



## State of Hawaii

# DRAFT CONSOLIDATED PLAN ANNUAL ACTION PLAN

Fourth Program Year  
(July 1, 2018 - June 30, 2019)

March 2018

Hawaii Housing Finance and Development Corporation

677 Queen Street, Suite 300

Honolulu, Hawaii 96813



EQUAL HOUSING  
OPPORTUNITY

Draft Annual Action Plan  
2018

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2018

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# Executive Summary

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

### 1. Introduction

The ConPlan is a planning document that ensures that jurisdictions receiving federal assistance plan for the housing and related needs of low-income and moderate-income families to improve the availability and affordability of decent, safe and sanitary housing in suitable living environments. The Annual Action Plan (Plan) identifies the objectives targeted to address priority needs for the program year. It is also an application for funds under HUD's formula grant programs: HOME Investment Partnership (HOME), Housing Trust Fund (HTF), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs.

The HOME and HTF programs are administered by the state's Hawaii Housing Finance and Development Corporation (HHFDC) and the ESG and HOPWA programs are administered by the state's Homeless Programs Office of the Department of Human Services' Benefit, Employment and Support Services Division (DHS-BESSD). The HOME, ESG and HOPWA programs described in this plan will focus on the neighbor island counties of Hawaii, Kauai and Maui. HTF funds will serve the neighbor island counties as well as the City and County of Honolulu. 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 a newspaper of general circulation and on HHFDC's website to solicit public comments on the draft Plan.

### 2. Summarize the objectives and outcomes identified in the Plan

Estimated amounts are used throughout this draft AAP for the PY18 HOME, HTF, ESG and HOPWA programs. Calculations of actual amounts will be made once HUD announces the actual PY2018 allocations.

HHFDC may 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 PY2018, the State anticipates receiving \$3,000,000 in HOME funds. Ten percent will be reserved for administrative costs, and 15% will be set aside for CHDO activities. The County of Hawaii is scheduled to receive the PY2018 HOME allocation under HHFDC's annual rotation. The State allows the counties to retain HOME Program Income for additional eligible activities, including up to 10% for administration; existing and anticipated HOME program income (PI) of approximately \$1,227,000 will be used in PY2018 for an affordable rental project, described later in this plan. The State will permit pre-awards of up to 25% of a county's current program year's allocation for HOME-eligible activities to avoid interruption of projects and/or services. Pre-awards must be authorized in writing by the State before costs are incurred. Pre-award costs greater than 25% will require approval by the local HUD Field Office before the costs are incurred.

HHFDC will use the annual HTF allocation to promote decent, affordable housing and strengthen communities through the production of new or rehabilitation of existing affordable rental housing serving extremely low-income households earning 30% or less AMI; the State anticipates receiving HTF of \$3,000,000. HHFDC will retain 5% of the allocation for administration, and allocate the balance to the

counties as Subgrantees. Fifty percent will be allocated to the City and County of Honolulu. The remaining 50% will be allocated to the County of Hawaii, since it is scheduled to receive the PY2018 HOME allocation. 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 PY2018 HTF Allocation Plan is shown in HTF Attachment A, and is subject to HUD's approval.

For PY2018, the State anticipates receiving \$437,204 in ESG and \$237,063 in HOPWA funds. DHS-BESSD anticipates requesting pre-award authority from HUD in order to continue the implementation of ESG and HOPWA projects without interruption. ESG and HOPWA funds will be used in Hawaii, Kauai and Maui to meet the objectives of promoting decent affordable housing and strengthening communities. In collaboration with HPO, Bridging The Gap (BTG) has determined that PY2018 ESG funds will be allocated at approximately 1% for HMIS costs, and 5% for administrative costs 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 HP and 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 deposits and utilities, and housing relocation and stabilization services. Agencies awarded funding will be allowed a maximum of 2.5% for administrative costs.

For PY2018, 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. Its focus will be on providing housing information, rent or deposit assistance, and other supportive services to persons with HIV/AIDS who are homeless or at risk of homelessness.

### **3. Evaluation of past performance**

HHFDC and DHS-BESSD, through their administration of the State's HOME, ESG and HOPWA programs, have assisted many communities, families and individuals in the State. HHFDC acts as the pass-through agency of HOME funds to the Counties of Hawaii, Kauai and Maui, overseeing the appropriate use of HOME funds and ensuring compliance with HOME regulations. In the past, HHFDC divided the annual HOME allocation between the three neighbor island counties. Due to the limited amount of HOME funds available, counties had to "save up" several years' allocations to proceed with a project, resulting in red flags from HUD to improve compliance with expenditure deadlines. In response, HHFDC implemented a rotating allocation between the neighbor island counties, giving each county an entire year's allocation of HOME funds (less HHFDC's retention of 5% for administrative purposes). The rotation between the three neighbor island counties gives each county two years between allocations to plan for HOME projects and programs; this strategy appears to help the counties meet the recent and more stringent HOME regulations relating to commitment deadlines.

The County of Maui received the PY2017 HOME allocation, and planned to use these funds on Phase I of its Kaiwahine Village rental project, on Habitat for Humanity's Kahoma Residential self-help project, and the County of Maui's administration. The County of Hawaii will receive the PY2018 HOME allocation, and plans to use HOME for its TBRA program, its Kaloko Heights Affordable Housing project, and the County of Hawaii's administration. The County of Hawaii does not anticipate receiving program income in PY2018, but any program income received will be used for its TBRA program. The County of Kauai anticipates receiving program income in PY2018 and will use it, as well as its existing program income, on its Waimea Huakai affordable rental housing. The County of Maui does not anticipates receiving program income in PY2018.

PY2016 was HHFDC's first year to administer HUD's new National Housing Trust Fund program. HHFDC will run its HTF program as follows: retain 5% of the annual allocation for HTF administration; distribute 50% of the remaining allocation to the City and County of Honolulu; and distribute the final 50% of the

allocation to one of the neighbor island counties, on the same rotation as the HOME program. In accordance with the neighbor island HOME rotation, the County of Hawaii will receive the neighbor island portion of HTF for PY2018.

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, HTF, ESG and HOPWA programs through its implementation of its Consolidated Plan and Annual Action Plan.

#### **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 Plan.

Public hearing notices were published in regional newspapers and in the Honolulu Star-Advertiser (a newspaper of general circulation). A series of public hearings were held in August, 2017 through November 2017 in each of the counties to solicit input on housing needs and priorities for the Plan. Public hearings were held 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 Annual Action Plans.

On March 12, 2018, HHFDC published public notices to solicit comments on this draft PY2018 Annual Action Plan (AAP). The public notice and copies of the draft AAP are 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](http://www.hawaii.gov/dbedt/hhfdc). Public comments will be accepted through April 11, 2018.

#### **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 with special needs. All counties reported an unmet need for affordable rentals for seniors and families.

A summary of the comments received follows:

- Affordable housing is needed in all counties, especially rental housing, both single-family and multi-family rental housing. The lack of affordable rental housing for families and seniors continues to be a major problem for Hawaii's residents. Additionally, many people have Section 8 vouchers which are unused because there is a lack of available rental units.
- There is a long waiting list for Section 8 assistance. Funding is needed for programs such as Section 8, Family Self-Sufficiency, Homeownership, Residential Repairs, and TBRA, all of which help to provide families access to affordable housing.
- There is a need for affordable housing for people with special needs. There is a shortage of care homes in communities for people with intellectual or developmental disabilities. This population cannot access market-based homes, and are at great risk for becoming homeless. Care homes exist predominantly in central or west Oahu, but have wait lists of 10+ years. Care homes are scarce in Honolulu and east Honolulu. There is a need for permanent residential solutions, such as group homes and apartments, to support this population.

- The number of homeless people in the neighbor island counties appears to be increasing, even though the Point-in-Time homeless count indicates a decrease. More resources are needed for the chronically homeless and the mentally ill who are homeless. Youth aging out of foster care into homelessness is increasing as well. There is a need for emergency shelters for homeless families with children. One attendee noted that service providers and government alone cannot reduce homelessness - community effort and involvement are needed.
- Funds are needed to support the development by homeowners of rental units on their properties. These units could be rented to people who are currently homeless. Homeowners could also add rooms to their existing dwellings, to rent out to Section 8 tenants or people who are currently homeless.
- Landlord education is needed, to increase the number of landlords participating in the Section 8 program. Many Section 8 vouchers are unused because there is a lack of available rental units, and landlords do not want to participate in the Section 8 program. Landlord education could explain how Section 8 benefits the landlord in terms of guaranteed and on-time payments. Tenant education is needed too, so that tenant will maintain their units.

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

**7. Summary**

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

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

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

**Table 1 – Responsible Agencies**

**Narrative**

The Hawaii Housing Finance and Development Corporation (HHFDC) (Department of Business, Economic Development and Tourism) administers HUD's HOME Investment Partnerships and National Housing Trust Fund programs, and is the lead on the Consolidated Plan for the State of Hawaii. The Homeless Programs Office (Department of Human Services - Benefits, Employment and Support Services Division) administers HUD's Emergency Solutions Grant and Housing Opportunities for Persons with AIDS programs.

**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](mailto:craig.k.hirai@hawaii.gov).

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

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

### **1. Introduction**

HHFDC, DHS-BESSD and the county housing agencies formed a core working group to coordinate the development and implementation of the Consolidated Plan. The core group utilized the 2017 Homeless Point-In-Time Count Report, the 2011 and 2016 Hawaii Housing Planning Study, the 2014 Rental Housing Study Update, and the 2010 and 2016 Analysis of Impediments to Fair Housing Choice to aid in the development of the Consolidated Plan Annual Action Plan.

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

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

Pursuant to 24 CFR Part 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 providers, 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.

In 2018, the HICH will continue its 10-year plan to end homelessness. (ESG Attachment A, HICH's Update to the 10 Year Plan to End Homelessness, details the four primary goals and action steps executed under the plan.) The HICH has also established the Permitted Interaction Groups (PIGS) for its members to further research and discuss specific issues related to the council. A work group is currently reviewing the State's 10-year plan and strategic framework, including the progress in implementing the plan. Based on its review, the group will report back to the full HICH with recommendations.

In addition, a State plan entitled “Pressing the Levers of Change: Hawaii State Framework to Address Homelessness,” strategically focuses on affordable housing; health and human services; and public safety. The framework is based on the Department of Human Services' and Department of Health's "Ohana Nui" model, a multi-generational approach that invests early and concurrently in children and families to improve health, education, employment and other outcomes. The goal for this plan is to implement a housing first approach on a system-wide scale by 2020 and aims to reach functional zero, which is described as Hawaii having: 1) sufficient housing for all homeless individuals; and 2) appropriate services to transition individuals to permanent housing, regardless of their levels of need. (More details are included in ESG Attachment B, Pressing the Levers of Change: Hawaii State Framework to Address Homelessness.)

**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 BTG executive board meetings every other month, which includes the chairperson of each local chapter and a respective county government representative. This planning body collaborates on resources, priorities and strategic planning. It has also taken on an expanded role of advising the State on funding priorities and legislative initiatives. The general membership of 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 generally available technologies). In 2016, BTG implemented a web-based service for general communications, meetings and trainings. When possible, BTG schedules board meeting through electronic means in an effort to reduce air fare costs.

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.

BTG continues to make progress in coordinating homeless services through the establishment of a Coordinated Entry System (CES) and case conferencing (CC) process. The CES process begins with assertive community outreach to identify and engage the homeless, then utilizing the VI-SPDAT to assign

a vulnerability score. VI-SPDAT is a common assessment tool to ensure those with greatest needs are prioritized for assistance. Based on vulnerability score and other prioritization factors, a “by-name list” (BNL) of homeless individuals and families is generated, who are then referred to appropriate levels of services. (See ESG Attachment C: BTG Coordinated Entry System Policy and Procedures Manuals for Singles and Families)

**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 Consolidated Plan and Annual Action Plan are completed accurately and represent local efforts in each rural county jurisdiction. As the responsible party for the homeless and special needs sections of the ConPlan, this planning consortium discusses 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.

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. In 2018, HPO made significant modifications in HMIS to streamline the data collection and reporting requirements for homeless service programs.

As of this writing, the State acts as the lead agency for BTG HMIS and administers all HMIS-related funding for BTG. Data Committee meetings with representatives from BTG and Oahu’s CoC, Partners In Care (PIC), are convened on a monthly basis. BTG and PIC continue their collaboration to accomplish the system’s full potential, and being in compliance with HUD’s data standards.

BTG has also benefitted greatly from recent technical assistance (TA) with Housing First, coordinated entry system, and assessment tool training from Iain De Jong of OrgCode Consulting, the creator of the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT). In 2017, the counties of Hawaii, Kauai and Maui each received intensive two day trainings on “Reducing Harm and Promoting Wellness,” “Motivational Interviewing and Assertive Engagement,” and “Housing Stabilization that Works.”

In addition, BTG hosted a three day “Leadership Academy on Ending Homelessness” on the island of Hawaii. Homeless service providers from around the state were invited to attend this event to share their experiences, network with other local and out-of-state stakeholders, and participate in hands-on activities to build knowledge and gain personal and professional introspection. Topics included “Defining Leadership,” “Foundations of Leadership and Applicability to Ending Homelessness,” “Understanding Vulnerabilities,” “Establishing a Teachable Point of View,” and “Vision to Execution.” Attendees were able to take part in round table discussions with Mainland counterparts who were successful in envisioning and executing successful homeless programs and initiatives. Another training in this series is planned for Fall 2018.

In 2018, the BTG board will schedule various all-day planning workshops which will include updating written standards for providing ESG and CoC Program assistance, BTG Charter, BTG Policies and

Procedures, application strategies, HMIS enhancements, and refining the coordinated entry system in each county.

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

Sort	Agency/ Group/ Organization	Agency/Group/Organization Type	What Section of the Plan was addressed by Consultation?	Action
1		<input 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"/> Services – Health Agency <input type="checkbox"/> Services – Child Welfare Agency <input type="checkbox"/> Services – Publicly Funded Institution / System of Care <input checked="" type="checkbox"/> Other Government – Federal <input checked="" type="checkbox"/> Other Government – State <input checked="" type="checkbox"/> Other Government – County <input checked="" type="checkbox"/> Other Government – Local <input type="checkbox"/> Regional Organization <input type="checkbox"/> Planning Organization <input checked="" type="checkbox"/> Business Leaders <input checked="" type="checkbox"/> Civic Leaders <input type="checkbox"/> Business and Civic Leaders <input type="checkbox"/> Other  Optional Designation(s) <input type="checkbox"/> Community Development 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 Sector Banking / Financing	<input checked="" type="checkbox"/> Housing Need 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 checked="" 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	

**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. Major efforts are described in ESG Attachment D, County Plans to Address Homeless and Other Special Needs Populations and Partner Agencies (Facilities and Services).

