani Street, Suite 606, Honolulu, Hawaii, 96813
	Planned Activities	General program management, fiscal oversight, monitoring, and coordination of CoC meetings and training.
4	Project Name	HOME 2016 - Koae Workforce Housing Development
	Target Area	Rural Counties
	Goals Supported	HR-1 New Construction/Rehab - Rental Hsg
	Needs Addressed	Rental Housing
	Funding	HOME: \$2,267,550
	Description	Development of a 136-unit rental project, consisting of 1, 2 and 3 bedroom units in four-plex buildings on an 11 acre parcel of County-owned land. Eleven (11) HOME-assisted units will have a 20-year affordability period.
	Target Date	5/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Eleven (11) of the total 136 units will be HOME assisted for households at or below 80% of Kauai median income. Three units will be designated Low HOME and eight units will be designated High HOME units.
	Location Description	(4) 26-004-019. Koloa, Kauai.
	Planned Activities	HOME funds will be used for the development of the 136-unit affordable rental housing project, which will provide 1, 2 and 3 bedroom units for households below 80% AMI.
5	Project Name	HOME 2016 - Ele'ele Iluna, Phase II - Increment B
	Target Area	Rural Counties
	Goals Supported	HO-2 Self Help Housing
	Needs Addressed	Affordable Homeownership Opportunities
	Funding	HOME: \$1,539,297
	Description	Kauai Habitat for Humanity Homebuyer activity. Development of site infrastructure to construct and prepare subdivision lots for self-help home-building for 59 first-time homeowners, ranging from 30% - 50% of Kauai median income. HOME units will have a 15-year affordability period.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Fifty-nine first-time homeowners, with incomes ranging from 30% - 50% of Kauai's median income. Nine of the 59 units will be HOME-assisted.
	Location Description	Ele'ele, County of Kauai (4) 2-1-010:052

	Planned Activities	\$1,539,297 in HOME funds (PY2016 CHDO funds of \$453,510, prior years' uncommitted funds of \$221,338, and anticipated program income of \$864,449) will be used for the development of site infrastructure to construct and prepare 59 subdivision lots for self-help homebuilding, 9 of which will be HOME-assisted.
6	Project Name	HOME 2016 - Tenant Based Rental Assistance Kauai
	Target Area	Rural Counties
	Goals Supported	HR-2 Tenant Based Rental Assistance
	Needs Addressed	Rental Housing
	Funding	HOME: \$309,987
	Description	The County of Kauai determined an essential need for the TBRA program to address the increasing homeless population in the county. Rent subsidy to assist households with rent, security deposits and utility deposits when choosing a housing unit. Rent subsidy will give preference to assist 13 - 15 homeless families for up to 24 months. Applications will be processed by order of preferences established for TBRA, as follows: 1) Homeless families with minor children; 2) Homeless families who are victims of domestic violence; 3) Homeless who are elderly singles (62 or older); and 4) Homeless who are female singles.
	Target Date	8/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Through consultation with the Continuum of Care partners, the County of Kauai identified the most vulnerable homeless populations. TBRA will be used to assist 13 - 15 homeless families for up to 24 months with rent, security deposit and utility deposit payments. Applications will be processed by order of preferences established for TBRA, as follows: 1) Homeless families with minor children; 2) Homeless families who are victims of domestic violence; 3) Homeless who are elderly singles (62 or older); and 4) Homeless who are female singles.
	Location Description	TBRA will be used to assist households with rent, security deposits and utility deposits when choosing a housing unit within the county.
	Planned Activities	As a result of the Governor's emergency proclamation to address homelessness statewide, the county worked with the Continuum of Care partners such as Catholic Charities, KEO, YWCA, Women in Need and others to promote permanent housing for the homeless. The county will continue to work with the CoC partners and efforts will be made to encourage landlords to participate in the program.
7	Project Name	HOME 2016 - Administration - County of Kauai
	Target Area	Rural Counties
	Goals Supported	HA-1 Program Administration
	Needs Addressed	Planning and Administration
	Funding	HOME: \$151,170
	Description	The County of Kauai will utilize HOME funds to administer and coordinate the county's HOME program to ensure effective and timely project implementation in accordance with all applicable HUD rules and regulations.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	n/a
	Location Description	Kauai County Housing Agency 4444 Rice Street, Suite 300 Lihue, HI 96766

	Planned Activities	Reasonable costs of overall program management, coordination, monitoring and evaluation.
8	Project Name	HOME 2016 - Administration - HHFDC
	Target Area	Rural Counties
	Goals Supported	HA-1 Program Administration
	Needs Addressed	Planning and Administration
	Funding	HOME: \$151,170
	Description	The Hawaii Housing Finance and Development Corporation (HHFDC) will utilize HOME funds to administer and coordinate the State's HOME program to ensure effective and timely project implementation in accordance with all applicable HUD rules and regulations.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	n/a
	Location Description	Hawaii Housing Finance and Development Corporation 677 Queen Street, Suite 300 Honolulu, HI 96813
	Planned Activities	Reasonable costs of overall program management, coordination, monitoring and evaluation.
9	Project Name	HOME 2016 - Tenant Based Rental Assistance Hawaii
	Target Area	Rural Counties
	Goals Supported	HR-2 Tenant Based Rental Assistance
	Needs Addressed	Rental Housing
	Funding	HOME: \$25,000
	Description	The County of Hawaii anticipates receipt of program income in the amount of \$25,000. PI funds received will be used to assist very low- and low-income households in subsidizing their rent payments for the HOME TBRA program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	TBRA is an existing 2015 HOME activity (IDIS ID 578). If anticipated program income of \$25,000 is received, the County of Hawaii may be able to assist two additional low income households with rental assistance.
Location Description	County of Hawaii	
Planned Activities	The County of Hawaii will use anticipated program income of \$25,000 for its TBRA program. The program is governed by the County's administrative rules, and administered using the County's Housing Choice Voucher (Section 8) program structure. Its current administrative rules allow for eligible tenants to be selected from its Section 8 program wait list, with preferences to certain households, such as those affected by natural disaster, government action, domestic violence, homelessness, terminal illness, among others.	
10	Project Name	HOME 2016 - Kulamalu
	Target Area	Rural Counties
	Goals Supported	HR-1 New Construction/Rehab - Rental Hsg
	Needs Addressed	Rental Housing
	Funding	HOME: \$25,000
	Description	The County of Maui anticipates receipt of program income in the amount of \$25,000. PI funds received will be used for the Kulamalu Affordable Rentals in Pukalani, Maui.
	Target Date	6/30/2016

	Estimate the number and type of families that will benefit from the proposed activities	Kulamalu Affordable Housing Project is a 2014 HOME activity that is underway (IDIS ID 562). The new construction project will provide a total of 56 rental units, of which 14 will be HOME assisted units.
	Location Description	Ohia Ku Street Puakalani, HI 96788
	Planned Activities	Anticipated program income will be used towards the construction of the project.
11	Project Name	HTF Administration - HHFDC
	Target Area	Statewide
	Goals Supported	HA-1 Program Administration
	Needs Addressed	Planning and Administration
	Funding	Housing Trust Fund: \$150,000
	Description	The Hawaii Housing Finance and Development Corporation will utilize National Housing Trust Funds to administer and coordinate the state's HTF program to ensure the production or preservation of affordable housing in accordance with HHFDC's HTF Allocation Plan and regulations provided in 24 CFR Part 93.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	n/a
	Location Description	HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813
	Planned Activities	Reasonable costs of overall program management, coordination, monitoring and evaluation.

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

The HOME, ESG and HOPWA program funds will be used in the State of Hawaii, particularly in the Counties of Hawaii, Kauai and Maui. Although most projects and activities will benefit areas of minority concentration, funds will not be specifically targeted for that sole purpose.

The HTF program funds will be used statewide in all four counties of the State of Hawaii.

Geographic Distribution

Target Area	Percentage of Funds
Rural Counties	
Statewide	100

Table 12 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The HOME, ESG and HOPWA program funds will be used in the State of Hawaii, focused on the rural counties of Hawaii, Kauai and Maui. The City and County of Honolulu receives its own allocation of HOME, ESG and HOPWA funds. Although most projects and activities will benefit areas of minority concentration, funds will not be specifically targeted for that purpose.

There is a statewide need for more affordable rental housing. Starting in PY2016, HHFDC will administer the HTF program for the production and preservation of affordable rental units in all counties, serving households with incomes at or below 30% AMI. Like the HOME funds, projects and activities will likely benefit areas of minority concentration, but funds will not be specifically targeted for that purpose.

Discussion

The State distributes its annual HOME allocation among the Counties of Hawaii, Kauai and Maui, as “State Recipients,” and plans to distribute its annual HTF allocation to all four counties, as “Subgrantees.” State Recipients and Subgrantees will not allocate their HOME funds based on geographic areas. In general, the HOME funds and HTF funds will be allocated through a Request for Proposals process or 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

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	15
The Production of New Units	27
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	42

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

Discussion

For PY2016, the HOME program will provide rental assistance to support 15 households: rental assistance funded with program income will support two households in the County of Hawaii, and rental assistance funded with PY2016 HOME funds will support approximately 13 households in the County of Kauai. The production of new units will be supported with HOME and HTF funds: HOME funds will support the development of 11 units in the Ko'ae rental housing project, and nine units in the self-help Ele'ele Iluna 2 project. It is estimated that approximately 28 households will be assisted through the HTF program during PYs 2016-2019. For PY2016, HHFDC anticipates that HTF funds will support the production or preservation of approximately seven units in the County of Kauai and the City and County of Honolulu.

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

Introduction

As of March 28, 2016, the Hawaii Public Housing Authority's waitlist for public housing units totaled more than 13,861. Of these, 13,038 were families with extremely low income, 30% or less AMI. Waitlisted families with children totaled 5,654, while elderly families and families with disabilities totaled nearly 3,734 and 2,637, respectively. Families on HPHA's waitlist for Section 8 as of March 28, 2016 totaled more than 2,204; of these, families with extremely low incomes totaled 2,087. 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's waitlist for public housing units as of March 28, 2016 totaled more than 13, 861; the HPHA continues to turnover vacant units as quickly as possible by employing effective maintenance and management policies and outsourcing labor where appropriate, to minimize the number of off-line housing units. The HPHA is also seeking to increase the number of affordable housing units by applying for additional section 8 units, should they become available; by leveraging affordable housing resources through the creation of mixed-financing housing; and by pursuing housing resources other than public housing or section 8 tenant based assistance.

To offset decreases in federal program funding, HPHA is also requesting Capital Improvement Project funding from the State Legislature in order to address the physical needs of the agency's public housing properties. The HPHA also continues to provide training to all employees with regard to Fair Housing and Limited English Proficiency laws to better assist its residents.

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

The HPHA continues to operate the Tenant Aide Program for federal low-income public housing residents, continues to fill vacant positions in the Property Management and Maintenance Services Branch to assist residents in accessing resident services and case management.

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

HPHA is not designated as Troubled.

Discussion

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

Introduction

Through the collaborative efforts of the Hawaii Interagency Council and numerous interested stakeholders, a unified, robust plan for the State of Hawaii has been developed. From this strong foundation emerged a clear direction for Bridging the Gap and DHS/HPO to frame the 5 Year Consolidated Plan, and the subsequent Annual Action Plans.

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

A cohesive, coordinated outreach effort is ongoing in the rural counties to ensure that the individuals and families assessed via VI-SPDAT for a permanent supportive housing level of care. The State Homeless Outreach Program will continue to provide comprehensive geographic coverage of the State's four counties: Oahu, Maui, Kauai and Hawaii. The rural counties will ramp up the use of the coordinated entry system in FY16. The outreach agencies contracted by the State seek out the unsheltered homeless on beaches, in parks, on the streets, and other places where the homeless congregate. The unsheltered homeless and at-risk population who might not otherwise receive assistance are provided with basic intake and assessment to identify their individual needs and barriers. The Outreach Program facilitates a more stable living condition through the access to permanent housing. The State anticipates additional funding to be allocated to homeless outreach services to strengthen assertive outreach and navigation services for unsheltered individuals and families.

Ongoing efforts to work collaboratively with health care systems have yielded positive outcomes over the past year. The State's largest health insurance provider has begun research into cost savings achieved by the State's Housing First Program. Although these preliminary findings have not yet been vetted for publication, the State anticipates the information to be available by the end of 2016. A significant goal for PY16 is to create a by-name list of homeless individuals with corresponding VI-SPDAT scores so that, based on vulnerability and other prioritization factors, all can be matched with the resources most appropriate to their needs. Assertive community outreach is conducted to identify and engage the homeless. While not yet finalized, BTG's plan is for local representatives to convene case conferencing meetings with service providers in each jurisdiction to discuss individual client needs and match services to meet those needs. Additionally, the CoC will have the opportunity to assess, identify and document gaps in the service system during this process. Since the demand for affordable housing far exceeds the supply in each county, an efficient coordinated entry system is essential.

In 2015, the BTG General Membership unanimously voted to adopt the Order of Priority (Notice: CPD-14-02) in CoC Program-funded permanent supportive housing (PSH) beds for persons experiencing chronic homelessness and other vulnerable homeless persons. PSH project applicants will be required to describe the targeted populations to be served by their programs and to explain the alignment with the CoC's adopted priorities of:

1. Chronically homeless individuals and families with the longest history of homelessness and the most severe service needs;
2. Chronically homeless individuals and families with the longest history of homelessness;
3. Chronically homeless individuals and families with the most severe service needs; and
4. All other chronically homeless individuals and families.

Addressing the emergency shelter and transitional housing needs of homeless persons

The ESG Shelter Operations and the State Homeless Shelter Program will continue to fund emergency and 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 their lives, address their needs and strengthen their economic situation. These facilities provide a broad spectrum of 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.

As the first step, 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. Each shelter will be contractually required to utilize a common assessment tool (VI-SPDAT) and submit the survey to the State's Coordinated Entry System. The system is being further developed as a tool to help emergency and transitional shelter providers better assess level of care needed by clients, determining which individuals/families could best benefit from shelter services.

For those entering shelters, an intake and assessment will be performed to identify the individual's areas of need (i.e., health, education, substance abuse problems, employment skills, etc.). These are then incorporated into a social service plan that focuses on the participant's individual goals, achievement activities, and a timeline for completion. The shelters also provide referrals and on-site classes or services to further assist clients in realizing their goals, permanent housing being the priority. Programs are available to aggressively remove barriers to achieve self-sufficiency. For example, the State recently awarded Grant In Aid funding to an agency in Kauai County to address child care and transportation needs; employment and independent living preparation; financial planning; and permanent housing assistance. For all families exiting into permanent housing, follow-up services are provided for up to 6 months to ensure families have the best possibility of retaining their housing.

In FY16, the State anticipates serving 1,760 unsheltered homeless and 620 victims of domestic violence in the three rural counties.

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 will continue to combine Emergency Solutions Grant funding and complementary state funding, including the State Homeless Emergency Grant Program, to address homelessness prevention. Grant assistance includes rental deposits, rents, utility deposits and costs, and immediate needs such as food/supplies, medical needs, child and dependent care costs. Additionally, the State will continue to encourage the strategic use of local (county) resources to address the needs of at-risk individuals and families.

Other steps include: 1) Leveraging State TANF, SSVF, Housing First, and Section 8 resources for eligible families to transition to permanent housing. 2) Systematic analysis of changes in homelessness among family and individuals, referral-to-housed rates, recidivism rates, lengths of stay, and PH placements at the project, program type, and funding source levels. 3) Legislative advocacy for increases in shallow subsidies specifically targeting at-risk families.

In an exceptional private/public partnership, the State awarded five million dollars to the Aloha United Way in 2016 to develop an Emergency Assistance and Housing Coordination Center. This program is designed to build on existing efforts to battle homelessness in the state and includes the following activities: 1) Statewide Rent and Utility Assistance for Rapid Re-Housing and Homelessness Prevention. 2) Statewide Housing Coordination Center Services: Maintain a statewide database to address needs related to housing and/or homelessness; and receive inquiries from, and provide referrals to individuals experiencing homelessness or a housing crisis. 3) Development of longer-term strategies for addressing needs of key homeless sub-populations such as youth leaving the foster care system, prisoners completing their incarceration, and individuals discharged from hospitals directly into homelessness.

Moreover, BTG member agencies, Family Life Center (Maui County) and HOPE Services Hawaii (Hawaii County), have been selected to participate in the Housing ASAP project sponsored by the Hawaii Community Foundation (HCF). Numerous community funders and donors have committed support for three years with a total of four million dollars in funding. The project's goal is to "build a statewide network of homeless service providers who will move more homeless families into stable housing faster and help them stay there."

In the arena of affordable housing, HHFDC will apply for funds under the National Housing Trust Fund program, which will provide funding for the production or preservation of affordable housing. Subject to HUD's approval of HHFDC's HTF allocation plan, HHFDC will subgrant HTF funds to the counties for rental housing activities serving households with incomes at or below 30% AMI, including homeless households.

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 will continue the work of the Hawaii Interagency Council on Homelessness (HICH) to create "common ground" solutions between large public systems such as hospitals, prisons and mental institutions regarding resource allocation and discharge planning both for the homeless and non-homeless populations.

Hospitals 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 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.

The HICH and the State's Homeless Programs Office will also be working with private partner entities such as HMSA, Ohana Health, and AlohaCare to explore potential avenues to engage contracted service providers in far reaching training. Although these discussions have just been initiated in 2015, the expectation is that training in evidence based best practices for case management, critical time intervention, and harm reduction can be accessed across the state. These evidence based practices are all applicable to the target populations being serviced, and will hopefully assure a more consistent level of training among those who are expected to provide the "support services" in the permanent supportive housing model.

Discussion

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	6
Tenant-based rental assistance	15
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	21

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 housing in the State. Included are demographic changes, market forces, changes in federal housing policy, changes in federal tax policy, and development constraints (including lack of “reasonably priced,” developable land, lack of infrastructure, high development costs, government regulations, community opposition, and growing environmental requirements).

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 the 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.

Tax Policy Strategies – Continue to utilize Section 201H-36, Hawaii Revised Statutes (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 combat the affordable housing crisis.

Government regulation strategies – Continue to utilize Section 201H-38, HRS, which provide 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. Participate in pilot projects, such as micro-apartment units or container housing, to find ways to reduce development costs.

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 in close proximity to high quality public transit.

Resource strategies – Continue to make government land and financing resources (e.g., Rental Housing Trust Fund, LIHTCs) available for affordable housing development. 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. In addition, HHFDC will apply for federal grant funds under the National Housing Trust Fund, which provides funding for the production or preservation of affordable housing. HHFDC will subgrant its HTF allocation to the counties, to use solely for rental housing serving households with incomes at 30% or below AMI, including homeless households. Continue to advocate for funding for the Rental Housing Trust 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.