**AP-12 Participation - 91.115, 91.300(c)**

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

In developing the PY2018 Annual Action Plan, a series of public hearings were held in each of the counties to solicit input on housing and homeless needs and priorities. Public hearing notices were published in regional newspapers and in the Honolulu Star-Advertiser (a newspaper of general circulation) in July, September, and October, 2017. Public hearings were held in August, October and November 2017 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 PY2018 Annual Action Plan, and subsequently to accept public comment on their respective draft PY2018 Annual Action Plans. On March 12, 2018, HHFDC published public notices to solicit comments through April 11, 2018 on the draft PY2018 Annual Action Plan. The public notice and copies of the draft Annual Action Plan are 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](http://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.	Members of the public attending the public hearings provided the following comments: Affordable housing is needed in all counties, especially rental housing, both single-family and multi-family rental housing. The lack of affordable rental housing for families and seniors continues to be a major problem for Hawaii's residents. Additionally, Section 8 vouchers are available, but many are unused because there is a lack of available rental units. There is a need for affordable housing for people with special needs. There is a shortage of care homes in communities for people with intellectual or developmental disabilities. This population cannot access market-based homes, and are at great risk for becoming homeless. Care homes exist predominantly in central or west Oahu, but have wait lists of 10+ years. Care homes are scarce in Honolulu and east Honolulu. There is a need for permanent residential solutions (e.g., group homes and apartment) to support this population. The number of homeless persons in the neighbor island counties appear to be increasing, even though the PIT homeless count indicates a decrease. More resources are needed for the chronically homeless and the mentally ill who are homeless. Youth aging out of foster care into homelessness is increasing as well. Once attendee noted that service providers and government alone cannot reduce homelessness - community effort and involvement are needed. Landlord education is needed, to increase the number of landlords participating in the Section 8 program. Education could explain how Section 8 benefits the landlord in terms of guaranteed and on-time payments. Tenant education is needed too, so that tenants can maintain their residences.		

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

HHFDC will continue implementation of HUD's HTF program in PY2018, subject to available funding. HHFDC anticipates receiving \$3,000,000, the state minimum under the HTF program. Given the low funding levels for Hawaii, HHFDC will focus its HTF solely on rental housing activities for households with incomes at or below 30% AMI. After retaining 5% of the allocation for administration, HHFDC will allocate 50% annually to the City and County of Honolulu. The remaining 50% is rotated between the three neighbor island counties on the same rotation being implemented for the HOME program; for PY2018, since the County of Hawaii is scheduled to receive the PY2018 HOME allocation, it will also receive the neighbor islands' PY2018 HTF allocation.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,000,000	1,400,350	0	4,400,350	3,000,000	The County of Hawaii will receive the PY2018 HOME allocation and plans to use it to fund its administration of the HOME program, for its TBRA program and to undertake the Kaloko Heights rental project. Kauai will use existing and anticipate PI of approximately \$1,227,000 for its Waimea Huakai affordable rental project.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	237,063	0	0	237,063	236,937	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	437,204	0	0	437,204	440,796	ESG funds will be utilized for shelter operation costs and homelessness prevention and rapid re-housing activities, including rent, security deposit and utility assistance, and support services.
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	3,000,000	0	0	3,000,000	3,000,000	HHFDC's HTF activities will be selected by the County of Hawaii and the City and County of Honolulu (HHFDC's Subgrantees). Selected activities will be incorporated into the Subgrantees' AAPs. After retaining 5% for administration, HHFDC will allocate 1/2 of the remaining PY2018 HTF to the County of Hawaii, which intends to use HTF funds for its administration of the HTF program and to undertake the Kaloko Heights rental project. The City & County of Honolulu will receive the other 1/2 of the PY2018 HTF allocation and will use its HTF funds for the Hale Makana o Maili new construction rental project and the Queen Emma Tower rehab project. The City will also use its HTF for administration of the program.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Continuum of Care	public - federal	Permanent housing in facilities Permanent housing placement Rental Assistance Services Supportive services TBRA	2,146,702	0	0	2,146,702	4,293,404	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 rapid re-housing assistance for victims of domestic abuse.
Other	public - state	Financial Assistance Permanent housing placement Rental Assistance Services	2,400,000	0	0	2,400,000	4,800,000	The State will provide funds through its Housing Placement Program to assist eligible families and housing voucher holders to secure and retain permanent housing.
Other	public - state	Financial Assistance Permanent housing placement Supportive services	500,000	0	0	500,000	1,000,000	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 Permanent housing placement Rapid re-housing (rental assistance) Services Supportive services Other	2,200,000	0	0	2,200,000	4,400,000	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.
Other	public - state	Overnight shelter Permanent housing placement Services Short term or transitional housing facilities	13,500,000	0	0	13,500,000	2,700,000	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.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Permanent housing placement Rental Assistance Services Supportive services	1,500,000	0	0	1,500,000	3,000,000	Following the Housing First approach, rural county agencies will provide services and financial assistance 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	Rapid re-housing (rental assistance) Services Supportive services	1,500,000	0	0	1,500,000	3,000,000	The State's Rapid Re-housing Program requires contracted agencies to provide services and financial assistance that will enable individuals or families residing in emergency or transitional shelters who have been assessed and determined to be housing ready to live independently in affordable market rental units.

**Table 5 - Expected Resources – Priority Table**

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

HOME program funds may be used 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 Revolving 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 \$26.9M in match as of 06/30/2017.

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, Rapid Re-housing 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 Funds.

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: \$136,786 State Homeless Shelter Program: \$2,900,000	Homeless Person Overnight Shelter: 1760 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: \$25,182	Other: 620 Other
3	HP-3 HOPWA Support Services	2015	2019	Non-Homeless Special Needs	Rural Counties	Services for Persons with HIV/AIDS	HOPWA: \$49,556	Public service activities other than Low/Moderate Income Housing Benefit: 450 Persons Assisted
4	HP-4 Transition to Permanent Housing	2015	2019	Homeless	Rural Counties	Coordinated Entry System Transition to Permanent Housing Unsheltered Homeless Victims of Domestic Violence	ESG: \$183,095 Housing First Program: \$1,500,000 Housing Placement Program: \$1,000,000	Other: 370 Other
5	HP-4a Rapid Re-housing Financial Assistance	2015	2019	Homeless	Rural Counties	Coordinated Entry System Rapid Re-housing Transition to Permanent Housing Unsheltered Homeless Victims of Domestic Violence	ESG: \$174,642 State Rapid Re-housing Program: \$540,000	Tenant-based rental assistance / Rapid Rehousing: 56 Households Assisted
6	HP-4b Rapid Re-housing Support Services	2015	2019	Homeless	Rural Counties	Coordinated Entry System Rapid Re-housing Unsheltered Homeless Victims of Domestic Violence	ESG: \$47,885 State Rapid Re-housing Program: \$360,000	Tenant-based rental assistance / Rapid Rehousing: 81 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	HP-4c Homelessness Prevention Financial Assistance	2015	2019	At Risk of Homelessness	Rural Counties	Coordinated Entry System Homelessness Prevention	ESG: \$8,453 State Homeless Emergency Grants Program: \$500,000 State Rapid Rehousing Program: \$360,000	Homelessness Prevention: 30 Persons Assisted
8	HP-4d Homelessness Prevention Support Services	2015	2019	At Risk of Homelessness	Rural Counties	Homelessness Prevention	ESG: \$9,421 State Rapid Rehousing Program: \$240,000	Homelessness Prevention: 30 Persons Assisted
9	HP-4e Homeless Management Information System	2015	2019	Homeless Non-Home-less 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: \$4,372	Other: 0 Other
10	HP-5 HOPWA Housing Financial Assistance	2015	2019	Non-Home-less Special Needs	Rural Counties	Coordinated Entry System Services for Persons with HIV/AIDS Transition to Permanent Housing	HOPWA: \$164,301	Tenant-based rental assistance / Rapid Rehousing: 15 Households Assisted Other: 13 Other
11	HP-6 Administration	2015	2019	Homeless Non-Home-less 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: \$23,206 ESG: \$30,334	Other: 0 Other
12	HP-7 Coordinated Entry System	2015	2019	Homeless Non-Home-less 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 Victims of Domestic Violence	Continuum of Care: \$57,963	Other: 1400 Other
13	HR-1 New Construction/Rehab - Rental Hsg	2018	2019	Affordable Housing	Rural Counties	Rental Housing	HOME: \$2,627,000	Rental units constructed: 14-17 Household Housing Unit
14	HA-1 Program Administration	2015	2019	Administration	Rural Counties Statewide	Fair Housing Planning and Administration	HOME: \$300,000 Housing Trust Fund: \$300,000	Other: 0 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
15	HR-4 New Construction/Rehab - Rental Housing	2016	2019	Affordable Housing	Statewide	Rental Housing	Housing Trust Fund: \$2,700,000	Rental units constructed: 18 Household Housing Unit
16	HR-2 Tenant Based Rental Assistance	2015	2019	Affordable Housing	Rural Counties	Rental Housing	HOME: \$850,000	Tenant-based rental assistance / Rapid Rehousing: 45 Households Assisted

**Table 6 – Goals Summary**

**Goal Descriptions**

1	<b>Goal Name</b>	HP-1 Emergency Shelter Operations
	<b>Goal Description</b>	The State also provides funding for rural county shelters through the State Shelter Program. Contracted agencies provide secure environments where homeless individuals and families can stabilize their lives, address their needs and strengthen their economic situations. Of the Statewide total of \$13,500,000, the rural counties receive approximately \$2,900,000.
2	<b>Goal Name</b>	HP-2 Domestic Violence Emergency Shelter
	<b>Goal Description</b>	Provide operations funding to emergency shelters for victims of domestic violence in the counties of Hawaii, Kauai and Maui.
3	<b>Goal Name</b>	HP-3 HOPWA Support Services
	<b>Goal Description</b>	Persons with HIV/AIDS need services to achieve housing stability. Provide housing information and rent/deposit assistance and other supportive services to persons with HIV/AIDS in the counties of Hawaii, Kauai and Maui.
4	<b>Goal Name</b>	HP-4 Transition to Permanent Housing
	<b>Goal Description</b>	The homeless are not able to find affordable rentals. Agencies funded by ESG Shelter Operations will include transitioning homeless persons to permanent housing as an integral activity (Hawaii, Kauai and Maui). The State has provided Housing First funding (\$1.5 million) to the rural counties. This unprecedented effort reflects the State's priority on permanent housing for chronically homeless individuals and families. Existing programs such as the State Housing Placement Program allocated \$1 million for the neighbor islands.
5	<b>Goal Name</b>	HP-4a Rapid Re-housing Financial Assistance
	<b>Goal Description</b>	Rapid Re-housing (RRH) funds will provide financial assistance to individuals and families who lack a fixed, regular and adequate nighttime residence to achieve housing stability in permanent housing. Sixty percent of the ESG HPRP funding will be allocated to RRH. In addition, the State has provided RRH funds (\$1.5 million) to the rural counties. The State program will provide financial assistance and support services for at-risk and homeless individual and families utilizing a Housing First approach. In alignment with the ESG HPRP, the State anticipates that it will allocate 60% of the total funds to RRH and 40% to prevention. Of the approximately \$900,000 dedicated to RRH, an estimated 60% will be allocated to financial assistance as indicated on the Funding Allocated table.

6	<b>Goal Name</b>	HP-4b Rapid Re-housing Support Services
	<b>Goal Description</b>	Rapid Re-housing (RRH) funds will provide housing relocation and stabilization services (case management, housing search and placement, legal services, landlord mediation, etc.) to achieve housing stability in permanent housing. In addition, the State has provided RRH funds (\$1.5 million) to the rural counties. The State program will provide financial assistance and support services for at-risk and homeless individual and families utilizing a Housing First approach. In alignment with the ESG HPRP, the State anticipates that it will allocate 60% of the total funds to RRH and 40% to prevention. Of the approximately \$900,000 dedicated to RRH, an estimated 40% will be allocated to support service activities (estimated amount indicated below).
7	<b>Goal Name</b>	HP-4c Homelessness Prevention Financial Assistance
	<b>Goal Description</b>	ESG HPRP funding helps prevent homelessness by providing eligible housing-related financial assistance to persons and families at risk of homelessness. In addition, the State has provided RRH funds (\$1.5 million) to the rural counties, which includes a Prevention component. The State program will provide financial assistance and support services for at-risk and homeless individual and families utilizing a Housing First approach. In alignment with the ESG HPRP, the State anticipates that it will allocate 60% of the total funds to RRH and 40% to Prevention. Of the approximately \$600,000 dedicated to Prevention, an estimated 60% will be allocated to financial assistance (as indicated below). The State also funds \$500,000 for the State Homeless Emergency Grants (SHEG) program in which contracted agencies provide emergency grants to obtain or retain housing. Assistance includes rental and utility deposits and costs and immediate needs including food, supplies, child and dependent care costs.
8	<b>Goal Name</b>	HP-4d Homelessness Prevention Support Services
	<b>Goal Description</b>	ESG HPRP funds will assist in preventing homelessness by providing housing relocation and stabilization services (i.e., case management, legal services, mediations, etc.). In addition, the State has provided RRH funds (\$1.5 million) to the rural counties, which includes a Prevention component. The State program will provide financial assistance and support services for at-risk and homeless individual and families utilizing a Housing First approach. In alignment with the ESG HPRP, the State anticipates that it will allocate 60% of the total funds to RRH and 40% to prevention. Of the approximately \$600,000 dedicated to Prevention, an estimated 40% will be allocated to support service activities as indicated on the Funding Allocated table.
9	<b>Goal Name</b>	HP-4e Homeless Management Information System
	<b>Goal Description</b>	Funding for the administration and operation of the Homeless Management Information System (HMIS).
10	<b>Goal Name</b>	HP-5 HOPWA Housing Financial Assistance
	<b>Goal Description</b>	Provide funds to pay a portion of the market rental unit costs of homeless and persons at risk of homelessness with HIV/AIDS through: <ul style="list-style-type: none"> <li>• Tenant based rental assistance (TBRA), approximately \$136,604 - 15 households targeted for assistance</li> <li>• short-term rent, mortgage, utility (STRMU), approximately \$20,697 - 7 households targeted for assistance</li> <li>• Permanent Housing Placement (PHP), approximately \$7,000 - 6 households targeted for assistance</li> </ul>
11	<b>Goal Name</b>	HP-6 Administration
	<b>Goal Description</b>	Ensure appropriate, effective and efficient use of ESG and HOPWA funds.