Discussion

AP-85 Other Actions – 91.320(j)

Introduction

As a condition to receiving HUD Community Planning and Development funds such as the HOME program, grantees like HHFDC are required to affirmatively further the purposes of the Fair Housing Act. To help identify impediments to fair housing choice, grantees do 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. HHFDC conducted a staff update to its 2010 AI in 2015, and is collaborating with other state and county agencies to contract with the University of Hawaii's Center on Disability Studies to conduct an AI focused on impediments facing people with disability. Participants are HHFDC, Department of Hawaiian Home Lands, Department of Human Services – Benefits, Employment and Support Services Division, Hawaii Public Housing Authority, County of Hawaii, City and County of Honolulu, County of Kauai and County of Maui. The completed AI is expected in the Fall of 2016.

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 to improve the administration of the HOME program; leverage federal resources such as HOME funds with other financing such as LIHTCs to increase the supply of rental housing for underserved low-income populations; invest federal sources such as HOME funds to provide low-cost rental units for transitional housing and supportive services to homeless populations, and 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 tenancy, 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 Trust Fund, LIHTCs) available to affordable housing development, and 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. Additionally, HHFDC will apply for new federal funding under the National Housing Trust Fund program, to produce and preserve affordable housing

targeted to households with extremely low-incomes, including homeless households.

HHFDC will continue to advocate for funding for the Rental Housing Trust Fund and capital improvement project funds for affordable rental housing projects; 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.

In addition, HHFDC will continue to utilize section 201H-38, HRS, which provides eligible affordable housing projects with an expedited process to obtain land use and zoning approvals, and greater flexibility in the design of housing projects. HHFDC will 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, will also help to produce affordable housing.

Actions planned to reduce lead-based paint hazards

While almost all of HPHAs family projects have been tested and either encapsulated or abated, the Department of Health requires that with each modernization, updated test results must be provided that is no more than 2 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's 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 soon as possible. The production and preservation of affordable housing provide housing stability that assists families in their efforts to attain economic self-sufficiency. The HHFDC, DHS-BESSD, HPHA, and 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 governmental 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 housing, self-help housing, and housing for special needs group. 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, 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

According to the Hawaii Housing Planning Study 2014 Update, more than 27,000 housing units are needed by 2020 to fulfil the demand for low- and moderate-income households (\leq 80 percent AMI). In response to the decreasing availability of affordable units due to rapid growth in private sector housing sales, coupled with limited housing production, HOME funds will be used for families earning 80 percent or less of the area median income, through the construction of affordable rental units, tenant based rental assistance, and the development of affordable homeownership opportunities. These federal funds will leverage other government and/or private resources.

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 (the Counties of Hawaii, Kauai and Maui) to establish and impose resale or recapture provisions in accordance with 24 CFR §92.254(a)(5) to ensure affordability in the event of a subsequent sale of a property during the period of affordability.

The County of Hawaii will recapture the total amount of HOME funds expended for a project 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 the HOME funds within the applicable period of affordability 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 Kaua'i will use either the resale or recapture provision depending on land tenure. With fee-simple sales, the County will utilize a recapture provision. If a borrower elects to transfer or sell the HOME-assisted property prior to the end of the affordability period, the total amount of HOME funds provided shall be due to the County from available net proceeds. With leasehold sales, the County will utilize a resale provision. If a borrower elects to transfer or sell the HOME-assisted property prior to the end of the affordability period, the property must be sold to another HOME eligible purchaser. The fair rate of return for resale will be set 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 homeowner'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 area median income.

The County of Maui will use either a recapture or resale provision depending on land tenure. A resale provision will be applied for Community Land Trust properties and a recapture provision will be applied for all other properties. The County of Maui provides for a recapture provision if the home is sold during the affordability period. The County requires a recapture of the HOME direct subsidy for the unit, less the subsidy amount prorated for the length of time the homeowner owned and occupied the unit. The homeowner is allowed to recover the homeowner's entire investment (down payment and capital improvements made since purchase) before any of the Direct Subsidy is recaptured. The recapture amount is limited to net proceeds. Net proceeds are the sales price less the superior loan repayment (other than the Direct Subsidy) and any closing costs. The County of Maui also 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. The Direct HOME subsidy provided to the homebuyer is calculated using the difference, at the time of purchase, between the purchase price of the home and the appraised value of the home. See the County of Maui's resale provision attached as HOME Attachment B.

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's State Recipient Agreement with each County requires all housing assisted with HOME Program funds to meet the affordability requirements of 24 CFR §92.252 (affordable rental housing) or 24 CFR §92.254 (affordable homeownership housing) of the HOME Program regulations, and requires the repayment of HOME Program funds to the HHFDC if the housing does not meet the affordability requirements for the specified time period. Each County shall require the maintenance of all affordability requirements by executing deed restrictions and lien recordations 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 24 CFR 91.320(k)(3)

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

Standardized written eligibility requirements are being developed by Bridging the Gap and HPO with technical assistance from Technical Assistance Collaborative. Currently, sub-recipient agencies providing ESG assistance are contractually required by the State, detailed in the Scope of Service, to follow standards in accordance with United States, 24 Code of Federal Regulations Part 576 (24CFR Part 576) Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), Emergency Solutions Grant Interim Rule. Eligibility standards are written in DHS/HPO's ESG Policies and Procedures Manual. (See ESG Attachment C: Eligible Participants for Emergency Solutions Grant).

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 has adopted "housing first" as a philosophical premise of its efforts to end homelessness. This approach emphasizes providing support for stable housing as an important first, rather than last, step in a transition to independently sustained permanent housing. The provider shall not place preconditions or eligibility requirements (other than those required by HUD) on persons entering housing, nor require program participants to participate in supportive housing activities or make other rules (i.e., sobriety) a condition of housing. The provider may offer and encourage clients to participate in support services, but shall not set any time limits as to when he/she must do so.

Moreover, BTG has selected a common assessment tool, the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT), and completed a substantial number of assessments using this pre-screening tool in each county. The VI-SPDAT is typically completed during a program's intake process, and surveys are forwarded to an organization contracted for the data analysis. VI-SPDAT data is cross-checked against data in the HMIS for data quality and accuracy. Based on responses from the survey, an individual will be assigned a score ranging from 0 - 20. Homeless individuals are then matched with the most appropriate level of care based on the scores: 10 - 20 Permanent Supportive Housing; 5 - 9 Rapid Rehousing; and 0 - 4 Mainstream/Usual Care. The HMIS currently being implemented will soon have the capability of calculating and scoring the VI-SPDAT inputs.

While a coordinated entry system has been adopted by Bridging the Gap and has recently commenced on the neighbor islands, it has not yet reached its full potential. Bridging the Gap and HPO, with technical assistance from Technical Assistance Collaborative, are working through the challenges of fully implementing the coordinated entry system in three different counties which are separated by the ocean (Kauai, Hawaii, and Maui Counties). BTG envisions the process beginning with assertive community outreach to identify and engage the homeless, then utilizing the VI-SPDAT, the common assessment tool, to assign a vulnerability score. (An important goal of the CoC is to create a by-name list with corresponding VI-SPDAT score so that, based on vulnerability and other prioritization factors, all homeless individuals can be matched with the resources most appropriate to their needs.) Local representatives will then convene case conferencing (CC) meetings throughout all rural county jurisdictions. CC is the venue where client needs are discussed and services are offered 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. Within the CoC, it is known that the current supply of affordable housing does not meet the demand for those most in need, making the need for an efficient coordinated entry process that much more important.

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 posts a Request for Information (RFI) on the State Procurement Office (SPO) website. Publication on a public website allows 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 CoC 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. 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 to 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 80% 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. BTG is currently in the process of defining the selection process for person(s) meeting the homeless or formerly homeless criteria if none such person(s) is represented. Presently, a formerly homeless individual sits on the BTG Board.

5. Describe performance standards for evaluating ESG.

Written performance standards are in the process of being developed by BTG in collaboration with DHS/HPO, and guidance from Technical Assistance Collaborative in 2016. BTG has also benefitted from HUD technical assistance in 2015, and will utilize the knowledge gained from their expertise in finalizing the standardized performance measures.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Hawaii Housing Finance and Development Corporation

* b. Employer/Taxpayer Identification Number (EIN/TIN):

14-1967871

* c. Organizational DUNS:

8044126610000

d. Address:

* Street1: 677 Queen Street, Suit 300

Street2:

* City: Honolulu

County/Parish:

* State:

HI: Hawaii

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code: 96813-5176

e. Organizational Unit:

Department Name:

DBEDT

Division Name:

HHFDC

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Craig

Middle Name:

* Last Name: Hirai

Suffix:

Title: Executive Director

Organizational Affiliation:

* Telephone Number: 808-587-0641

Fax Number: 808-587-0600

* Email: craig.k.hirai@hawaii.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.275

CFDA Title:

Housing Trust Fund

*** 12. Funding Opportunity Number:**

14.275

* Title:

Housing Trust Fund. (FR-5945-n-01)

13. Competition Identification Number:

14.275

Title:

Housing Trust Fund

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Housing Trust Fund

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="3,000,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="3,000,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.


Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Hawaii Housing Finance and Development Corporation

Project Name: National Housing Trust Fund - State of Hawaii

Location of the Project: Statewide: County of Hawaii, City and County of Honolulu, County of
Kauai, and County of Maui

Name of the Federal Program to which the applicant is applying: National Housing Trust Fund

Name of Certifying Jurisdiction: Hawaii Housing Finance and Development Corporation

Certifying Official of the Jurisdiction Name: Craig K. Hirai

Title: Executive Director

Signature: 

Date: August 12, 2016



Housing Trust Fund Allocation Plan Guide

2016



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I. GENERAL INFORMATION

HTF Allocation Plan

The Housing Trust Fund (HTF) Interim Rule (24 CFR Part 93) made the consolidated plan regulations at 24 CFR Part 91 applicable to the HTF. As a result, an HTF grantee (i.e., a State) must include HTF in its citizen participation plan (§ 91.115), strategic plan (§ 91.315), and annual action plan (§ 91.320). In addition, the State must submit to HUD for review and approval an HTF allocation plan with its annual action plan (§ 91.320(k)(5)). Also, as required in § 91.10, the HTF program must be administered by the State on the same program year it established for all grant programs covered by the consolidated plan.

The HTF allocation plan is an annual submission to HUD that describes how the State will distribute the HTF funds, including how it will use the funds to address its priority housing needs. The allocation plan also describes what activities may be undertaken with HTF funds and how recipients and projects will be selected.

Submission Requirement

HUD Notice CPD 12-009 requires a State submitting a consolidated plan on or after November 15, 2012 to use the eCon Planning Suite in IDIS to submit this plan and all subsequent consolidated plans, annual action plans, and consolidated annual performance and evaluations reports (CAPERs). However, the eCon Planning Suite does not currently contain the data fields to accommodate the HTF allocation plan. As a result, HUD developed this guide to assist the State in submitting the HTF allocation plan. The State may opt to use this sample form or to submit its allocation plan in a different format, provided that all required elements are addressed. Please visit the HTF website, www.hudexchange.info/htf for more guidance on the HTF program and HUD Notice CPD 16-07 *Guidance for HTF Grantees on Fiscal Year 2016 Housing Trust Fund (HTF) Allocation Plans* for more information on HTF allocation plans. This guide also contains a list of HTF and eCon Planning Suite resources that the State should reference before developing and submitting its HTF allocation plan. The State should also consult the *Con Plan Quick Guide: Amending a Consolidated Plan and Action Plan* for assistance on amending its consolidated plan and action plan.

Deadline

The State must submit an HTF allocation plan and make any amendments to its consolidated plan no later than **August 16, 2016**. Please note that some of the HTF allocation plan requirements will be completed in eCon Planning Suite in IDIS and the rest will be submitted as a Word document or PDF file to HUD. For 2016, the HTF allocation

plan must be submitted to both the local HUD CPD Field Office and to HUD's Office of Affordable Housing Programs at htf@hud.gov.

Review Period

The 45 day review period begins when (a) HUD receives the Standard Form 424 and certifications or email notification that the consolidated plan has been submitted in IDIS (for new action plans) or (b) HUD receives the Standard Form 424 and certifications or email notification that an amended action plan has been submitted in IDIS. The State should also complete and submit a Standard Form 1199A- Direct Deposit Sign up Form for deposit of its HTF grant funds.

Approval Process

The HTF allocation plan will be deemed approved 45 days after HUD receives the plan, unless HUD notifies the State that the plan is disapproved before expiration of the review period. Please note, if a State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale and recapture, and obtain HUD's specific, written approval, as required in § 93.304(f), separate and apart from the approval of the HTF allocation plan. The requirements for resale and recapture guidelines are the same as the HOME Program resale and recapture requirements, except for the income targeting requirements.

Need Assistance?

For assistance with the HTF allocation plan, the State should contact the local HUD CPD Field Office and/or send its question(s) to the HTF mailbox at htf@hud.gov. For assistance with the eCon Planning Suite in IDIS, the State should contact Ask A Question on the HUD Exchange website at <https://www.hudexchange.info/get-assistance/my-question/>.

II. GRANTEE INFORMATION

State:	FY 2016 HTF Allocation Amount:
Hawaii	\$3,000,000

III. CONSOLIDATED PLAN REQUIREMENTS

Citizen Participation Plan

The consolidated plan regulation at § 91.115 requires the State to include HTF in its citizen participation plan. Essentially, before adopting a consolidated plan, the State is required to adopt a citizen participation plan that describes the process for providing and encouraging citizens to participate in the development of the consolidated plan, the amendments to the consolidated plan and the performance report (CAPERS). For the purposes of HTF, the State is required to make the following information available to the public:

- the amount of HTF assistance the State expects to receive,
- the range of activities the State may undertake, including the estimated amount that will benefit extremely low-income households, and
- the State's plans to minimize displacement of persons and to assist any persons displaced.

If the State already conducted its citizen participation and included HTF in any citizen participation it performed for the other HUD formula grant programs, then the State does not need to conduct additional citizen participation for HTF. If the State has not yet conducted citizen participation or did not include HTF in the citizen participation it performed for other HUD formula grant programs, then it must conduct citizen participation to include HTF as part of its consolidated plan.

Consolidated Plan Screen(s) To Revise

The following screen in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- ES-05 / AP-05 Executive Summary:** § 91.320(b)- The Executive Summary includes seven narratives: (1) Introduction; (2) Summary of Objectives and Outcomes; (3) Evaluation of Past Performance; (4) Summary of the Citizen Participation and Consultation Process; (5) Summary of Public Comments; (6) Summary of Comments Not Accepted; (7) Summary.

- ☒ **PR-15 Citizen Participation:** § 91.115 and § 91.300(c)- revise this screen to provide a summary of the citizen participation efforts made for HTF, including efforts to broaden public participation, a summary of citizen comments or views on the plan, and a written explanation of comments not accepted and the reasons why these comments were not accepted.

IV. STRATEGIC PLAN REQUIREMENTS

The State must amend the affordable housing section of the strategic plan to include specific objectives that describe proposed accomplishments the State hopes to achieve and must specify the number of extremely low-income families to which the State will provide affordable housing to (homeownership- § 93.302; rental- § 93.304) over a specific period of time. The State can complete this requirement by including HTF on the **SP-45 Goals screen**.

Note: Directions on how to amend a plan are included at the end of this document.

Reminder: 100 percent of FY 2016 HTF funds must benefit extremely low-income households; a minimum of 80 percent must be used for rental housing; up to 10 percent may be used for homeownership housing; up to 10 percent may be used for administrative costs.

Strategic Plan Screen(s) To Revise

In addition to updating the affordable housing section of the strategic plan, the following screens in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- ☒ **SP-10 Geographic Priorities:** § 91.315(a)(1)- revise this screen to discuss how investments are allocated geographically.
- ☒ **SP-25 Priority Needs:** § 91.315(a)(2)- revise this screen to indicate the general priorities for allocating investment of available resources among different needs.
- ☒ **SP-30 Influence of Market Conditions:** § 93.315(b)- revise this screen to describe how the characteristics of the housing market influenced the State's decisions regarding allocation priorities among the types of housing assistance.
- ☒ **SP-35 Anticipated Resources:** § 91.315(a)(4); § 91.320(c)(1) and (2)- revise this screen to identify the federal, state, local, and private resources expected to be available to the State to address priority needs and specific objectives identified in the strategic plan. Specifically, the State should add a program to this screen by

selecting “Add” in the *Action* column. This will open the **SP-36 Add Anticipated Resource** screen. The State should select “Other” in the *Anticipated Resource* field and enter “Housing Trust Fund” in the *Other Funding Source* field. The State should also select the “public - federal” radio button in the “Source” field and complete the rest of the fields on this screen for its HTF program.

- ☒ **SP-45 Goals:** § 91.315(a)(4) and § 91.315 (b)(2)- revise this screen to summarize the State’s priorities and the specific goals it intends to initiate and/or complete within the term of the strategic plan. The State must also ensure its five year goals include any accomplishments due to HTF funds and must also enter the number of extremely low-income families to which the State will provide assistance with its HTF funds.

V. ANNUAL ACTION PLAN REQUIREMENTS

The State must include HTF in its annual action plan or amend the plan to include HTF information as required in § 93.320(k)(5). The action plan must include an HTF allocation plan that describes the distribution of HTF funds, and establishes the application requirements and selection criteria of applications submitted by eligible recipients that meet the State’s priority housing needs.

Annual Action Plan Screen(s) To Revise

The following screens in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- ☒ **AP-15 Expected Resources:** § 91.320(c)(1) and (2)- revise this screen to provide a concise summary of the federal resources expected to be available. The HTF resources added to the **SP-35 Anticipated Resources** screen will carry over to this screen.
- ☒ **AP-20 Annual Goals and Objectives:** § 91.320(c)(3) and (e)- revise this screen to summarize the specific goals the State intends to initiate and/or complete within the term of the program year. Any HTF related goals and objectives entered on the **SP-45 Goals** screen will carry over to this screen.
- ☒ **AP-25 Allocation Priorities:** § 91.320(d)- revise this screen to describe the reasons for the State’s allocation priorities and how the proposed distribution of funds will address the priority needs and goals of the strategic plan.