12	<b>Goal Name</b>	HP-7 Coordinated Entry System
	<b>Goal Description</b>	Agencies funded by ESG and HOPWA will utilize VI-SPDAT, a common assessment tool to ensure those with greatest needs are prioritized for assistance.
13	<b>Goal Name</b>	HR-1 New Construction/Rehab - Rental Hsg
	<b>Goal Description</b>	Rental housing for low-income households is a high priority need. HOME funds will be used with other rental housing development resources to increase the inventory of rentals for this target population. It is anticipated that \$1,400,000.00 in PY2018 HOME funds and \$1,227,000 in HOME PI will be used for the development of 14 to 17 affordable rental housing units.
14	<b>Goal Name</b>	HA-1 Program Administration
	<b>Goal Description</b>	HOME and HTF funds will be used to support the provision of effective program administration.
15	<b>Goal Name</b>	HR-4 New Construction/Rehab - Rental Housing
	<b>Goal Description</b>	Rental housing for low-income households is a high priority need. HTF funds will be used with other resources to increase the inventory of affordable rentals for this target population. It is anticipated that \$2,700,000 in PY2018 HTF funds will be used in the County of Hawaii and the City and County of Honolulu for their development of 12 affordable rental housing.
16	<b>Goal Name</b>	HR-2 Tenant Based Rental Assistance
	<b>Goal Description</b>	Tenant Based Rental Assistance is a high priority need. PY2018 HOME funds of \$850,000 will be used to assist approximately 45 low- and very low-income households by subsidizing their rent payments, similar to the Housing Choice Voucher (Section 8) program.

**Table 7 – Goal Descriptions**

## **AP-25 Allocation Priorities – 91.320(d)**

### **Introduction:**

The State's HOME, ESG, and HOPWA funds will be used 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. The County of Hawaii will receive HOME funds for PY2018.

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

HHFDC permits the counties to accumulate program income, repayments and recaptured funds, in accordance with the HOME Interim final rule (Federal Register 81 No. 232 December 2, 2016). HHFDC permits the counties to use other HOME funds, such as program income and/or recaptured funds, for

eligible activities. 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. As of February 28, 2018, the HOME program income balance was approximately \$1,232,275, designated for both a PY2017 activity in the County of Maui and a PY2018 activity in the County of Kauai. Anticipated program income for the County of Kauai received in PY2018 will be included in HHFDC's PY2019 AAP.

HHFDC anticipates annually receiving HTF funds, which may be allocated in 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 balance to the City and County of Honolulu, and rotate the remaining 50% to one of the neighbor island counties, in accordance with the rotation of HOME funds. For PY2018, the County of Hawaii will receive the HOME allocation, so it will receive 50% of the PY2018 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. If no eligible activity is found, HHFDC may award HTF funds to an eligible HHFDC activity.

DHS-BESSD's Homeless Programs Office (HPO) receives annual formula allocations of the ESG and HOPWA grants, and administers both programs for the counties of Hawaii, Kauai and Maui. In PY2018, the State anticipates receiving \$437,204 in ESG funds, to meet the Consolidated Plan objectives of strengthening communities and promoting decent affordable housing. In addition, the State anticipates receiving \$237,063 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 Em.-Shlt.Ops.(%)	HP-2 DV Em.-Shlt (%)	HP-3 HOPWA S. Svcs (%)	HP-4 Transition to Perm. Housing (%)	HP-4a Rapid Re-hsg. Fin. Assistance (%)	HP-4b Rapid Re-hsg Support Services (%)	HP-4c Homelessness Prev. Fin. Assist. (%)	HP-4d Homelessness Prev. Supp. Svcs (%)	HP-4e HMIS (%)	HP-5 HOPWA Hsg. Fin. Assistance (%)	HP-6 Admin. (%)	HP-7 Coordi. En.Sys. (%)	HR-1 New Constr./Rehab - Rntl Hsg (%)	HA-1 Program Administration (%)	HR-4 New Constr./Rehab-Rntl Hsg. (%)	HR-2 Tenant Based Rental Assistance (%)	Total (%)
HOME	0	0	0	0	0	0	0	0	0	0	0	0	75	10	0	0	85
HOPWA	0	0	20	0	0	0	0	0	0	70	10	0	0	0	0	0	100
ESG	25	4	0	10	25	8	13	5	1	0	7	2	0	0	0	0	100
Continuum of Care	0	0	0	87	0	0	0	0	2	0	7	4	0	0	0	0	100
Housing Trust Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	10	90	0	100
Other Housing First Program	0	0	0	60	0	25	0	0	3	0	10	2	0	0	0	0	100
Other Housing Placement Program	0	0	0	23	35	20	10	0	0	0	10	2	0	0	0	0	100
Other State Homeless Emergency Grants Program	0	0	0	0	50	10	25	5	0	0	10	0	0	0	0	0	100
Other State Homeless Shelter Program	54	5	0	17	0	12	0	0	0	0	10	2	0	0	0	0	100
Other State Outreach Program	40	10	0	20	15	10	0	0	1	0	4	0	0	0	0	0	100
Other State Rapid Re-housing Program	0	0	0	0	40	20	30	10	0	0	0	0	0	0	0	0	100

Table 8 – Funding Allocation Priorities

## Reason for Allocation Priorities

Testimony at public hearings supports the need for affordable housing, both rental and homeownership, statewide. HHFDC's 2016 Hawaii Housing Planning Study cited the need for more than 64,600 housing units statewide by 2025. Of these, more than 43,800 housing units will be needed for families earning 80% or less of the area median income. The HOME program may 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 AMI.

The Continuum of Care (CoC) for the rural counties, Bridging the Gap (BTG), and the DHS/HPO have determined that Emergency Solutions Grant funds for PY2018 will be allocated at approximately one percent for Homeless Management Information System (HMIS) costs and allowable five percent for administrative fees for DHS /HPO. BTG elected to allocate the remaining ESG grant funds by apportioning forty percent (40%) to emergency shelter operations and sixty percent (60%) to homelessness prevention and rapid re-housing activities. Within the HPRP component, approximately forty percent (40%) will be apportioned to homeless prevention and sixty percent (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 revised its 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 three percent (3%) of the grant for administration. Of the remainder, approximately seventy-five percent (75%) of the funds will be allocated to financial assistance for housing through TBRA, STRMU, and permanent housing placement support. Roughly eighteen percent (18%) of the funds will be allocated to supportive services, and seven (7%) for the agency's administrative costs. This apportionment reflects the priority of permanent housing through prevention and rapid re-housing assistance.

HHFDC 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% for administration, HHFDC plans to annually subgrant 50% to the City and County of Honolulu, and rotate the remaining 50% between the Counties of Hawaii, Kauai and Maui, to coincide with the HOME rotation. The County of Hawaii will receive the PY2018 HTF neighbor island allocation. HHFDC's PY2018 HTF Allocation Plan is shown in HTF Attachment A, 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?**

HHFDC will retain five percent of the PY2018 HOME allocation for its HOME administrative costs. In accordance with HHFDC's annual rotation of HOME funds, its PY2018 HOME allocation will be distributed to the County of Hawaii (CoH). CoH will use \$1,400,000 of its regular HOME funds to provide affordable rental housing in the Kaloko Heights Affordable Housing project; \$850,000 for its Tenant Based Rental Assistance program, and \$75,000 for the CoH's administration of the HOME program. CoH was unable to identify an eligible CHDO activity for PY2018; therefore, in accordance with HHFDC's established order of priority for the allocation of returned, recaptured or unused HOME funds, HHFDC is in the process of identifying an eligible project(s) which best meet the HOME priority needs and objectives. HHFDC will identify eligible projects in the following order of priority: 1) Re-allocate CHDO funds to a State Recipient other than the CoH; 2) Award CHDO funds through a competitive selection process, with preference given to projects located outside of the City and County of Honolulu; or 3) Invest CHDO in an HHFDC project located throughout the State. In addition to the PY2018 CHDO funds, HHFDC intends to reduce CoH's HOME administrative funds by approximately \$25,000 for the administration of CHDO funds and the PY2018 CHDO activity. Calculation of actual amounts will be made once HUD announces the actual HOME allocation for PY2018.

In PY2018, the County of Kauai (CoK) expects to commit \$1,227,000 of its existing program income for its Waimea Huakai rental housing project; additional anticipated program income of approximately \$375,350 will be reported in a future action plan for CoK's future transit-oriented development. HHFDC's program income, generated from its sale of the Kekuilani Gardens project in PY2016, was reported in the PY2017 AAP and is expected to be committed to the County of Maui's Kahoma Residential self-help homeownership project in 2018. The County of Maui does not anticipate receiving program income in PY2018. The County of Hawaii also does not anticipate receiving program income, but any PI received will be used for its TBRA program.

HHFDC will continue to administer HTF in PY2018 and focus these funds on the development and preservation of affordable rental housing in all four counties for extremely low-income households. For PY2018, HHFDC will retain 5% for HTF administrative costs, distribute 50% of the remaining balance to the City and County of Honolulu, and distribute the final 50% to the County of Hawaii.

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-BESSD/HPO awarded approximately \$246,580 in anticipated ESG funds to agencies to provide homelessness prevention and rapid re-housing activities in the neighbor island counties of Hawaii, Kauai and Maui.

The remaining anticipated ESG funds of approximately \$164,380 will be used for operations of emergency shelters for the unsheltered homeless and victims of domestic violence. To achieve DHS-BESSD/HPO's second objective of promoting decent, affordable housing, providers will include transitioning homeless persons to permanent housing as an integral activity.

The State will retain one percent (approximately \$4,372) for HMIS, and five percent (\$21,860) for costs

related to the effective administration of the program.

The State anticipates receiving approximately \$237,063 in HOPWA funds for PY2018. HOPWA funds will both strengthen communities and promote decent, affordable housing by providing housing information, rent or deposit assistance, and other supportive services to persons with HIV/AIDS who are homeless or at risk of homelessness.

In collaboration with BTG, DHS-BESSD/HPO issues an RFI for one provider to serve as a centralized administrative agency to provide HOPWA-funded activities, such as tenant based rental assistance (TBRA), short-term rental, mortgage and utility payments (STRMU), permanent housing placement, and supportive services, for persons living with HIV/AIDS in the Counties of Hawaii, Kauai and Maui.

DHS-BESSD/HPO awarded its anticipated PY2018 HOPWA funds of \$229,952 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 TBRA, STRMU, and permanent housing placement and supportive services. The State will retain \$7,111 for its costs of administration.

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

### Introduction:

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

The City and County of Honolulu (City) receives its own allocations 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 allocates a part of its HTF 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 Housing Trust Fund

<p><b>Describe the state program addressed by the Method of Distribution.</b></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 expenditures of HOME funds, and "red flags" from HUD. To address the issue, HHFDC instituted a rotation of the annual allocation between the three neighbor island counties. The County of Hawaii will receive the PY2018 HOME allocation, the County of Kauai will receive it in PY2019, and the County of Maui will receive it in PY2020. HHFDC will retain 5% of the HOME allocation for program administration, and 15% will be set aside for CHDO activities in the designated county. Under the HTF program, HHFDC will focus its resources on rental housing activities serving households with incomes at or below 30% AMI. After retaining 5% of the allocation, HHFDC will annually distribute 50% of the balance to the City and County of Honolulu, and rotate the remaining balance of 50% to one of the neighbor island counties, as Subgrantees, on the same rotation as HHFDC's HOME funds. In PY2018, the County of Hawaii will receive the HOME allocation, so it will also receive the neighbor island share of 50% of the HTF allocation. 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 \$3M. The State's DHS/HPO annually issues a Request for Information (RFI) for its ESG and HOPWA program funds, soliciting providers to serve the Counties of Hawaii, Kauai and Maui. The RFI requires ESG and HOPWA applicants to submit work plans that identify clear goals, objectives and outcomes for the respective programs.</p>
<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></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. HHFDC intends to annually subgrant its HTF funds to the City and County of Honolulu and one of the neighbor island counties (the County of Hawaii for PY2018). 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. The CoC and HPO provide assistance to ESG recipients across all entitlement jurisdictions. DHS/HPO administers ESG funding procured through an objective RFI process on behalf of all rural chapters. Each local chapter is represented in the decision-making process through designated chairs and county government personnel on the BTG leadership team. Embedded in the RFI evaluation process is a number of performance criteria that aid the CoC in maximizing the ESG funding allocation, including BTG's 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. The PY17 RFI (which is effective for two years) required that services be provided in a manner that is consistent with a Housing First (HF) model. The RFI stated that providers shall support a low barrier approach to program entry and ongoing program participation by offering households immediate access to outreach, shelter, and permanent housing as appropriate without unnecessary prerequisites (i.e, sobriety, participation in services, etc.). In addition, providers were required to offer households experiencing homelessness ongoing access to services until they secure permanent housing by not establishing arbitrary time limits on length of program participation, and limiting program rules to a brief list of requirements that are necessary to ensure program participants' and staffs' health and safety. RFI applicants were also required to provide information that demonstrate its history of coordinating with the DHS and other agencies/community resources to meet the needs of the target population. Other RFI conditions included coordination of services through applicants' participation in their local Coordinated Entry System (CES), CoC, Point-in-Time Count, assisting in maintaining a current by-name list that includes all sheltered and unsheltered Homeless people, using the VI-SPDAT as determined by their CoC, and compliance with all CoC and CES final written standards, policies, and procedures.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	

<p><b>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)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>The HOPWA RFI is simultaneously posted with the ESG RFI, and follows the same process. Eligible applicants (provider agencies) submit their project information in strict accordance to the RFI requirements within the specified deadline. Maui AIDS Foundation has been selected as the project sponsor and administrative lead for the counties of Hawaii, Maui and Kauai to provide services and assistance to persons with HIV/AIDS.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></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. 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. HOPWA 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 at-risk persons with HIV/AIDS, and roughly 30% for housing information and rent/deposit assistance services and other supportive services to persons with HIV/AIDS. The project sponsor receives 7%, and the State 3%, for administration of the programs.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>In general, HHFDC's State Recipients under 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 Housing 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 needs, experience and capacity of the applicant, and leveraging. 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 proposal meets rental housing objectives for both the county and HHFDC; developer experience and capacity; financial feasibility; and use of non-federal funding sources. Limited, existing ESG and HOPWA awards are insufficient to meet demand. The CoC saw a reduction in both the total and unsheltered PY17 Point in Time count for Hawaii, Kauai and Maui. The count of homeless persons living in emergency or transitional shelters decreased in Maui county, but increased on Hawaii (&lt;1%) and Kauai (26%). Despite the overall decrease, each county still faces huge challenges with the homeless population, and 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><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>HHFDC expects that the use of its HOME funds will produce or preserve affordable housing in the neighbor island counties, for both rentals and homeownership; provide affordable rentals under TBRA programs; provide transitional housing for homeless individuals and families; provide affordable homeownership opportunities under homebuyer loan programs, and promote homeownership through homebuyer education and counseling. The County of Hawaii will use its PY2018 HOME funds to support the production of 80 new affordable rental units for families, 10 of which will be HOME-assisted, and assist 45 families with TBRA. The County of Kauai anticipates using its PY2018 HOME program income funds to support the production of 34 affordable rental housing units, of which 4 to 7 units will be HOME-assisted. Under its PY2018 HTF program, HHFDC will retain 5% of its allocation for administration, and distribute 50% of the balance to the City and County of Honolulu and the remaining 50% to the County of Hawaii. The County of Hawaii intends to use its PY2018 HTF to support six units serving households with incomes at or below 30% AMI, in its 80-unit project in Kailua-Kona. The City &amp; County of Honolulu intends to use its PY2018 HTF funds to produce 5 HTF-assisted units in the 51-unit Hale Makana o Maili rental project, and preserve 7 HTF-assisted units in the 71-unit Queen Emma Tower rental housing project.</p>

**Discussion:**

**AP-35 Projects – (Optional)**

**Introduction:**

HOME funds may be used to 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 PY2018 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 or preservation of affordable rental housing serving extremely low-income households. PY2018 HTF funds will be allocated to the County of Hawaii and the City and County of Honolulu. Both Sub-grantees have identified their PY2018 HTF activities, summarized as HTF Attachment B, HTF Funding and Projects.