- ☒ **AP-30 Method of Distribution:** § 91.320(d) and (k5)- revise this screen to include a description of its method(s) for distribution for the “Other – Housing Trust Fund” selection based on the entry made on the **SP-35 Anticipated Resources** screen.
- ☒ **AP-50 Geographic Distribution:** § 91.320(f)- revise this screen to describe the geographic areas of the state in which it will direct assistance during the ensuing program year and provide rationale for its priorities in allocating investment geographically.
- ☒ **AP-55 Affordable Housing:** § 91.320(g)- revise this screen to specify goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year.
- ☒ **AP-65 Homeless and Other Special Needs Activities:** § 91.320(h)- revise this screen to describe how HTF will help to address the State’s one-year goals and actions for reducing and ending homelessness, if applicable.
- ☒ **AP-75 Barriers to Affordable Housing:** § 91.320(i)- revise this screen to describe how HTF will help with any actions the State’s will take during the next year to reduce barriers to affordable housing, if applicable.
- ☒ **AP-85 Other Actions:** § 91.320(j)- revise this screen to describe how HTF will help with any actions the State will take during the next year to carry out the following strategies outlined in the consolidated plan:
 - Foster and maintain affordable housing;
 - Evaluate and reduce lead-based paint hazards;
 - Reduce the number of poverty-level families;
 - Develop institutional structure; and
 - Enhance coordination.

In addition, the State must identify obstacles to meeting underserved needs and propose actions to overcome those obstacles using HTF funds, if applicable.

HTF Funding Priorities-§ 91.320(k)(5)(i)

The State is responsible for distributing HTF funds throughout the State according to its housing priority needs. In addition to revising the **AP- 30 Method of Distribution** screen in IDIS, the State must respond to the following questions.

1. Will the State distribute HTF funds through grants to subgrantees? If yes, describe the method for distributing HTF funds through grants to subgrantees and how the State will make those funds available to units of general local governments. If no, state N/A. Please attach response if you need additional space.

Yes. See HHFDC's HTF Allocation Plan, attached.

2. Will the State distribute HTF funds by selecting applications submitted by eligible recipients? If yes, describe the eligibility requirements for applicants as defined in § 93.2- definition of recipient. If no, state N/A. Please attach response if you need additional space.

No.

3. Will the State distribute HTF funds by selecting application submitted by eligible recipients? If yes, describe all the criteria that will be used to select applications and the relative importance of these criteria. At a minimum, as required in § 91.320(k)(5)(i), the selection criteria must include:

- Priority based upon geographic diversity
- Applicant's ability to obligate HTF funds
- Applicant's ability to undertake eligible activities in a timely manner
- For rental housing, the extent to which the project has Federal, State or local project-based rental assistance so rents are affordable to extremely low-income families
- For rental housing, the duration of the units' affordability period
- The merits of the application in meeting the State's priority housing needs (please describe)
- The extent to which application makes use of non-federal funding sources
- Other (please describe). Please attach response if you need additional space.

No.

Recipient Application Requirements- § 91.320(k)(5)(ii)

1. Will the State require that all recipient applications contain a description of the eligible activities to be conducted with HTF funds as required in § 93.200- Eligible activities?

Yes No

2. Will the State require that each eligible recipient certify that housing assisted with HTF funds will comply with HTF requirements?

Yes No

Performance Goals and Benchmarks- § 91.320(k)(5)(iii)

The plan must include performance goals and benchmarks against which the State will measure its progress, consistent with the State's goals established at § 91.315(b)(2). To comply with this requirement, the State will include HTF housing goals in the housing table on the **SP-45 Goals** and **AP-20 Annual Goals and Objectives** screens in the eCon Planning Suite consolidated plan template in IDIS.

VI. OTHER REQUIREMENTS

Maximum Per-unit Development Subsidy Amount- § 91.320(k)(5) and § 93.300(a)

The State must establish its own maximum limitations on the total amount of HTF funds that can be invested per-unit for development of non-luxury housing. The limits must be reasonable, based on actual costs, and adjusted for the number of bedrooms and geographic location of the project. The State may choose to develop its own limits or adopt limits used in other federal programs such as HOME or Low-Income Housing Tax Credit and must submit them with its HTF allocation plan. The State must submit a description of how the HTF maximum per-unit development subsidy amounts were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements.

Indicate below what maximum per-unit development subsidy limits the State will use for its FY 2016 HTF program.

- State developed its own maximum per-unit development subsidy limits and the limits are attached.
- State adopted limits used in other federal programs and the limits are attached.

Rehabilitation Standards - § 91.320(k)(5)(iv) and § 93.301(b)

If the State intends to use its HTF funds for housing being rehabilitated, it must establish rehabilitation standards that all HTF-assisted housing undergoing rehabilitation must meet at the time of project completion in accordance with § 93.301(b). The standards must provide enough details on what work is required, how that work should be performed and what materials should be used. The State's standards may refer to applicable codes or may establish requirements that exceed the minimum requirements of the codes. At a minimum, the rehabilitation standards must address:

- Health and safety;
- Major systems;
- Lead-Based Paint;
- Accessibility;
- Disaster Mitigation;
- State and local Codes, Ordinances, and Zoning Requirements; and
- Inspectable Areas and Observable Deficiencies from HUD's Uniform Physical Condition Standards identified by HUD as applicable to HTF-assisted housing.

Indicate below if the State will use HTF funds for rehabilitation of housing.

- The State plans to use HTF funds for the rehabilitation of housing and has attached its rehabilitation standards.
- The State will not use HTF funds for rehabilitation of housing.

Resale and/or Recapture Provisions- § 91.320(k)(5)(v) and § 93.304(f)

If the State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale or recapture and obtain HUD specific, written approval, as required in § 93.304(f). Approval of the consolidated plan or annual action plan under § 91.500 or the failure to disapprove the consolidated plan or annual action plan does not satisfy the requirement for specific HUD approval for resale or recapture guidelines.

Indicate below if the State intends to use HTF funds for first-time homebuyers.

- The State will use HTF funds to assist first-time homebuyers and has attached the applicable resale/recapture provisions.
- The State will not use HTF funds to assist first-time homebuyers.

HTF Affordable Homeownership Limits- § 91.320(k)(5)(vi) and § 93.305

HTF funds may only be invested for the provision of modest housing for homeownership. This means the housing has a purchase price for the type of single family housing that does not exceed 95 percent of the median purchase price for the area for newly constructed or standard housing. If the State plans to use HTF funds for homebuyer assistance, and does not use the HTF affordable homeownership limits established by HUD, it must determine 95 percent of the median purchase price for single family housing for designated areas across the State. If the State will determine its own affordable homeownership limits, it must determine the limits using the methodology described in § 93.305(a)(2).

Indicate below if the State will use HTF funds for homeownership housing and what affordable homeownership limits it will use.

- The State will use HTF funds for homeownership housing and will use the HUD issued limits.
- The State will use HTF funds for homeownership housing and has determined its own affordable homeownership limits and the limits are attached.
- The State will not use HTF funds for homeownership housing.

State Limited Beneficiaries or Preferences- § 91.320(k)(5)(vii)

The State may limit the beneficiaries or give preferences to a particular segment of the extremely low-income population only if described in the action plan. Any limitation or preference must not violate non-discrimination requirements at § 93.350 and the State must not limit or give preferences to students. The State may also allow 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.

Indicate below if the State will limit beneficiaries or give preferences to a particular segment of the extremely low-income population.

- The State will limit beneficiaries and/or give preferences to the following segments of the extremely low-income population. The groups listed have also been identified in the action plan.
- The State will not limit beneficiaries and/or give preferences to any segments of the extremely low-income population.

Refinancing of Existing Debt- § 91.320(k)(5)(viii) and § 93.201(b)

If the State will use HTF funds for refinancing of existing debt, it must establish refinancing guidelines and include them in its consolidated plan. The State's refinancing guidelines must describe the conditions under which it will refinance existing debt. At a minimum, the guidelines must 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. Refinancing of existing debt is only eligible if it is necessary to reduce the overall housing costs and to make the housing more affordable.

Indicate below if the State will permit the refinancing of existing debt.

- The State will permit the refinancing of existing debt and the conditions under which the State will refinance existing debt are attached.
- The State will not permit the refinancing of existing debt.

VII. GRANTEE CERTIFICATIONS

In addition to submitting an HTF allocation plan, the State must submit all the required certifications identified at § 91.225 (for new action plans). If the State is amending the action plan to include HTF, it must resubmit the following certification to include HTF:

- Consistency with plan- The jurisdiction must submit a certification that the housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan. Where the HOPWA funds are to be received by a city that is the most populous unit of general local government in an EMSA, it must obtain and keep on file certifications of consistency from the authorized public officials for each other locality in the EMSA in which housing assistance is provided. HTF must be included in this certification.

VIII. REQUIRED FORMS

In addition to submitting an HTF allocation plan, the State must submit and/or complete the following standard forms for its HTF program.

- Standard form- 424: [Application for Federal Assistance](#) (§ 91.320(a))
- Standard form- 1199 A : [Direct Deposit Sign up Form](#)

IX. RESOURCES

The following resources should be referenced before developing and submitting the HTF allocation plan.

HTF Resources

- HTF website- www.hudexchange.info/htf
- HTF [Interim Rule](#)
- Notice CPD-16-07: [Guidance for HTF Grantees on FY 2016 HTF Allocation Plans](#)
- HTF [FAQs](#)
 - o HTF Maximum Per-Unit Development Subsidy Amounts
 - o HTF Rehabilitation Standards
- HTF Webcast on [Overview of the HTF program](#)
- HTF Webinar on [Developing HTF Allocation Plans](#)
- HTF [Formula Allocation](#)


Consolidated Plan Resources

- eCon Planning Suite website- <https://www.hudexchange.info/consolidated-plan/econ-planning-suite/>
- Notice CPD-12-009: [Use of IDIS to Submit the Consolidated Plan](#)
- Consolidated Plan in IDIS [Desk Guide](#)
- Con Plan Quick Guide: Amending a Consolidated Plan and Annual Action Plan For State, Entitlement & Regional Grantees.








X. APPENDICES

Appendix A: eCon Planning Suite Editing Options

Narrative Fields and the 4,000 Character Limit

The limit on the amount of text is 4,000 characters per field. The character limit includes white spaces, formatting marks such as new paragraphs, and other hidden characters. For example, the following text “The **quick** brown fox” contains 16 visible characters, but also contains 3 white space characters and additional hidden characters related to the bold and underline formatting. Users can select the  option to display and remove the hidden formatting.

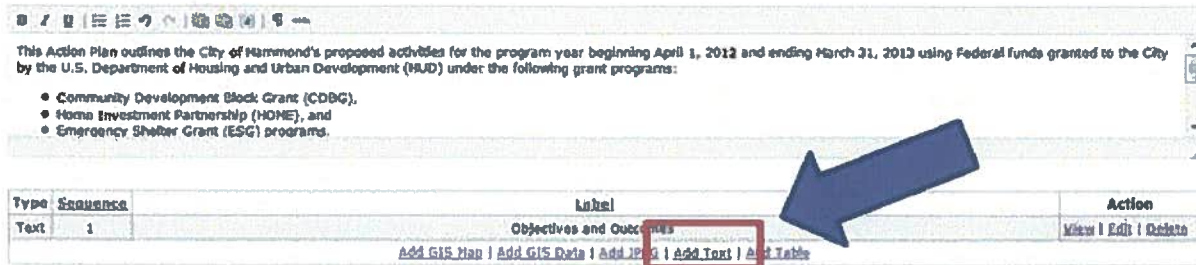
Other Editing Options

Tools	Description
	<p>Bold Italics Underline</p>
	<p>Bullet List Numbered List</p>
	<p>Undo Redo</p>
	<p>Paste as Plain Text. If this tool is toggled on, any text pasted into the narrative box will be stripped of all formatting.</p> <p>Paste from Word. This tool will allow the pasted text to retain limited formatting, including Bold, Italics, Underline, and simple numbered and bulleted lists. Paste from Word will not retain more complex formatting, such as tables and indentation.</p>
	<p>Select All. This tool selects all of the text currently entered in the narrative box.</p>
	<p>Show/Hide Visual Control Characters. This tool is used to toggle the display of hidden formatting, such as paragraph marks (not currently functional).</p>
	<p>Edit HTML Source. This tool opens a dialog box where users can edit the HTML Code to format the text of the narrative box.</p>

Adding Additional Text Box for Narrative:

To input additional narrative beyond 4,000 characters, grantees can add another [text box](#). Due to embedded formatting in PDF documents, grantees should not try to copy text from PDFs, but should only use text or Microsoft Word files.

The screenshot below shows the features of narrative fields in the template.



The screenshot shows a web application interface. At the top, there is a text area containing the following text:

This Action Plan outlines the City of Hammond's proposed activities for the program year beginning April 1, 2012 and ending March 31, 2013 using Federal funds granted to the City by the U.S. Department of Housing and Urban Development (HUD) under the following grant programs:

- Community Development Block Grant (CDBG),
- Home Investment Partnership (HOME), and
- Emergency Shelter Grant (ESG) programs.

Below the text area is a table with the following structure:

Type	Sequence	Label	Action
Text	1	Objectives and Outcomes	View Edit Delete

Below the table, there is a row of links: [Add GIS Map](#) | [Add GIS Data](#) | [Add PDF](#) | [Add Text](#) | [Add Table](#). A red box highlights the [Add Text](#) link, and a blue arrow points to it from the right.

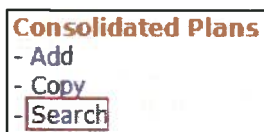
Appendix B: Amending a Consolidated Plan and Annual Action Plan

I. Amending Approved Consolidated Plan/Year 1 Action Plan

The State should follow these instructions to amend its consolidated plan and annual action plan to include HTF. All States are responsible for amending their individual Action Plans.

To amend a Consolidated Plan/Year 1 Action Plan, grantees must first copy the existing plan.

1. Click "Search" under the Consolidated Plan submenu.

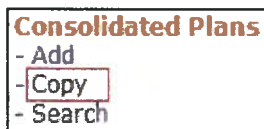


2. Make note of the Year and Version of the Plan to be amended.

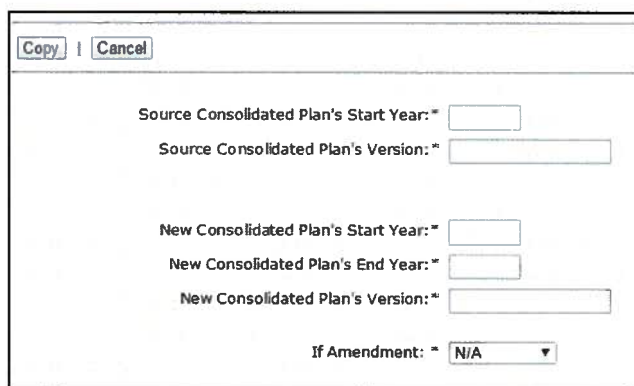
Results Page 1 of 1

Grantee Name	State	Year	Version	Title	Status	Action
SAN ANTONIO	TX	2015	1	San Antonio Five Year Consolidated Plan 2015-2019	Review Completed	View

3. Click "Copy" under the Consolidated Plan submenu.



4. Enter the Source Year and Version from the Plan to be copied (identified in Step 2).



A screenshot of a "Copy" dialog box. At the top left, there are buttons for "Copy" and "Cancel". The dialog contains the following fields:

- Source Consolidated Plan's Start Year: *
- Source Consolidated Plan's Version: *
- New Consolidated Plan's Start Year: *
- New Consolidated Plan's End Year: *
- New Consolidated Plan's Version: *
- If Amendment: *

5. Enter the Start Year, End Year and Version for the amended plan. For amendments, the Start Year must be the same as the Source Plan. Select whether the amendment is Minor or Substantial from the dropdown menu.
6. Once completed, click "Copy." The Amended plan will be accessible from the Consolidated Plan search screen. The default title of the copied plan will be "ConPlan Copy." Grantees can change the title on the AD-25 screen.
7. If the copy is a Substantial Amendment, the AD-25 screen will include a text box following the "If Amendment" dropdown menu to explain the amendment.

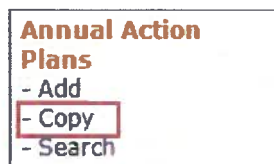
The screenshot shows a form with the following elements:

- A label "If Amendment:" followed by a dropdown menu currently set to "Substantial".
- Below the dropdown, the text "If Substantial Amendment, explain: *" is followed by a large, empty rectangular text box for providing an explanation.

8. All amendments, minor and substantial, must be submitted for review in IDIS to ensure the amended information is included in the CAPER. Depending on the amendment, the Field Office may not conduct a full review of the plan, but must functionally mark the amended plan as "Review Complete" in IDIS.

II. Amending the Action Plan

1. Click "Search" under the Action Plan submenu and note the Year and Version of the Action Plan to be amended.
2. Click "Copy" in the Action Plan submenu.



3. Enter information in the fields provided. For amendments, the Program Year for the amended plan must be the same as the Source Program Year.

Copy Annual Action Plan

|

Source AAP Program Year: *

Source AAP Plan Version: *

New AAP Program Year: *

New AAP Plan Version: *

If Amendment: * ▼

4. Select whether the amendment is Minor or Substantial.
5. When complete, click "Copy". The amended plan will be accessible from the Action Plan search screen. The default title of the copied plan will be "AAP Copy." Grantees can change the title on the AD-26 screen.
6. If the copy is a Substantial Amendment, the AD-26 screen will include a text box immediately following the "If Amendment" dropdown menu to explain the amendment.

If Amendment: ▼

If Substantial Amendment, explain: *

7. All amendments, minor and substantial, must be submitted for review in IDIS to ensure the amended information is included in the CAPER. Depending on the amendment, the Field Office may not conduct a full review of the plan, but must functionally mark the amended plan as "Review Complete" in IDIS.

STATE OF HAWAII
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION
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 split (50/50) between the City and County of Honolulu and the designated neighbor island county that receives HHFDC's rotated HOME allocation, (Subgrantees); for PY2016, the City and County of Honolulu and the County of Kauai are anticipated to receive the HTF allocation; the next neighbor island allocations would be received by the County of Maui in PY2017, followed by the County of Hawaii in PY2018.
- 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) within a specified timeframe, HHFDC, in its sole discretion, may seek alternate activities from the remaining Subgrantees.
- d. The HHFDC anticipates receiving \$3,000,000 in HTF funds for the Program Year 2016 – 2017, to be distributed as follows:

Program Year 2016 – 2017				
Fund Type	City and County of Honolulu	County of Kauai	HHFDC	Total
HTF Project Funds	\$1,350,000	\$1,350,000	\$0	\$2,700,000
Administration	\$75,000	\$75,000	\$150,000	\$300,000
Total HTF Funds	\$1,425,000	\$1,425,000	\$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 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. 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 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
715 South King Street, Suite 311	Pi`ikoi Building
Honolulu, Hawaii 96813	4444 Rice Street, Suite 330
	Lihue, Hawaii 96766
County of Hawai`i	County of Maui
Office of Housing and Community Development	Department of Housing and Human Concerns
50 Wailuku Drive	35 Lunalilo Street, Suite 102
Hilo, Hawaii 96720	Wailuku, Hawaii 96793

For PY 2016, the applicable Subgrantees to issue the HTF applications are the City and County of Honolulu and the Kauai County Housing Agency.