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. 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	ESG18 Hawaii
2	HOPWA18
3	HOPWA18 Hawaii DHS Admin
4	HOME 2018 - HHFDC Admin
5	HOME 2018 - Hawaii County Admin
6	HOME 2018 – Kaloko
7	HOME 2018 – TBRA
8	HOME 2018 – Waimea Huakai
9	HOME 2018 – CHDO
10	HTF 2018 - HHFDC Administration
11	HTF 2018 – Hawaii County Admin
12	HTF 2018 – Honolulu Admin
13	HTF 2018 – Kaloko Heights
14	HTF 2018 – Hale Makana o Maili
15	HTF 2018 – Queen Emma Tower

**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 sanitary 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, and county homebuyer loan programs.

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 (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%). These ratios are followed as closely as possible, but the allocation is ultimately determined by the number of applicants who are selected from each county through the State's procurement process.

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 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 for 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**

<b>1</b>	<b>Project Name</b>	<b>ESG18 Hawaii</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	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
	<b>Needs Addressed</b>	Unsheltered Homeless Victims of Domestic Violence Transition to Permanent Housing Rapid Re-housing Homelessness Prevention Coordinated Entry System Planning and Administration
	<b>Funding</b>	ESG: \$437,204 Housing First Program: \$1,500,000 Housing Placement Program: \$2,500,000 State Homeless Emergency Grants Program: \$500,000 State Homeless Shelter Program: \$13,500,000 State Outreach Program: \$2,194,000
	<b>Description</b>	ESG Shelter Operations funds will be utilized for emergency shelter operation costs including maintenance/repair, food, security, supplies, utilities and insurance. ESG HPRP funds 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, 2.5% for sub-recipients' administrative costs, and 1% will be utilized for the maintenance and operations of HMIS.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Shelter Operations: 1,760 homeless persons; 620 victims of domestic violence will be provided refuge and a safe place to sleep. ESG Rapid Re-housing: 56 homeless households will achieve housing stability with financial assistance for placement in permanent housing; 81 households will receive housing re-location and stabilization services. ESG Homelessness Prevention: 30 households will receive financial assistance to remain in their homes. 30 households will receive support services to remain in their homes.
	<b>Location Description</b>	ESG services will be provided in the counties of: Hawaii: Child and Family Services - (Administrative Office) 91-1841 Fort Weaver Road, Ewa Beach, HI, 96706; HOPE Services Hawaii - 296 Kilauea Ave., Hilo, HI, 96720 Kauai: Family Life Center Kauai (Administrative Office) 95 South Kane St., Kahului, HI 96732 Maui: Family Life Center Maui (Administrative Office) 95 South Kane St., Kahului, HI 96732; Ka Hale A Ke Ola Homeless Resource Centers - 670 Waiale Rd., Wailuku, HI, 96793

	<b>Planned Activities</b>	Emergency Shelter Operations: ESG shelter funds will provide for operational costs including maintenance, utilities, security, food, supplies and insurance. 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. The State will retain 1% for the Homeless Management Information System. The State will retain 5% 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.
2	<b>Project Name</b>	<b>HOPWA18</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	HP-3 HOPWA Support Services HP-4 Transition to Permanent Housing HP-5 HOPWA Housing Financial Assistance HP-6 Administration HP-7 Coordinated Entry System
	<b>Needs Addressed</b>	Services for Persons with HIV/AIDS HIV/AIDS Housing Assistance Planning and Administration
	<b>Funding</b>	HOPWA: \$237,063 ESG: \$437,204 Continuum of Care: \$2,146,702 Housing First Program: \$1,500,000 Housing Placement Program: \$2,500,000 State Homeless Emergency Grants Program: \$500,000 State Homeless Shelter Program: \$13,500,000 State Outreach Program: \$2,194,000
	<b>Description</b>	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).
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Tenant $\hat{\hat{}}$ the market rental unit costs for homeless and at $\hat{\hat{}}$ projected to serve 15 households. 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, projected to serve 7 households. 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, projected to serve 6 households. Supportive Services: Provide supportive services such as health care accessibility, transportation, housing information, with or without housing activities, to those living with HIV/AIDS, projected to serve 450 households.

	<b>Location Description</b>	HOPWA funds will be utilized to serve the Counties of Hawaii, Kauai and Maui. Maui AIDS Foundation will serve as the lead agency and project sponsor: 1935 Main St., Suite 101, Wailuku, HI 96793. Sub-recipient agencies: Malama Pono Health Services, Kauai: 4366 Kukui Grove Street, Suite 207/PO Box 1950, Lihue, HI 96766 Hawaii Island HIV/AIDS Foundation: 74-5620 Palani Road, Ste 101, Kailua-Kona, HI 96740
	<b>Planned Activities</b>	Activities planned under the PY18 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. Maui AIDS Foundation, as the administrative lead, has determined that using each county's Section 8 payment standard is advantageous to identifying available market units for rent. Since rents on the neighbor islands are prohibitive to low income HOPWA clients, the voucher payment standards provided more flexibility than the HUD Fair Market Rent system. 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 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	<b>Project Name</b>	<b>HOPWA18 Hawaii DHS Admin</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	HP-6 Administration
	<b>Needs Addressed</b>	Services for Persons with HIV/AIDS Planning and Administration
	<b>Funding</b>	HOPWA: \$7,111
	<b>Description</b>	The Hawaii State Department of Human Services (DHS), the HOPWA program administrator, will support the provision of effective program administration.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	General program management, fiscal oversight, monitoring, and coordination of CoC meetings and trainings.
4	<b>Project Name</b>	<b>HOME 2018 - HHFDC Admin</b>
	<b>Target Area</b>	
	<b>Goals Supported</b>	HA-1 Program Administration
	<b>Needs Addressed</b>	Fair Housing Planning and Administration

	<b>Funding</b>	HOME: \$175,000
	<b>Description</b>	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. For PY2018, HHFDC will retain 5% of the annual HOME allocation for its administration of the HOME program.
	<b>Target Date</b>	6/30/0019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
5	<b>Project Name</b>	<b>HOME 2018 - Hawaii County Admin</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	HA-1 Program Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	HOME: \$125,000
	<b>Description</b>	The County of Hawaii will utilize HOME funds to administer its HOME allocation to ensure effective and timely project/program implementation in accordance with all applicable HUD regulations.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Planned Activities</b>	Administration
6	<b>Project Name</b>	<b>HOME 2018 –Kaloko Heights Affordable Housing Project</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	HR-1 New Construction/Rehab – Rental Housing
	<b>Needs Addressed</b>	Rental Housing
	<b>Funding</b>	HOME: \$1,400,000 HTF: \$1,350,000
	<b>Description</b>	HOME funds will be used to construct 80 two- and three-bedroom affordable rental housing units in Kailua-Kona serving extremely low- and very low-income households. Five percent of the units will be set aside for eligible families that are: 1) experiencing homelessness; 2) at-risk of becoming homeless; or 3) transitioning out of an emergency shelter or transitional housing program. Approximately ten of the units will be HOME-assisted. The affordability period for the HOME program is 20 years. The project will include a community center with a property management office, kitchen, meeting rooms, gathering area, laundry room and mailboxes. A play area will also be constructed.
	<b>Target Date</b>	June 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Ten of the 80 units will be HOME-assisted, and will serve families with incomes at or below 30% AMI.
	<b>Planned Activities</b>	Construct an 80-unit affordable rental housing project in Kailua-Kona, serving extremely low- and very low-income households. Ten units will be HOME-assisted.
7	<b>Project Name</b>	<b>HOME 2018 – TBRA</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	HR-2 Tenant Based Rental Assistance
	<b>Needs Addressed</b>	Rental Housing

	<b>Funding</b>	HOME: \$850,000
	<b>Description</b>	The County of Hawaii will issue TBRA vouchers to assist low- and very low-income households in subsidizing their rent payments, similar to the Housing Choice Voucher Program (Section 8). Should the County receive any HOME program income in PY2018, it will be used for TBRA.
	<b>Target Date</b>	September 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 45 low- and very low-income households will receive TBRA vouchers to subsidize their rent payments.
	<b>Location Description</b>	County-wide
	<b>Planned Activities</b>	TBRA vouchers will assist low- and very low-income household in subsidizing their rent payments.
8	<b>Project Name</b>	<b>HOME 2018 – Waimea Huakai</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	HR-1 New Construction/Rehab – Rental Housing
	<b>Needs Addressed</b>	Rental Housing
	<b>Funding</b>	HOME: \$1,227,000 (Program Income)
	<b>Description</b>	The County of Kauai will use HOME program income for the development of the Waimea Huakai affordable rental project. The project will consist of 34 one-, two-, and three-bedroom units, four to seven of which will be HOME-assisted. HHFDC allows up to 10% of PI to be used for the County’s administration.
	<b>Target Date</b>	December 31, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Four to seven of the 34 units will be HOME-assisted, serving families with incomes at or below 80% AMI.
	<b>Location Description</b>	Waimea, County of Kauai
<b>Planned Activities</b>	Development of an affordable rental project.	
9	<b>Project Name</b>	<b>HOME 2018 - CHDO</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	TBD
	<b>Needs Addressed</b>	TBD
	<b>Funding</b>	HOME: \$450,000
	<b>Description</b>	TBD
	<b>Target Date</b>	TBD
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
	<b>Location Description</b>	TBD
<b>Planned Activities</b>	TBD	
10	<b>Project Name</b>	<b>HTF 2018 - HHFDC Administration</b>
	<b>Target Area</b>	Statewide
	<b>Goals Supported</b>	HA-1 Program Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	Housing Trust Fund: \$150,000
	<b>Description</b>	HHFDC will use HTF 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. HHFDC’s PY2018 HTF will be allocated to the City and County of Honolulu and the County of Hawaii; together, it is anticipated that at least seven affordable rental units will be produced or preserved, serving households with incomes at or below 30% AMI.
<b>Target Date</b>	6/30/2021	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	
	<b>Planned Activities</b>	Reasonable costs of overall management, coordination, monitoring and evaluation.
11	<b>Project Name</b>	<b>HTF 2018 – Hawaii County Admin</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	HA-1 Program Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	Housing Trust Fund: \$75,000
	<b>Description</b>	Administration of Hawaii County’s HTF program and activities
	<b>Target Date</b>	June 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities.</b>	n/a
	<b>Location Description</b>	County of Hawaii
	<b>Planned Activities</b>	Administration
12	<b>Project Name</b>	<b>HTF 2018 – City and County of Honolulu Admin</b>
	<b>Target Area</b>	Statewide
	<b>Goals Supported</b>	HA-1 Program Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	Housing Trust Fund: \$75,000
	<b>Description</b>	Administration of the City and County of Honolulu’s HTF program and activities.
	<b>Target Date</b>	June 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities.</b>	n/a
	<b>Location Description</b>	City and County of Honolulu
	<b>Planned Activities</b>	Administration
13	<b>Project Name</b>	<b>HTF 2018 – Kaloko Heights Affordable Housing Project</b>
	<b>Target Area</b>	Rural Counties
	<b>Goals Supported</b>	HR-4 New Construction / Rehab – Rental Housing
	<b>Needs Addressed</b>	Rental Housing
	<b>Funding</b>	Housing Trust Fund: \$1,350,000 HOME: \$1,400,000
	<b>Description</b>	HTF funds will be used to construct 80 two- and three-bedroom affordable rental housing units in Kailua-Kona for extremely low- and very low-income households. Six units will serve households with incomes at or below 30% AMI. Five percent of units will be set aside for eligible families that are: 1) experiencing homelessness; 2) at-risk of becoming homeless; or 3) transitioning out of an emergency shelter or transitional housing program. The affordability period under the HTF program is 30 years.
	<b>Target Date</b>	June 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities.</b>	The project will produce 80 units for extremely low-income and very low-income households. Six of these units will be HTF-assisted, serving families with incomes at or below 30% AMI.
	<b>Location Description</b>	73-4577 Hina Lani Street, Kailua-Kona, Hawaii Island.
	<b>Planned Activities</b>	Construct an 80-unit affordable rental housing project in Kailua-Kona, serving extremely low- and very low-income households. Six units will be HTF-assisted, serving families with incomes at or below 30% AMI.
14	<b>Project Name</b>	<b>HTF 2018 – Hale Makana o Maili</b>

	<b>Target Area</b>	Statewide
	<b>Goals Supported</b>	HR-4 New Construction / Rehab – Rental Housing
	<b>Needs Addressed</b>	Rental Housing
	<b>Funding</b>	Housing Trust Fund: \$1,006,185
	<b>Description</b>	The City and County of Honolulu will provide \$1,006,185 in PY2018 HTF grant funds for the development of a 52-unit rental housing project in Maili, Waianae. Five rental units will be HTF-assisted, serving households with incomes at or below 30% AMI.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities.</b>	Five units of the 52-unit project will be HTF-assisted, serving households with incomes at or below 30% AMI.
	<b>Location Description</b>	87-137 Kulaaupuni Street, Waianae, Oahu
	<b>Planned Activities</b>	Site acquisition, grading, erection of townhouse-type 52-unit rental project.
15	<b>Project Name</b>	<b>HTF 2018 – Queen Emma Tower</b>
	<b>Target Area</b>	Statewide
	<b>Goals Supported</b>	HR-4 New Construction / Rehab – Rental Housing
	<b>Needs Addressed</b>	Rental Housing
	<b>Funding</b>	\$343,815
	<b>Description</b>	The City and County of Honolulu will provide HTF grant funds for the acquisition and re-development of seven rental units for families with incomes at or below 30% AMI in a 71-unit rental housing project.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Seven units in a 71-unit project will serve households with incomes at or below 30% AMI.
	<b>Location Description</b>	1254 / 1270 Queen Emma Street, Honolulu, Oahu
<b>Planned Activities</b>	Renovation of existing 12-story commercial building for 71-unit rental project.	

## 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**

Not applicable.

### **Acceptance process of applications**

Not applicable.

## 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**

Not applicable.

## 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	100
Statewide	100

**Table 11 - 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.

The HTF program funds will be rotated and used in all counties of the State, including the City and County Honolulu, for rental housing projects serving households with incomes at or below 30 percent

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 will distribute its annual HTF allocation to the City and County of Honolulu and one of the neighbor island counties, as "Subgrantees." State Recipients and Subgrantees will not allocate their HOME or HTF funds based on geographic areas. In general the HOME and HTF funds will be allocated through a Request for Proposals process or application process, which ranks and rates proposals 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:**

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

**Table 12 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	45
The Production of New Units	25
Rehab of Existing Units	7
Acquisition of Existing Units	0
Total	77

**Table 13 - One Year Goals for Affordable Housing by Support Type**

**Discussion:**

The County of Hawaii will use its PY2018 HOME funds to assist 45 households with TBRA and produce 10 new HOME-assisted units for families in the 80-unit Kaloko Heights Affordable Housing Project. The Kaloko project will also have six HTF-assisted units, serving households with income at or below 30% AMI.

The County of Hawaii was unable to identify an activity for its PY2018 CHDO reserve. As a result, HHFDC is in the process of identifying an eligible CHDO activity in accordance with its established procedure described in AP-25, Allocation Priorities. HHFDC anticipates the identification of an eligible CHDO for PY2018 within the next 30 days.

The City and County of Honolulu will use its PY2018 HTF funds for the rehabilitation of the Queen Emma Tower project in urban Honolulu (71 rental units, 7 HTF-assisted units for families with incomes at or below 30% AMI) and the construction of the Hale Makana o Maili project in Waianae (52 rental units, 5

HTF-assisted units for families with incomes at or below 30% AMI).

Although the County of Kauai will not receive a HOME or HTF allocation in PY2018, it has consistently generated HOME program income. In PY2018, the County of Kauai estimates that it will use \$1,227,000 in program income for its Waimea Huakai project, a 34-unit rental housing project in Waimea. Four to seven units will be assisted with HOME program income.

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

### **Introduction:**

Demand for public housing units remains high in Hawaii. As of March 31, 2017, the Hawaii Public Housing Authority's waitlist for federal public housing units totaled more than 11,783. Of these, more than 10,793 were families with extremely low income, 30% or less of AMI. Waitlisted families with children totaled 4,425, while elderly families and families with disabilities totaled nearly 4,903 and 2,280, respectively. Families on HPHA's waitlist for Section 8 as of March 31, 2017 totaled more than 6,666; of these, families with extremely low incomes totaled 5,719. 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 31, 2017 totaled more than 11,783; 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 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, and continues to fill vacant positions in the Property Management and Maintenance Services Branch to assist residents in accessing resident services and case management.

The HPHA also works with resident associations and the Resident Advisory Board for input on its Five-Year and Annual Public Housing Agency Plan.

### **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**

HHFDC's PY2018 HTF will be used in the City and County of Honolulu and the County of Hawaii, for the development or preservation of affordable rental housing serving households with incomes at or below 30% AMI, including homeless households.

In addition, through the collaborative efforts of the Hawaii Interagency Council on Homelessness (HICH) 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**

The State's Outreach Program agencies are considered access points to the CoC's coordinated entry process which begins with the use of the VI-SPDAT, the common assessment tool. 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. Assertive community outreach is conducted to identify and engage the homeless.

A cohesive, coordinated outreach effort continues in the rural counties to ensure that the individuals and families assessed via VI-SPDAT with the highest acuity are prioritized for a permanent supportive housing level of care. The State Homeless Outreach Program provides comprehensive geographic coverage of the State's four counties: Oahu, Maui, Kauai and Hawaii.

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.

In November 2016, DHS/HPO issued a RFP (valid for four years) seeking outreach and civil legal services. Agencies funded under this opportunity are required to use a Housing First (HF) approach. The goals of the HF approach are to help homeless individuals and families access permanent housing as rapidly as possible by assisting with quickly locating and accessing housing options and connecting them to services and supports that will support housing stabilization. In the HF approach, staff use assertive engagement strategies and assist individuals and families to develop housing plans, obtain needed documents for the housing application process, obtain income through public benefits and employment, identify and locate suitable housing options and provide support through the housing location and access processes. The Outreach Program and civil legal services will also help with preparation for housing by teaching tenancy skills and how to meet lease obligations.

In PY17, DHS/HPO implemented a new legal service in association with its Outreach and Shelter Programs. The primary focus is to provide assistance to resolve legal problems that prohibit program

Participants from obtaining permanent housing or will likely result in the loss of permanent housing.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The ESG Shelter Operations and the State Homeless Shelter Program will fund emergency and/or transitional shelters with the intent to achieve broad geographic accessibility throughout the state. Hawaii's shelters provide a secure environment where individuals and families can stabilize lives, address needs and strengthen economic situations. These facilities provide a broad spectrum of services to address the multiple needs of homeless clients, including substance abuse, mental health and educational services; job and life skills training; and family support.

All shelters provide access to basic needs, such as a safe and decent place to sleep, prepared meals and/or food/kitchen facilities, hygiene essentials, and clothing. The State's emergency shelters are considered access points and will be contractually required to utilize the VI-SPDAT and participate in each county'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.

Some of the planned refinements in the State's homeless service system include helping homeless shelter providers develop the capacity to deliver services to individuals and families in permanent housing vs. in the traditional shelter setting. Shelter service providers will be incentivized to implement diversion strategies so that families do not enter their shelters and instead pursue permanent housing while reflecting a Housing First modality.

In November 2016, DHS/HPO issued a RFP which required that shelter services be provided in a manner that is consistent with the Housing First approach: providing low barrier to entry and ongoing program participation; focusing on housing access and retention; connecting community integration and recovery; ensuring participant choice in support services; and providing assertive engagement and housing-focused case management.

In the arena of affordable housing, HHFDC will apply for HTF funds, 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 families.

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

The State's DHS-HPO will continue to strategically use state funds, which are less restrictive than federal funds, to create a system of care for needy individuals and families at a broad range of AMI. ESG HPRP funds are restricted to those at 30% of AMI, yet there are many people who earn between 30-50% of AMI who need and would benefit from assistance. The State's programs, including the existing Housing Placement Program and State Homeless Emergency Grant program are geared to address those who are in this income level.

State fiscal year 2017 Requests for Proposals (RFP) for the Housing First program, opened for the first time to rural county applicants, required compliance with HUD's definition in determining priority for permanent housing. However, there are those who do not reach the required level of chronicity, yet are

extremely vulnerable and desperately need housing and supportive services. Hence, the DHS offered an alternative eligibility process in consideration of homeless individuals and families who do not quite meet the criteria of the “chronically homeless” definition. Services providers who recognize these attributes in their clients may request approval from the DHS for placement in permanent housing through the HF program and are expected to do their due diligence by completing the required paperwork. Each request is on a case by case basis, and utilized sparingly.

Additionally, State issued its initial RFP for the Rapid Re-housing (RRH) Program, open for the first time to rural county applicants. The State RRH program funded \$1.5 million for the rural counties to provide financial assistance and support services for those imminently at-risk of losing their home within 14 days and homeless individuals and families. In alignment with the ESG HPRP, the State anticipates that it will allocate 60% of the total funds to RRH and 40% to prevention. RRH will provide access to financial assistance including rent, utility, and security deposits; and supportive services including housing location support; rent and move-in assistance; housing stabilization and case management services. At-risk and homeless individuals and families earning at or below 50% of the AMI are eligible for this program.

The State apportioned the \$1.5 million for the HF program based on population: Hawaii County – 50%; Maui County – 34%; and Kauai County – 16%, comparable to the distribution logic for ESG. One provider for each county was selected to provide HF services in its geographic area. The target population to be served by this program is the documented unsheltered (or sheltered in emergency shelters), most vulnerable, chronically homeless. The documentation of chronicity will be accomplished to the extent possible, via the HMIS, while the “level of care” determination will be established using the VI-SPDAT assessment tool.

See also ESG Attachment A, HICH’s 10 Year Plan to End Homelessness, Goal 3: Increase Economic Stability and Self-Sufficiency.

**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 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. These solutions are outlined in HICH’s 10 Year Plan to End Homelessness (ESG Attachment A, Goal 4: Improve Health and Stability):

**Strengthen intersection between healthcare and housing** – In August 2017, DHS submitted a request to amend the State’s 1115 Medicaid waiver. This amendment would enable the State to better utilize Medicaid in providing supportive services to assist homeless persons with maintaining tenancy following housing placement. The waiver amendment is currently under review with the Center for Medicaid and Medicare Services (CMS). DHS anticipates a decision by mid-2018. DHS and the Department of Health are currently providing training to local health plans with regard to housing navigation and the utilization of housing-focused approaches to patient care.

**Pilot new models for Permanent Supportive Housing (PSH)** – The State and City and County of Honolulu are partnering to place chronically homeless persons from the Hawai’i Pathways Project into housing at various City-owned properties. In this model, the State is providing supportive services and case

management, while the City is providing housing units and housing vouchers. The State has also contracted the Corporation for Supportive Housing (CSH) to conduct a financial modeling assessment to indicate the estimated demand for permanent supportive housing, and an estimate of financial resources and housing needed to meet this demand.

**Address discharge planning and transition of inmates exiting from incarceration** – The Department of Public Safety (PSD) established a formal Re-Entry Coordination Office (RCO), and revitalized PSD’s comprehensive re-entry plan, which includes streamlining access to services for offenders by partnering with DHS, and working with the Department of Transportation and counties to streamline the process for offenders to obtain State identification.

**Discussion**

See ESG Attachment E (Outcome Measures) for State Outreach, Shelter, Rapid Re-housing and Housing First programs.

**AP-70 HOPWA Goals – 91.320(k)(4)**

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	7
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
<b>Total</b>	<b>22</b>

## **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 successes 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 provides eligible affordable housing projects with an expedited process to obtain land use and zoning approvals. It also provides greater flexibility in the design of housing projects.

Continue to work to accelerate regulatory and building permits by supporting third-party reviews, eliminating duplicative reviews at the State and County levels, and creating design standards for workforce housing, as well as transit-oriented development. 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 Revolving Funds, LIHTCs) available for affordable housing development. 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. In addition, HHFDC will apply for federal grant funds under the National Housing Trust Fund program, which provides funding for the production or preservation of affordable housing. HHFDC will subgrant its HTF allocation to the four 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 Revolving Fund and capital

improvement project funds for affordable rental housing projects.

Explore additional incentives for private development participation in the development of affordable housing. Also explore opportunities to collaborate with new public partners in the mixed-use residential development of government lands.

#### **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 conduct an Analysis of Impediments to Fair Housing Choice (AI) that analyzes existing conditions affecting fair housing, identifies impediments to fair housing, and proposes an agency action plan outlining steps to reduce the impediments. Generally, HHFDC has updated its AI every five years to coincide with the Consolidated Plan. HHFDC conducted a staff update in 2015, and collaborated in 2016 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 disabilities. Participants were HHFDC, Department of Hawaiian Home Lands, the Homeless Programs Office of the Department of Human Services - Benefits, Employment and Support Services Division, Hawaii Public Housing Authority, the County of Hawaii, the City and County of Honolulu, the County of Kauai, and the County of Maui.

The 2016 AI identified substantial impediments to fair housing choice for people with disabilities in Hawaii: 1) a lack of knowledge on the part of people with disabilities, members of the general public, landlords and property managers about legal requirements for fair housing choice and available resources and programs that can support people with disabilities to obtain and retain suitable housing; 2) people with disabilities at lower income levels have tremendous difficulties obtaining affordable housing that is accessible; 3) many personnel lack attitudes, skills, and knowledge to serve and support people with disabilities in the housing, social services, medical, caretaking, and related fields; and 4) service systems are not well-coordinated with regard to supporting people with disabilities to obtain and retain suitable housing, particularly those with serious cognitive disabilities.

The 2016 AI identified three goals to address these impediments: 1) enhance public awareness of fair housing; 2) increase the availability of affordable housing that is accessible or visitable; and 3) enhance housing options for people with serious cognitive impairments. HHFDC plans to provide fair housing education for its staff and participate in such educational events when possible. HHFDC and other state and county housing agencies will strive to collaborate with advocacy groups such as the UH's Center on Disability Studies and the Hawaii Disability Rights Center to develop and implement a strategic plan to achieve goals 2 and 3.

#### **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 the CoC NOFA applications for funding to meet underserved needs and provide technical assistance to improve outcomes; continue HICH 10 Year Plan to End Homelessness (see ESG Attachment A, Update); 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 and HTF 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 utilize its federal HOME and HTF funds to increase or preserve the state's supply of affordable rental housing for low-income populations.

HHFDC will continue to make government land and financing resources (e.g., Rental Housing Revolving Fund, LIHTCs) available to affordable housing development, and explore alternative financing resources, including 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 Revolving Fund and capital improvement project funds for affordable rental housing projects, explore additional incentives for private development participation in the development of affordable housing; 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. Participating 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 HPHA's 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/HPO, 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.