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;

- 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 HOME Program Maximum Per-Unit Subsidy Limits have been adopted for the HTF program. The development costs of affordable rental housing across the state are generally higher in comparison with the HOME subsidy limits. However, due to the limited funding, the HTF projects will require leveraging with other significant sources of funds. The HOME subsidy limit provides a reasonable maximum to develop a greater number of HTF assisted units throughout the state.

The following table reflects the maximum per unit subsidy limits by bedroom size for housing assisted with HTF within the State of Hawaii, for PY 2016.

Bedrooms	PY2016 HTF Maximum Per-Unit Subsidy Limit
0	\$140,107
1	\$160,615
2	\$195,304
3	\$252,662
4+	\$277,344

VIII. REHABILITATION STANDARDS

All rehabilitation projects must meet the applicable County HTF rehabilitation standards in accordance with 24 CFR 93.301(b).

If the rental project involves rehabilitation, the following property standards and requirements apply:

- 1) Local/state or national codes - All rehabilitation projects must meet all applicable state and local codes, ordinances and requirements. In the absence of a State or local building codes,

the housing must meet the International Existing Building Code of the International Code Council.

2) Uniform Physical Condition Standards (UPCS) – Standards must ensure that the housing will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703.

3) Health and Safety – Standards must identify the life threatening deficiencies that must be addressed if a housing unit is occupied.

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) Lead Safe Housing Rule – All HTF-funded rehabilitation must meet the requirements of the Lead Safe Housing Rule at 24 CFR Part 35.

6) Major Systems – For all rental housing, standards must require an estimate of the remaining useful life of major systems, based on age and condition. For projects with 26 or more units, this must be done with a capital needs assessment. If the useful life of one or more major system is less than the affordability period, it must be replaced or rehabilitated or the standards must require sufficient monthly deposits into replacement reserves so that it can be addressed when needed. Major systems include: structural support, roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; and heating, ventilation, and air conditioning.

7) 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.

PY2016 HOME FUNDS & ACTIVITIES - \$3,023,400

HOME Resources	Hawaii	Kauai	Maui	HHFDC	Total
FY 2016 HOME					
•Regular Project	\$0.00	\$2,267,550.00	\$0.00	\$0.00	\$2,267,550.00
•CHDO Set-Aside	\$0.00	\$453,510.00	\$0.00	\$0.00	\$453,510.00
•Administration	\$0.00	\$151,170.00	\$0.00	\$151,170.00	\$302,340.00
Subtotal	\$0.00	\$2,872,230.00	\$0.00	\$151,170.00	\$3,023,400.00
Other HOME Funds					
•Prior Years' Uncommitted Funds	\$0.00	\$531,325.00	\$0.00	\$0.00	\$531,325.00
•Anticipated Program Income /Recaptured Funds	\$25,000.00	\$864,449.00	\$25,000.00	\$0.00	\$914,449.00
Subtotal	\$25,000.00	\$1,395,774.00	\$25,000.00	\$0.00	\$1,445,774.00
Total Available	\$25,000.00	\$4,268,004.00	\$25,000.00	\$151,170.00	\$4,469,174.00

Anticipated HOME Projects	Hawaii	Kauai	Maui	HHFDC	Total
Construct New or Rehabilitate Existing Affordable Rental Housing (HR-1)	\$0	\$2,267,550.00 Ko'ae Workforce Housing Dev. (Project 4)	\$25,000.00 Kulamalu (Project 10)	\$0	\$2,292,550.00
Tenant-Based Rental Assistance (HR-2)	\$25,000.00 (Project 9)	\$309,987.00 (Project 6)	\$0	\$0	\$334,987.00
Provide project development funds to produce affordable homeownership opportunities using a self-help building method (HO-2)		\$453,510.00 + \$221,338.00 + \$864,449 Ele'ele Iluna, Phase II, Increment B (Project 5) (2016 HOME CHDO)	\$0	\$0	\$1,539,297.00
Administration	\$0.00	\$151,170.00 (Project 7)	\$0.00	\$151,170.00 (Project 8)	\$302,340.00
Total	\$25,000.00	\$4,268,004.00	\$25,000.00	\$151,170.00	\$4,469,174.00

RED = PROGRAM INCOME. GREEN = PRIOR YEARS' HOME FUNDS

COUNTY OF MAUI - RESALE PROVISION

The County of Maui's resale provisions includes the following:

- 1) The homes must be sold to another low-income homebuyer who will use the property as their principle residence. The subsequent buyer will be subject to the remaining years of the affordability period;
- 2) The original homebuyer will receive a fair return on investment based on a shared appreciation schedule and calculation described below;
- 3) The property will be sold at a price that is "affordable to a reasonable range of low-income buyers."

The period of affordability will be based on the total amount of HOME funds invested in the housing.

Fair Return on Investment:

The owner is guaranteed a fair return on investment by applying such factors as a shared appreciation based on appraisals of the property, and considering any capital improvements or damage to the property when calculating the Resale Price. This process also furthers the purpose of preserving the affordability of the Home for succeeding income qualified homeowners.

Resale Price:

The resale price will be based on the Purchase Option Price as defined here. In no event may the home be sold for a price that exceeds the Purchase Option Price. The Purchase Option Price shall be the lesser of either the Base Formula Price (BFP) or the Formula Price (FP).

How the Base Formula Price is Calculated:

The Base Formula Price is equal to the Initial Purchase Price of the improvements paid by the Homeowner plus:

a) Appraisal Based Appreciation: an increase or decrease in an amount determined by the following formulae:

Initial Purchase Price (IPP) divided by Initial Appraisal (IA) multiplied by the difference between the Current Appraisal (CA) minus the Initial Appraisal (IP) multiplied by the Shared Appreciation Factor (SAF) = Homeowner's Share of Appreciation (HSA) plus Initial Purchase Price (IPP) = Base Formula Price

$$(IPP \div IA) \times (CA - IA) \times SAF = HAS + IPP = \text{Base Formula Price}$$

b) Shared Appreciation Factor (SAF): the SAF shall be determined by the number of years of ownership by the Homeowner using the following schedule:

5 years or less from date of acquisition SAF = 25%

more than 5 years, but 6 years or less from date of acquisition SAF = 27.5%

- more than 6 years, but 7 years or less from date of acquisition SAF = 30%
- more than 7 years, but 8 years or less from date of acquisition SAF = 32.5%
- more than 8 years, but 9 years or less from date of acquisition SAF = 35%
- more than 9 years, but 10 years or less from date of acquisition SAF = 37.5%
- more than 10 years, but 11 years or less from date of acquisition SAF = 40%
- more than 11 years, but 12 years or less from date of acquisition SAF = 42.5%
- more than 12 years, but 13 years or less from date of acquisition SAF = 45%
- more than 13 years, but 14 years or less from date of acquisition SAF = 47.5%
- more than 14 years, from date of acquisition SAF = 50%

c) **CAPITAL IMPROVEMENTS CREDIT:** an increase based on the cost of any Eligible Capital Improvements made by Homeowner. The term “Eligible Capital Improvements” shall mean only those improvements approved in writing by the County or its designee in accordance with the County’s Capital Improvements Policy as revised from time to time.

d) **EXCESSIVE DAMAGE CHARGE:** a decrease in the amount equal to the value of any excessive damage or neglect. Excessive damage or neglect is defined as damages beyond normal wear and tear. Determination of excessive damage value will be at the sole discretion of the County and/or its agents.

The Formula Price, therefore, shall be calculated as follows:

Initial Purchase Price	\$ _____
Plus Homeowner’s Share of Appreciation	+ \$ _____
Equals Base Formula Price	= \$ _____
Plus Capital Improvements Credit, if any	+ \$ _____
Less Excessive Damage Charge, if any	- \$ _____
Equals Formula Price	= \$ _____

Continued Affordability:

In addition to ensuring that the Homebuyer receives a fair return on his or her investment, this resale provision ensures that the home will remain affordable to a reasonable range of low-income homebuyers.

The homebuyers targeted under this provision will be families earning 60-80% of the Adjusted Median Income for Maui County. Affordability of the home is ensured by requiring that families would pay no more than 35% of their income for principal, interest, property taxes, and insurance (PITI).

If a qualified homebuyer is not immediately identified to purchase the home, in order to ensure that the home remains affordable, the County of Maui or our designee will be allowed to purchase the property at the Purchase Option Price and subsequently transfer it to another qualified buyer without triggering repayment (CFR92.254 (a)(9)(i)(C) Preserving affordability of housing previously assisted with HOME funds).