DHS will continue its implementation of 'Ohana Nui, a concurrent all-generation approach which addresses the needs of the whole family. This concept gives families the best chance of breaking the inter-generational cycle of poverty by addressing the highest need areas: housing; food/nutrition; health/wellness; economic self-sufficiency/education; and social capital. (See details in Attachment B.)

### **Actions planned to develop institutional structure**

HHFDC, DHS-BESSD/HPO, and the county housing agencies 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. In addition, DHS/HPO has a goal to expand the 'Ohana Nui / Family Assessment Center concept to the neighbor islands and rural Oahu. The FAC reflects a new approach to the traditional homeless shelter practice. This program emphasizes rapid placement into permanent housing while providing wrap-around services to stabilize families. The FAC in Honolulu utilizes a comprehensive network of service providers to help break the cycle of homelessness to find permanent housing placement.

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

HHFDC, DHS-BESSD/HPO, 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 groups. Private industry, including for-profit developers and financial institutions, will play a major role in expanding affordable housing opportunities for Hawaii's low- and moderate-income households. Private foundations will be a source of grants and other resources. Faith-based groups will provide grants, manpower, support services, and other resources, primarily for the most vulnerable populations, such as the homeless and persons with special housing needs. Government agencies involved with the "bricks and mortar" of housing and related infrastructure, including HHFDC, 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 2016 Hawaii Housing Planning Study, more than 43,800 housing units will be needed by 2025 to fulfill the demand for low- and moderate-income households ( $\leq 80\%$  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. HTF funds will be focused on the production or preservation of rental housing for households earning 30% or less AMI. 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 (CoK) will use either the resale or recapture provision, depending on land tenure and other programmatic considerations: Recapture will be applied to fee simple sales. If a borrower transfers or sells the HOME-assisted property prior to the end of the affordability period, the total amount of HOME funds provided shall be due to CoK from available net proceeds. A modified resale provision will be used for fee simple self-help programs that provide HOME

assistance as a development subsidy. If a borrower transfers or sells the HOME-assisted property prior to the end of the affordability period, the property shall be sold to another HOME-eligible purchaser. The fair rate of return for resale is established by Promissory Note that allows a borrower to sell the property to a HOME-eligible purchaser and, following the payoff of any mortgage(s), be entitled to any equity gain realized from the sale. Resale will be used for leasehold sales. If a borrower transfers or sells 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 and appraised value at time of resale. The seller's share will be equal to 25% of the increase in appraised value. To ensure that housing remains affordable under CoK's resale and modified resale provisions, the County has defined the reasonable range of low-income homebuyers for subsequent purchase as those with incomes between 70% and 80% AMI.

The County of Maui (CoM) 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. CoM provides for a recapture provision if the home is sold during the affordability period, requiring a recapture of the HOME direct subsidy, less the subsidy amount prorated for the time the homeowner owned and occupied the unit. The homeowner may recover its 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: the sales price less the superior loan repayment (other than the Direct Subsidy) and any closing costs. CoM also allows for the assumption of recapture obligations by a subsequent HOME-eligible purchaser, with no additional HOME assistance provided. 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 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.

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 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 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 91.320(k)(3)**

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

Subrecipient agencies providing ESG assistance are contractually required by the State, detailed in the Scope of Service, to follow standards in accordance with 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 E: Standards for Providing Assistance). Work on standardizing written eligibility requirements for all State and Federal programs has been initiated by Bridging the Gap and HPO, and will continue in 2018. The HMIS Administration team has started building very specific eligibility criteria into all TH, RRH, and PSH project resources participating in the CES to enable system matching. This will help to ensure that referrals made to specific projects are matched with only clients meeting these program eligibility requirements.

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" (HF) as a philosophical premise 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. 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 prescreening tool in each county. In its efforts to be in alignment with HUD's standards and nationwide best practices, DHS/HPO has issued RFPs and contracted for Outreach, Shelter, State Homeless Emergency Grants, Rapid Re-housing and Housing First programs requiring adherence to the HF model and participation in a coordinated entry system.

BTG's CES process begins with assertive community outreach to identify and engage the homeless, then utilizing the VI-SPDAT to assign a vulnerability score. The CoC has reached its goal of creating a by-name list by county with corresponding VI-SPDAT scores so that, based on vulnerability and other prioritization factors, all homeless individuals can be matched with the resources most appropriate to their needs. 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. (See ESG Attachment C: BTG Coordinated Entry System, Policy and Procedures Manual for Singles and Families.)

While a coordinated entry system has been adopted by Bridging the Gap and has been operating on the neighbor islands, it has not yet reached its full potential. BTG members, service providers, and HPO staff have already received extensive training on CES from Iain De Jong, the creator of VI-SPDAT. To further improve the CES, BTG has scheduled a planning workshop to develop a training curriculum for the BTG CES and CES-related HMIS modules. The 2018 training series will serve to expand understanding of the concepts and processes of the CES in each county.

In 2018, the HMIS Administration team is moving closer to automating the CES referral process. These enhancements in HMIS will create efficiencies in the system in terms of placing/housing

clients, expand autonomy for providers, and allow the CoCs to use system data more confidently to drive policy and funding decisions.

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

The Department of Human Services first posts a Request for Information (RFI) on the State Procurement Office (SPO) 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 ESG funding.

The RFI requires work plan forms to identify clear goals, objectives and outcomes for two distinct programs: ESG Shelter Operations and ESG Homelessness Prevention and Rapid ReHousing. 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.

The McKinney-Vento Homeless Assistance Act established a set of selection criteria for HUD to use in awarding CoC funding that require CoCs to report to HUD their system-level performance. The intent of these selection criteria are to encourage CoCs, in coordination with **ESG Program** recipients and all other homeless assistance stakeholders in the community, to regularly measure their progress in meeting the needs of people experiencing homelessness in their community and to report this progress to HUD. Specifically, the System Performance Module assess the CoC's performance against the following measures:

1. Length of Time Persons Remain Homeless
2. The Extent to which Persons Exiting Homelessness to PH Destinations Return to Homelessness
3. Number of Homeless Persons
4. Employment and Income Growth for Homeless Persons
5. Number of persons who become homeless for the 1st time
6. Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition
7. Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Annual summary reports for Bridging the Gap is posted on the Hawaii HMIS website at <http://www.hawaiihmis.org/reports/performance-reports/>. (See ESG Attachment F, BTG Performance Measurement Module template.)

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

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

Subgrantees that are HUD-CPD entitlement grantees

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

See attached HTF Attachment A, HHFDC's PY2018 HTF Allocation Plan.

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

N/A.

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

N/A.

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

N/A.

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

Yes

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

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

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

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

HHFDC's maximum per-unit development subsidy amount is described in its PY2018 HTF Allocation Plan, attached.

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

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and

local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

HHFDC's rehabilitation standards are described in its PY2018 HTF Allocation Plan, attached.

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

N/A.

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

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

N/A

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

N/A.

**Discussion:**



**PY2018 HOME FUNDS AND ACTIVITIES  
(Draft)  
\$3,000,000 + \$1,292,973.10 in Program Income**

<b>HOME Resources</b>	<b>Hawaii</b>	<b>Kauai</b>	<b>Maui</b>	<b>HHFDC</b>	<b>Total</b>
<b>FY2018 HOME</b>					
• Regular Project	\$2,250,000.00	\$0.00	\$0.00	\$0.00	\$2,250,000.00
• CHDO Set-Aside	\$0.00	\$0.00	\$0.00	\$450,000.00	\$450,000.00
• Administration	\$125,000.00	\$0.00	\$0.00	\$175,000.00	\$300,000.00
<b>Subtotal – 2018 HOME Funds</b>	<b>\$2,375,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$625,000.00</b>	<b>\$3,000,000.00</b>
<b>Other HOME Funds</b>					
• Program Income Balance as of 02/28/2018	\$0	\$1,227,000.00	\$0	\$0	\$1,227,000.00
<b>Subtotal – Other HOME Funds</b>	<b>\$0</b>	<b>\$1,227,000.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,227,000.00</b>
<b>Total Available</b>	<b>\$2,375,000.00</b>	<b>\$1,227,000.00</b>	<b>\$0.00</b>	<b>\$625,000.00</b>	<b>\$4,227,000.00</b>

RED = HOME Program Income

<b>Anticipated HOME Projects</b>	<b>Hawaii</b>	<b>Kauai</b>	<b>Maui</b>	<b>HHFDC</b>	<b>TOTAL</b>
HR-1: Construct New or Rehabilitate Existing Affordable Rental Housing	\$1,400,000.00 (Kaloko Heights)	\$1,227,000.00 Waimea Huakai Affordable Rentals	\$0	\$0	\$2,627,000.00
HR-2: Tenant Based Rental Assistance	\$850,000.00	\$0	\$0	\$0	\$850,000.00
CHDO Activity	\$0	\$0		\$450,000.00 (Project TBD)	\$450,000.00
HA-1: Administration	\$125,000.00	\$0	\$0	\$175,000	\$300,000.00
<b>Total</b>	<b>\$2,375,000.00</b>	<b>\$1,227,000.00</b>	<b>\$0.00</b>	<b>\$625,000.00</b>	<b>\$4,227,000.00</b>

RED = HOME Program Income.



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 PY2018, the City and County of Honolulu and the County of Hawaii are anticipated to receive the HTF allocation; the next neighbor island allocation would be received by the County of Kauai in PY2019.
- 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, shall seek alternate activities from the remaining Subgrantees.
- d. Should the remaining Subgrantees be unable to identify an eligible HTF project(s) with a specified timeframe, HHFDC, in its sole discretion, shall seek alternate activities from eligible recipients.

- e. The HHFDC anticipates receiving \$3,000,000 in HTF funds for the Program Year 2018 – 2019, to be distributed as follows:

Program Year 2018 – 2019				
Fund Type	City and County of Honolulu	County of Hawaii	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/HHFDC that it will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
- b. Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;

- c. Demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and
- d. Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development.

V. APPLICATION AND AWARD PROCESS

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

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

STATE OF HAWAII SUBGRANTEES

<b>City and County of Honolulu</b>	<b>County of Kauai</b>
Department of Community Services	Kauai County Housing Agency
Kapalama Hale, Suite 200	Pi`ikoi Building
925 Dillingham Boulevard	4444 Rice Street, Suite 330
Honolulu, Hawaii 96817	Lihue, Hawaii 96766
<b>County of Hawai`i</b>	<b>County of Maui</b>
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 2018, the applicable Subgrantees to issue the HTF applications are the City and County of Honolulu and the County of Hawaii.

Minimum Thresholds:

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

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

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

terms with executed lenders' commitment letters, letters of interest, or term sheets.

d. Underwriting Criteria and Requirements:

- i. Applicants are required to use the following parameters and assumptions in the preparation of the project proforma:
  1. Annual Income Inflation Rate of 2.0% and Annual Expense Inflation Rate of 3.0% for the first 15 years or term of the first mortgage, whichever is greater.
  2. Annual Income Inflation Rate of 2.0% and Annual Expenses Inflation Rate of 2.0% for the remaining term of affordability.
  3. Vacancy Rate of no less than 5.0%
  4. Annual Replacement Reserve Allocation of no less than \$300 per unit per year.

5. Phase I Environmental Site Assessment

All proposed multifamily (more than four housing units) HTF projects require a Phase I Environmental Site Assessment.

For acquisition/rehabilitation projects, the Phase I Environmental Assessment should address lead based paint and asbestos.

6. Developer Fee

- i. New Construction – maximum developer fee of 15% of the total development costs or \$3,750,000 (whichever is less)
- ii. Acquisition/Rehabilitation – maximum developer fee of 10% of the acquisition costs and 15% of the rehabilitation costs or \$3,750,000 (whichever is less).

## VI. SELECTION CRITERIA

- a. Timeliness and Readiness to Proceed (Max. 30 pts.) – The proposed project is feasible and will meet the required timelines to commit and expend HTF funds. Applicants need to demonstrate project “readiness.” Factors to be considered are site control, financial commitments, environmental factors, zoning, utilities and site and neighborhood standards;
- b. Consolidated Plan Priorities (Max. 10 pts.) - The extent to which the project proposes accomplishments that will meet the rental housing objectives for both the HHFDC and the County. The HTF is primarily a production program meant to add units to the supply of affordable housing for extremely low-income households. Merits of the application in meeting the priority housing needs of the County where the project is located such as accessible to transit or employment centers, housing that includes green building and sustainable development features or housing that serves special needs populations;

- c. Developer Experience and Financial Capacity (Max. 25 pts.) - Applicant's ability to obligate HTF dollars and undertake funded activities in a timely manner. Need to review evidence of experience in developing and managing projects of similar type and scope, staff qualifications, and fiscal soundness. In addition, applicants who have received federal funds in the past will be evaluated on the basis of their past performance. Qualifications of the proposed project team, personnel and /or contractors to carry out the proposed project including proven record of experience with comparable projects;
- d. Financially Feasible Project (Max. 25 pts.) – Project pro forma to cover a minimum 30 year HTF affordability period and include rents that are affordable to extremely low-income households. Priority to be given for projects with extended affordability periods and project based rental assistance; and
- e. Use of Non-Federal Funding Sources (Max. 10 pts.) – Given the 30% AMI income targeting requirements, viable projects will require other funding sources compatible with HTF. Priority consideration to the extent project will use non-federal funding sources.

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

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

## VII. MAXIMUM PER-UNIT DEVELOPMENT SUBSIDY LIMITS

Each year, HHFDC must establish maximum limitations on the total amount of HTF funds that may be invested per-unit for development of non-luxury rental housing projects. The 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 2018.

Bedrooms	PY2018 HTF Maximum Per-Unit Subsidy Limit
0	\$141,088
1	\$161,738
2	\$196,672
3	\$254,431
4+	\$279,285

### VIII. REHABILITATION STANDARDS

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

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

State of Hawaii has adopted the 2006 International Building Code (2006 IBC) and the 2006 International Energy Conservation Code (2006 IECC). Should the adopted codes be modified or updated, the newly adopted code standard will apply. See local government agencies for additionally adopted codes. In the absence of local building codes, the housing must meet the International Existing Building Code of the International Code Council.

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

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## Uniform Physical Condition Standards (UPCS) for Multifamily Housing Rehabilitation

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

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

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

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

	Deteriorated Play Area Surface	More than 50% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure- Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris, causing backup into adjacent areas or runoffs into areas where runoff is not intended
Walkways/Steps	Broken/Missing Hand Railing	The hand rail for four or more stairs is missing, damaged, loose or otherwise unusable
	Cracks/Settlement/Heaving	Cracks greater than $\frac{3}{4}$ " , hinging/tilting, or missing section(s) that affect traffic ability over more than 5% of the property's walkways/steps
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling-larger than 4 inches by 4 inches--that affects traffic ability
<b>Requirements for Building Exterior:</b>		
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Damaged/Missing Screen/Storm/Security Door	A security door that is not functioning or is "missing" (Security door should be there but isn't there)
	Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any exterior door that is missing
Fire Escapes	<b>Blocked Egress/Ladders</b>	Stored items or other barriers restrict or block people from exiting

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

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

Lighting	Broken Fixtures/Bulbs	20% or more of the lighting fixtures and bulbs surveyed are broken or missing
Roofs	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible
	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible
	Damaged/Clogged Drains	The drain is so damaged or clogged with debris that the drain no longer functions—as shown by ponding
	Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
	Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration
	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials
Walls	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage

	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 50% of the exterior paint is cracking, flaking, or otherwise deteriorated. Water damage or related problems have stained the paint.
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane

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

Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	<b>Missing/Damaged/Expired Extinguishers</b>	There is missing, damaged or expired fire extinguisher an any area of the building where a fire extinguisher is required

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

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

Closet/Utility/Mechanical	Cabinets - Missing/Damaged	More than 10% of cabinet, doors, or shelves are missing or the laminate is separating
Community Room	Call for Aid - Inoperable	The system does not function as it should
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long

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

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

	GFI - Inoperable	The GFI does not function
	Graffiti	Graffiti in 6 or more places
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
	HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	<b>HVAC - Misaligned Chimney/Ventilation System</b>	Any misalignment that may cause improper or dangerous venting of gases
	HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Lavatory Sink - Damaged/Missing	The sink or associated hardware have failed or are missing. The sink cannot be used
	Lighting - Missing/Damaged/Inoperable Fixture	In more than two rooms, permanent lighting fixtures are missing or not functioning and no other switched light source is functioning in the room

	Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing
	<b>Outlets/Switches/Cover Plates - Missing/Broken</b>	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
	Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchairs, or using walkers
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable	The exhaust fan does not function
	Range/Stove - Missing/Damaged/Inoperable	Two or more burners are not functioning or oven is not functioning
	Refrigerator - Damaged/Inoperable	The refrigerator does not cool adequately for the safe storage of food
	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Shower/Tub - Damaged/Missing	The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.
	Sink - Missing/Damaged	The sink or hardware is either missing or not functioning
	<b>Smoke Detector - Missing/Inoperable</b>	Smoke detector is missing or does not function as it should
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
	Stairs - Broken/Missing Hand Railing	The hand rail for 4 or more stairs is missing, damaged, loose or otherwise unusable
	Ventilation/Exhaust System - Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Walls - Damaged	Any hole in the wall greater than 2 inches by 2 inches
	Walls - Damaged/Deteriorated Trim	More than 50% of the wall trim has significant areas of deterioration

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

	<b>Emergency Fire Exits - Missing Exit Signs</b>	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	<b>Flammable/Combustible Materials - Improperly Stored</b>	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence
Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed
<b>Requirements for Units:</b>		
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	The sink cannot be used, because the sink or associated hardware is missing or has failed.
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration

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

	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components

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

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

Hot Water Heater	<b>Misaligned Chimney/Ventilation System</b>	Any misalignment that may cause improper or dangerous venting of gases
	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor

	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	<b>Misaligned Chimney/Ventilation System</b>	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	The exhaust fan does not function or you estimate that the flue may be completely blocked
	Range/Stove - Missing/Damaged/Inoperable	The unit is missing or 2 or more burners or the oven is not functioning
	Refrigerator- Missing/Damaged/Inoperable	The refrigerator is missing or it does not cool adequately for the safe storage of food
	Sink - Damaged/Missing	The sink or hardware is either missing or not functioning.
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room

Outlets/Switches	Missing	An outlet or switch is missing
	<b>Missing/Broken Cover Plates</b>	A cover plate is missing, which causes wires to be exposed
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	<b>Missing/Inoperable</b>	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail for four or more stairs is missing, damaged, loose or otherwise unusable
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of vertical alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 square foot
Windows	Cracked/Broken/Missing Panes	Missing or cracked panes of glass
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	<b>Security Bars Prevent Egress</b>	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks

**PY2018 HTF FUNDS AND ACTIVITIES  
(Draft)  
\$3,000,000**

<b>FY2018 HTF</b>	<b>Hawaii</b>	<b>C&amp;C of Honolulu</b>	<b>HHFDC</b>	<b>Total</b>
Kaloko Heights Affordable Rental Housing Project	\$1,350,000.00	\$0.00	\$0.00	\$2,250,000.00
Hale Makana o Maili		\$1,006,185.00	\$0.00	\$1,006,185.00
Queen Emma Tower		\$343,815.00	\$0.00	\$343,815.00
Administration	\$75,000.00	\$75,000.00	\$150,000.00	\$300,000.00
<b>Total PY2018 HTF Funds</b>	<b>\$1,425,000.00</b>	<b>\$1,425,000.00</b>	<b>\$150,000.00</b>	<b>\$3,000,000.00</b>

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



**ATTACHMENT A**

**HAWAII INTERAGENCY COUNCIL ON  
HOMELESSNESS**

**Update to the  
10 Year Plan to End Homelessness**

Referenced in  
AP-10 Consultation - 91.110, 91.300(b); 91.315(l)  
AP-65 Homeless and Other Special Needs Activities - 91.320(h)  
AP-85 Other Actions – 91.320(j)



### Implementation of Ten-Year Plan

In 2018, the HICH will continue implementation of the ten-year plan to end homelessness, which was adopted in 2012. The following are the four primary goals, and action steps to be adopted under the plan:

- **Goal 1: Retool the Homeless Crisis Response System**
  - **Re-enforced a Housing-focused approach for contracted services**– In 2017, the Department of Human Services (DHS) executed new contracts for homeless services (e.g. Housing Placement, Emergency Grant, Shelter, Outreach, Rapid Rehousing, and Housing First) that focus on housing, and include specific performance benchmarks for permanent housing placement and reduced length of stay in shelter. DHS is actively monitoring these contracts for performance, has provided Housing First training system-wide, and is working with providers to improve performance outcomes. Recently, the Department of Health (DOH) also executed new contracts for its homeless outreach based on feedback received from DHS.
  - **Sustain funding for evidence-based approaches, such as Rapid Re-Housing and Housing First** – In 2017, new contracts were implemented for a statewide state-funded Rapid Rehousing program, and the Housing First program was expanded statewide. In 2018, the State is working with the Legislature to sustain funding for these evidence-based programs in the budget on an ongoing basis. The state-funded Housing First program has demonstrated a 97% housing retention rate, which is much higher than the 85% retention average for other similar programs.
  - **Alignment of multiple funding efforts** – The Governor’s Coordinator on Homelessness established a funder’s collaborative consisting of representatives from the State, City and County, Partners in Care, Bridging the Gap, Hawaii Community Foundation, and Aloha United Way. The group is working to align federal, state, local and philanthropic funding efforts, and to increase communication and collaboration.
  - **Utilizing technical assistance to implement Coordinated Entry and adopt emerging ‘best practice’ approaches** – The State, City, federal government, Continua of Care, and the philanthropic sector are utilizing technical assistance from multiple organizations to strengthen Hawaii’s homeless system. Organizations providing technical assistance include Org Code, HomeBase, Housing Innovations, the National Governors Association, Community Solutions, and the Corporation for Supportive Housing.

- **Goal 2: Increase Access to Stable and Affordable Housing**
  - **Increase overall housing production** - Between January 2015 and December 2017, State housing agencies contributed to the production of 5,300 new housing units, with an additional 1,400 under construction, and 4,500 in various stages of planning. The State of Hawaii is on target to meet its strategic goal of 10,000 new housing units by 2020.
  - **Reduce turnaround time for public housing renovations** – Public housing units are being renovated in record time, using a new multi-skilled team approach. What used to take 200 days now takes only seven days, which translates to making more housing available in a significantly shorter time period.
  - **Partner with Counties and the private sector to increase permanent housing options specifically for homeless individuals and families** – The State partnered with the counties and private sector to increase permanent housing options for homeless individuals and families statewide. The State provided land to the City & County of Honolulu and private sector stakeholders to open the Kahauiki Village project on Oahu in January 2018; the project will provide 30 new housing units to serve 120 homeless individuals. The State is also partnering with Hawaii County to provide land in Kona for a long-term housing project for homeless individuals and families.
  - **Partner with local landlords to maximize inventory** – Local landlord summits and faith-based summits continue to be convened across the state to recruit new landlords for housing efforts, and to increase awareness about housing programs, such as Housing First and Rapid Rehousing. In January 2018, a landlord summit was convened in Leeward Oahu in partnership with the City & County of Honolulu and State. Rural county CoCs hold landlord summits in each of their communities.
  
- **Goal 3: Increase Economic Stability and Self-Sufficiency**
  - **Address the needs of children and families early and concurrently** – The new ‘Ohana Nui multi-generational approach to services has resulted in increased collaboration between the Department of Human Services and Department of Health. This collaboration is reflected in the new Family Assessment Center in Kakaako, which utilizes partnerships with the Department of Health, Department of Education, and other nonprofit social service organizations to provide wraparound services for families and accelerate their placement for employment and housing.

- **Goal 4: Improve Health and Stability**
  - **Strengthen intersection between healthcare and housing** – In August 2017, DHS submitted a request to amend the State’s 1115 Medicaid waiver. This amendment would enable the State to better utilize Medicaid in providing supportive services to assist homeless persons with maintaining tenancy following housing placement. The waiver amendment is currently under review with the Center for Medicaid and Medicare Services (CMS). DHS anticipates a decision by mid-2018. DHS and the Department of Health are currently providing training to local health plans with regard to housing navigation and the utilization of housing-focused approaches to patient care.
  - **Pilot new models for Permanent Supportive Housing (PSH)** – The State and City and County of Honolulu are partnering to place chronically homeless persons from the Hawai’i Pathways Project into housing at various City-owned properties. In this model, the State is providing supportive services and case management, while the City is providing housing units and housing vouchers. The State has also contracted the Corporation for Supportive Housing (CSH) to conduct a financial modeling assessment to indicate the estimated demand for permanent supportive housing, and an estimate of financial resources and housing needed to meet this demand.
  - **Address discharge planning and transition of inmates exiting from incarceration** – The Department of Public Safety (PSD) established a formal Re-Entry Coordination Office (RCO), and revitalized PSD’s comprehensive re-entry plan, which includes streamlining access to services for offenders by partnering with DHS, and working with the Department of Transportation and counties to streamline the process for offenders to obtain State identification.

#### Other Activities Related to the HICH

The HICH has also established Permitted Interaction Groups (PIGS) for its members to further research and discuss specific issues related to the council. The PIGS are described in further detail below:

- **Established a PIG to support the implementation of a Coordinated Entry System (CES) to comply with HUD requirements** - A PIG is meeting to review the intersection of CES with the services provided by State departments, such as DHS, DOH, the Department of Public Safety, and others. Based on its discussions, the PIG will make recommendations to the full council to improve the effectiveness of the CES and to strengthen alignment with the efforts of State agencies serving the homeless population.

- **Established a PIG to review and recommend potential revisions to the ten-year strategic plan to end homelessness and the Hawaii State Framework to Address Homelessness** – A PIG is reviewing the ten-year plan and strategic framework, including the progress in implementing the ten-year plan. Based on its review, the PIG will report back to the full HICH with recommendations.
- **Established a PIG to address the issue of squatting** – A PIG is meeting to review issues related to illegal squatting on private lands. The PIG provided an initial report to the Hawaii State Legislature in January 2018, which included recommendations to sustain and increase resources for permanent supportive housing and rapid rehousing statewide. The PIG is continuing to meet and will report back to the full HICH with updates as discussions progress.
- **Established a PIG to research the feasibility of safe zones** – A PIG is meeting to research the feasibility of safe zones as a strategy to address homelessness. The PIG provided an initial report to the Hawaii State Legislature in January 2018, which determined there is limited evidence to demonstrate the effectiveness of safe zones as a strategy to address homelessness. As an alternative, the PIG recommended the establishment of low-barrier housing navigation centers, which combine bridge housing with supportive services and tenancy supports to transition homeless individuals into longer-term, stable housing settings.

# **ATTACHMENT B**

## **PRESSING THE LEVERS OF CHANGE**

### **Hawaii State Framework to Address Homelessness**

Referenced in

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

**AP-85 Other Actions – 91.320(j)**





# Pressing the Levers of Change:

Hawai'i State Framework to Address Homelessness



Executive Chambers  
Hawai'i State Capitol  
415 S. Beretania Street  
Honolulu, HI 96813

## **GOVERNOR DAVID IGE'S PRIORITIES FOR HAWAI'I**

### **OUR VISION**

To have a state government that is honest, transparent and responsive to its citizens.

### **OUR MISSION**

To change the trajectory of Hawai'i by restoring faith in government and establishing the Hawaiian Islands as a place future generations choose to call home.

**Effective, Efficient, and Open Government:** Restore the public's trust in government by committing to reforms that increase efficiency, reduce waste, and improve transparency and accountability.

**Housing:** Build homes that people can afford, including rentals, to address the needs of those entering the work force. Renovate the state's public housing facilities. On O'ahu, identify state lands near transit stations for housing, employment centers, daycare, senior centers, and community facilities.

### **CORE VALUES**

Our core values are centered on collaboration and integrity, guiding the state's new trajectory.

**Aloha:** We treat everyone with dignity, respect and kindness, reflecting our belief that people are our greatest source of strength.

**Kuleana:** We uphold a standard of transparency, accountability and reliability, performing our work as a government that is worthy of the public's trust.

**Laulima:** We work collaboratively with business, labor and the community to fulfill our public purpose.

**Kūlia:** We do our very best to reflect our commitment to excellence.

**Pono:** We strive to do the right thing, the right way, for the right reasons to deliver results that are in the best interest of the public.

**Lōkahi:** We honor the diversity of our employees and our constituents through inclusiveness and respect for the different perspectives that each brings to the table.

**Ho'okumu:** We continually seek new and innovative ways to accomplish our work and commit to finding creative solutions to the critical issues facing this state.