**PARTNER AGENCIES
(FACILITIES AND SERVICES)**

HEALTH

Kauai:

- Kaua'i Community Health Center: Free and low-cost medical and dental services at two on-island clinics
- Malama Pono: Kaua'i HIV/AIDS project and service provider, STD/HIV/Hepatitis testing
- Department Of Health Public Nursing: Immunizations/info on immunizations and health test (TB, etc.)
- Kaua'i Medical Reserve Corps: Similar info, information on efforts like Tropical Storm (military medical professionals providing free services locally)
- Aloha Care: General health information, some case management or other services
- First Vitals Health and Wellness: Diabetes screening and counseling with elders
- Wilcox Hospital (Pharmacy): Medication management presentations and 1:1 medication screenings for elders
- CHOW Project: General risk mitigation, needle exchange, other protections
- Mental Health Kōkua: Housing and outpatient services
- Hale 'Opio: Housing and outpatient services for youth (also some youth employment and education via program Cradle to Career)

Maui:

- Aloha House
- Behavioral Health Services of Maui
- Department of Health, Dr. Lorrin Pang
- Family Health Services Division, Maui DHO
- Maui AIDS Foundation
- Maui Public Health Nurse
- Mental Health Kokua
- Maui Memorial Hospital
- Mental Health of America

Hawaii:

- Care Hawaii
- Bay Clinic, Inc.
- Hui Malama Ola Na Oihi
- Lokahi Treatment Centers
- Big Island Substance Abuse Council
- Hawaii County Fire Department, Emergency Medical Services Division
- Mental Health Kokua
- Hawaii State Department of Health
- Aloha Toxicology
- CHOW Project

LAW ENFORCEMENT / LEGAL AID

Kauai

- Legal Aid Society: Non-criminal legal services, information and referral, fair housing, homeless advocacy
- Volunteer Legal Services Hawai'i: Non-criminal legal services, information and referral

**PARTNER AGENCIES
(FACILITIES AND SERVICES)**

- Hawai'i State Judiciary – Fifth Circuit self-help center:
- Limited legal information for self-represented parties for non-criminal cases from volunteer attorneys and Americorps volunteers.

Maui

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

Hawaii

- Hawaii County Community Police Officers
- Hawaii County Prosecutor's Office
- Hawaii County Parks and Recreation

EDUCATION SERVICES

Kauai

- Kaua'i Community College: Degree, certificate, continuing education programs
- McKinley Community School for Adults: GED and Competency Based programs

Maui

- Aloha Independent Living of Hawaii
- Kihei Library
- Maui Economic Opportunities, Inc. (MEO)
- Mental Health of America
- University of Hawaii, Maui College

Hawaii

- University of Hawaii, Hilo

EMPLOYMENT SERVICES

Kauai

- WorkWise: Employment services and one-stop center under federal Workforce Investment Act.
- Alu Like: Employment & Training: Employment services under federal Workforce Investment Act for individuals of Hawaiian, Native American and Alaska native ancestries.
- Department of Vocational Rehabilitation: Services for individuals with disabilities
- Disability Resource Center: Employment support for individuals with disabilities

Maui

- Maui Job Corp.

Hawaii

- Hawaii County Research and Development

**PARTNER AGENCIES
(FACILITIES AND SERVICES)**

YOUTH SERVICES

Kauai:

- Hale Opio
- About Face: Youth education, training, counseling, work-readiness for in-school youth ages 14-18 and out-of-school youth ages 16-21 under the Federal Workforce Investment Act.

Maui

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

Hawaii

- Salvation Army Family Intervention Services

FOOD

Kauai

- Kaua'i Independent Food Bank: Food pantry via partner agencies and resources
- Hawai'i Food Bank, Kaua'i Branch: Food pantry via partner agencies and resources
- The Salvation Army: Community Soup Kitchens

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
- Food Pantry Program
- Hale Kau Kau (St. Theresa Church)
- Ka Hale A Ke Ola
- Maui Food Bank
- The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

Hawaii

- Under His Wing Ministries

VETERAN SERVICES

Kauai:

- Hale Opio
- Veteran's Affairs: Community-Based Outpatient Clinic, veteran resources and assistance, VASH.
- Catholic Charities Hawai'i: SSVF
- Mental Health Kokua (in partnership with U.S. Vets): 5 shelter beds for male veterans

**PARTNER AGENCIES
(FACILITIES AND SERVICES)**

Maui

- U.S. Department of Veteran Affairs
- Supportive Services for Veteran Families (SSVF) – Family Life Center
- Salvation Army

Hawaii

- Salvation Army Family Intervention Services

COUNTY PLANS TO ADDRESS HOMELESS AND OTHER SPECIAL NEEDS POPULATIONS

County of Hawaii

Chronic homelessness is a priority of the County of Hawaii's Administration, and through its efforts the Mayor's Task Force on Homelessness (MTF) for East and West Hawaii was established. These new forums bring the various County Departments to the table to develop collaborations between local government, non-profit service providers and concerned community members. In recent months, the MTF has merged with the Community Alliance Partners (the local CoC chapter) to increase its collaborative efforts in addressing homelessness.

The County is currently under contract to construct 32 micro-housing units in Kailua-Kona that will provide long-term transitional housing for the chronically homeless. The units are scheduled to be available for occupancy before the end of the calendar year 2016. In addition to providing shelter, the Office of Housing and Community Development (OHCD) will contract with a service provider to implement programs that address the various needs of the individuals.

The County also plans to work with the Child and Family Service to renovate the Kona Domestic Abuse Shelter. The project proposes to enlarge and remodel the kitchen, create an interior private office space, replace flooring, replace the playground equipment to include a safety fall surface and repair wood railings. Incidents of domestic violence have increased substantially in the past three years. There has been a corresponding increase in the number of community members seeking services at the Kona Domestic Violence Shelter. The long-term goal for the shelter is to prepare the victim for self-sufficiency and independence. Once the victims of domestic violence and their children are safe, transitioning them to permanent safe housing and providing/linking them to various services becomes the main focus.

To further assist homeless and at-risk populations, the 2016 Community Development Block Grant (CDBG) funds for Hawaii County will be allocated to the following programs:

- Mobile Homeless Outreach Service Program, administered by HOPE Services Hawaii Inc. The requested CDBG funds will be used to acquire two (2) vehicles to expand their outreach to homeless individuals.
- Kamakana Villages - Senior Affordable Housing - Infrastructure Improvements. The CDBG funds will be utilized for infrastructure improvements for the development and construction of 85 units for a Senior Housing Project in Kailua-Kona.
- Residential Repair Program offers low-interest loans to homeowners who meet the income eligible requirements. This program provides opportunity for individuals to complete needed repairs that extends the life of the residential unit and allows homeowners to remain in their unit.

County of Kauai

County agencies, in collaboration with the local CoC and service providers, contribute greatly to the plan to end homelessness in their jurisdictions. Major efforts are described below:

COUNTY PLANS TO ADDRESS HOMELESS AND OTHER SPECIAL NEEDS POPULATIONS

Kauai County's HOME program, in partnership with Kauai Community Alliance, anticipates implementing a Tenant Based Rental Assistance (TBRA) program. This program will provide subsidies to assist up to 15 homeless families with minor children with security deposits, utility deposits and rents for up to 24 months. Execution of this program is subject to County Council and HUD appropriations/approval. Kauai County, in partnership with the Kauai Economic Opportunity (KEO), has requested funds to increase the capacity at its Homeless Emergency and Transitional Shelter from 19 to 39 beds with funds from the CDBG Program and the County's General Fund. The County, through its CDBG program is providing funds to purchase 10-double bunk beds and 20-storage lockers. Pre-award of funds for this project is being requested through the County Council and HUD, and is contingent on funding appropriation and approval.

Kauai County's CDBG program has selected several agencies for award for the PY 2016 CDBG cycle. Programs include substance abuse services, job training, and financial education. Currently, the County is in its comment period and is scheduled to go before the Council in April; all award selections are subject to Council and HUD appropriation/approval.

County of Maui

The County of Maui (COM) is a member with leadership standing in the Maui Homeless Alliance, the local chapter of the Continuum of Care (Coc). Additionally, the COM representative actively participates in the Balance of State CoC (Bridging the Gap), and the Hawaii Interagency Council on Homelessness.

The COM provides rental assistance funds, through the county's Rental Assistant Program (RAP), to Family Life Center, Ka Hale A Ke Ola, Maui Economic Opportunities, Inc., and Women Helping Women. The COM also provides funding for Emergency Case Management, Hale Kau Kau (food service), and related support services programs.

Plans are also in place to implement multiple initiatives, pending County Council's appropriations/approval for the following activities:

- Develop stand-alone temporary shelter on County property to serve 50 individuals.
- Increase temporary shelter beds on a service provider's existing property to serve 50 additional individuals.
- Develop the EXO Shelter Deployment Plan for Family Life Center, Ka Hale A Ke Ola Wailuku and Ka Hale A Ke Ola Lahaina. This plan proposes to provide 20 EXO housing units to shelter up to 80 individuals per project location.
- Establish or upgrade existing transitional housing facilities utilized by households waiting to be transitioned to permanent housing. These facilities will also provide access to homeless continuum of care services.
- Ease restrictions on single family lots:
 - Upgrade zoning from single-family to multi-family residential usage in appropriate areas.
 - Enforce short-term rentals/transient vacation rental (TVR) codes
 - Allow accessory dwellings on small lots for affordable rentals
- Create and fund new program within the Department of Housing and Human Concerns to evaluate homeless needs and coordinate efforts to address them.

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

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

Category 4 – Fleeing/Attempting To Flee Domestic Violence

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)

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

- c. Priority shall be given to eligible homeless families and persons in the following order:
First: Unsheltered homeless, including those staying at homeless shelters;
Second: At-risk homeless, including those staying at abuse shelters.