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## INTRODUCTION

The Hawai'i State framework to address homelessness is based upon 'Ohana Nui, a multigenerational approach that invests early and concurrently in children and families to improve health, education, employment, and other outcomes. Concurrently and in alignment with 'Ohana Nui, the State strategically presses on three levers to address homelessness: *Affordable Housing, Health & Human Services, and Public Safety.*

### Scope of homelessness.

Hawai'i has the highest rate of homelessness among the 50 states with the number of homeless people in the islands increasing steadily over the past five years. According to the United States Department of Housing and Urban Development (HUD), the total point-in-time count of people experiencing homelessness in Hawai'i was 6,188 in 2011 and 7,620 in 2015, a 23% increase during that time period.<sup>1</sup> The increase is especially alarming for the neighbor islands, which saw a 39% increase during this same period. The increase in homelessness is not only reflected in numbers, but it is visible on the streets and sidewalks of Honolulu, where tent cities have become almost commonplace.

### Building on past efforts.

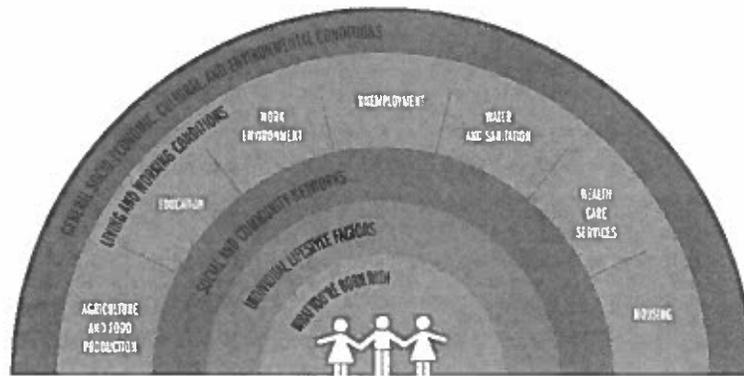
Homelessness has long been an issue in our state. In 2012, the Hawai'i Interagency Council on Homelessness (HICH) adopted a Strategic Plan to End Homelessness, which was implemented over the past four years. The 2012 plan began to re-tool the crisis response system for homelessness in Hawai'i, and streamline the referral process through the adoption of a common assessment form by homeless service providers. Governor Ige and his administration are building upon the strong foundation of the 2012 HICH plan and other previous plans – both government and nongovernment in origin – to move Hawai'i forward in a way that is pono (Hawaiian for good, upright, righteous, correct, or proper).



In 2015, Governor Ige established the Leadership Team on Homelessness to align efforts to address homelessness at all levels of government.

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<sup>1</sup> U.S. Department of Housing and Urban Development. *CoC Homeless Populations and Subpopulations Reports*. Available at: <https://www.hudexchange.info/manage-a-program/coc-homeless-populations-and-subpopulations-reports/>. Accessed April 23, 2016.



The social determinants of health represent the variety of different factors – including education, work environment, health care, and housing – that impact a family's well-being.

### **'Ohana Nui: Addressing the social determinants of health.**

To address homelessness, we must address the root causes or social determinants of health (e.g. food, housing, employment, healthcare, education, safety, and living work/environments) to improve outcomes. When these root causes are addressed, the greatest return on investment is in children ages zero to five years because research shows that living in toxic stress situations impact early childhood brain development, and health throughout the lifespan. Integrating 'Ohana Nui into the State framework for homelessness addresses Governor Ige's priorities of investing in families; improving government efficiencies; ensuring that the community comes first; and bringing aloha to everything we do.

### **Identifying a Housing First system as our goal.**

Across the country, Housing First has become a common goal. This refers to a systemic and evidence-based approach that addresses a homeless person's basic needs by placing them into permanent housing as quickly as possible and providing appropriate supports to maintain housing over time. The strategies outlined in this framework provide a roadmap to establishing a Housing First system over the next four years, and focuses on three critical lever points: *Affordable Housing, Health and Human Services, and Public Safety*. No lever by itself can resolve our current homeless crisis; but, by pressing on all three levers simultaneously, Hawai'i will focus attention on the root causes of homelessness and see measurable results.

### **Conclusion.**

Over the next four years, the aim is to reverse the number of people teetering on the edge of homelessness, keep public spaces safe and open, and provide a clear path out of homelessness for those experiencing it. However, this framework is intended to be a living, breathing document with enough elasticity to allow for refinements and to incorporate continuous comment and feedback from the community.

# THE GOAL: A HOUSING FIRST SYSTEM

By 2020, Hawai'i will transition to a Housing First system that connects people experiencing homelessness with the opportunity to move quickly into permanent housing. Following housing placement, supportive health and human service programs are offered to promote housing stability and well-being. Participation in these services is voluntary and not time limited. Research based experience shows that Housing First policies and practices are successful in reducing homelessness.

## Benchmarks to achieving a Housing First system.

Today, Hawai'i does not have the capacity to house and assist the estimated 7,620 individuals without a home on a given night. Successful implementation of Housing First on a system-wide scale should result in significant progress. The goal is for Hawai'i to reach the point described as functional zero. Reaching functional zero does not mean there will be zero homelessness, but indicates that a community has an adequate supply of housing units and the appropriate types of interventions in place to rapidly respond to any person who is experiencing homelessness.

## What is functional zero?

For the purposes of this plan, functional zero is defined as a point where:

- ✦ Hawai'i has *sufficient housing* for the number of homeless people; and
- ✦ Hawai'i has *appropriate services* to transition homeless people to permanent housing, regardless of their level of need.

## Does achieving functional zero mean there will be no homelessness?

No. History tells us that additional people will fall into homelessness for a variety of reasons, from economic factors to mental illness, and family conflict. Achieving functional zero means that Hawai'i has the full capacity and resources needed to connect people to shelter or permanent housing.

## What is a sufficient level of resources to address the need?

According to data from the U.S. Department of Housing and Urban Development (HUD) 2015 Point in Time Count and Housing Inventory Count, Hawai'i currently has an estimated 1,898 more homeless people than bed spaces available in our continua of care.<sup>2</sup> This means that we lack the resources to house nearly one out of every four

<sup>2</sup> U.S. Department of Housing and Urban Development. *HUD 2015 Continuum of Care Housing Assistance Programs, Housing Inventory Count Report*. Available at: [https://www.hudexchange.info/resource/reportmanagement/published/CoC\\_HIC\\_State\\_HI\\_2015.pdf](https://www.hudexchange.info/resource/reportmanagement/published/CoC_HIC_State_HI_2015.pdf). Accessed April 22, 2016.

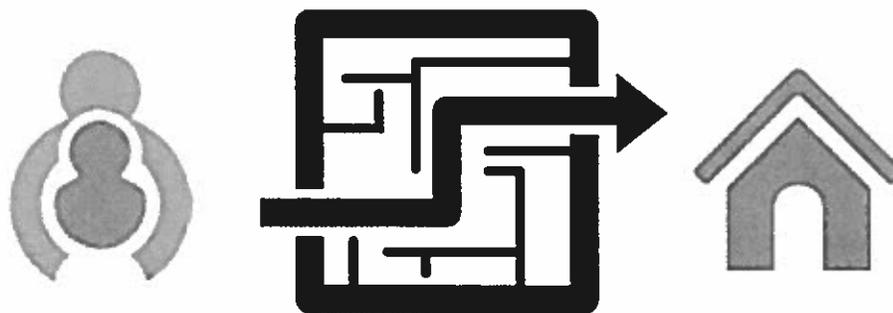
people (24.9%) that comprise the estimated homeless population. By 2020, we intend to close this gap.



The darkened homes indicate a lack of available bed spaces for the estimated homeless population. Currently, our community lacks resources for nearly one-fourth of the population. By 2020, Hawai'i intends to address this resource gap by adding appropriate resources to our system.

### More than adding beds: A system to place individuals on the right path.

Building capacity for Housing First is not simply about adding more beds in shelters or housing units to the inventory. For many homeless people, the current system is an overwhelming maze. We need navigators – outreach workers and case managers – to connect homeless people to appropriate resources that address individual, unique needs. Efficiency delivery of services by highly competent and compassionate people – from both government and private organizations – is an essential piece of the Housing First system.



There are a wide range of resources to assist people experiencing homelessness, which can often feel overwhelming. By emphasizing housing navigation and outreach services, and targeting resources appropriately to address individualized needs, Hawai'i will streamline access to permanent housing to quickly transition homeless people from the streets to a home. The goal by 2020 is to connect people directly to the most appropriate resource, as reflected in the diagram above.

## THREE LEVERS OF CHANGE

To move Hawai'i to a Housing First system by 2020, we have identified three levers of change – specific areas where a continued and focused effort will result in a transformation from today's current state of emergency.

The three levers, illustrated to the right, represent the essential building blocks that create capacity and effectively connect people who are experiencing homelessness to housing and services. They are:

- ✚ Affordable Housing
- ✚ Health & Human Services
- ✚ Public Safety

### Affordable Housing

Build more permanent housing and maximize the use of rental subsidies and vouchers to better utilize existing inventory.

### Health & Human Services

Implement data-driven and evidence-based services that emphasize permanent housing placement.

### Public Safety

Coordinate law enforcement and human service efforts to quickly transition unsheltered persons in encampments to permanent housing.

Each lever consists of concrete, measurable actions that will be taken over the next four years.

Building a Housing First system for all of Hawai'i.

The following action steps are critical to implementing the three levers of change.



#### (1) Affordable Housing

Build new housing and increase access to existing housing.



#### (2) Health & Human Services

Provide appropriate supports to link homeless persons to homes.



#### (3) Public Safety

Maintain public safety, while keeping a focus on housing as the end goal.



**Left to Right:** Outreach workers conduct assessments at a local homeless encampment. A woman packs up her belongings in preparation to move to a homeless shelter, and staff at a homeless emergency shelter complete an intake with homeless families, which includes the development of a plan for permanent housing.

### **Three levers in action: Homeless in the morning, housed by evening.**

While there is no silver bullet for breaking the cycle of homelessness, there is overwhelming evidence that the three levers of change work. The practical application of policies in three specific areas: affordable housing, health and human services, and public safety, changes lives.

"Roy" had been living in a makeshift encampment on Sand Island for many years.<sup>3</sup> His life changed following the coordinated actions of human service personnel, public safety officers and a housing provider. In March 2016, the state coordinated closely with outreach workers who entered the encampment to assess each person's situation and identify the most appropriate resource to connect them to housing. For several weeks the outreach workers built trust and rapport with the people living in the camp, and it paid off. When the Department of Land and Natural Resources moved in to enforce no-camping rules, two men from the encampment accepted help from the outreach workers. One of those men was Roy. He was immediately sheltered at the nearby Hale Mauliola facility, provided support services, and is now on the path to permanent, stable housing.

Roy's family members had been looking for him for some time, and because he was stably sheltered at Hale Mauliola, he was able to reconnect with his family. Had it not been for the three levers of change: affordable housing, health and human services, and public safety, Roy and the other man who accepted help that day would still be unsheltered.

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<sup>3</sup> Roy is a pseudonym. He provided permission to share his story.

## LEVER ONE: Affordable Housing

To fully implement a Housing First system, Hawai'i must build more affordable housing and maximize use of existing inventory. To achieve this, the full process of housing development – which typically lasts several years – has been closely examined. Key points have been identified where there are opportunities to accelerate productivity. In addition, the groundwork has been firmly established to engage landlords to rent to low-income and Section 8<sup>4</sup> renters to increase the use of alternative housing across the state.

Action steps to lever change.

### ✦ Engage landlords.

When it comes to homelessness, most people want to help, but don't know how. One key group that can help are landlords. Landlord summits – where landlords learn about the benefits of offering their properties to low-income renters – will be convened in every county in close partnership with service providers.



In November 2015, a landlord summit brought together over 150 landlords to address the needs of homeless individuals.

### ✦ Streamline rules and processes.

Getting eligible residents into permanent, stable housing can sometimes be needlessly delayed by red tape and duplicative processes. In recognition of this, State housing agencies (e.g. Hawai'i Housing Finance and Development Corporation, Hawai'i Public Housing Authority, etc.) will coordinate rule changes to improve continuity and consistency in eligibility criteria.

### ✦ Align State-County development efforts.

Partnerships between the state and counties can accelerate housing development to better meet the needs of our housing continuum. While the state can provide gap financing<sup>5</sup> for housing development, the counties can shape policy regarding urban planning and infrastructure development. In particular, Transit Oriented Development (TOD) on Oahu provides increased opportunities for public-private partnerships to develop rental inventory in Honolulu's urban corridor.

### ✦ Maximize financing opportunities for development.

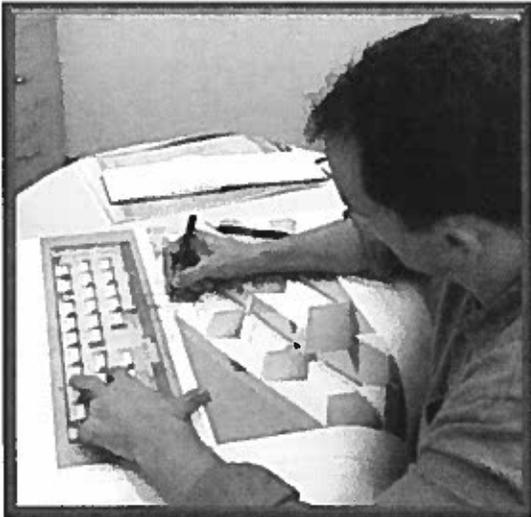
Building housing requires significant financial resources, which will include a mixture of public and private funds. Housing agencies will work together to leverage funding from multiple streams, including the Low-Income Housing Tax Credits, Rental Housing Revolving Fund, and Dwelling Unit Revolving Fund.

<sup>4</sup> Section 8 refers to the Housing Choice Voucher Program. More detail is provided in the Key Terms and Definitions section of this plan.

<sup>5</sup> Gap financing typically refers to various federal, state, and local subsidies that are intended to close the gap in financing for affordable housing development projects, which are not covered by a standard loan.

### Monitoring progress.

There are clear and measurable objectives to track our progress, as Hawai'i addresses this lever of change:



Volunteer Russell Wozniak lends his time and energy to assist with design for a new Family Assessment Center in Kakaako.

#### ✦ *Short-term objective (Now).*

A landlord summit will be convened in every county to increase the number of landlords working together to help solve homelessness.

#### ✦ *Medium-term objective (2018).*

State housing agencies will align rules and processes in order to streamline housing development, and to ease access to affordable housing inventory.

#### ✦ *Long-term objective (2020).*

A total of 10,000 new housing units will be developed by 2020.

### Collaboration: A key to success.

An "all-of-the-above" approach is required to meet our goal of 10,000 new housing units by 2020. This requires all government departments working together with each other, as well as with private sector partners, to achieve success.

For example, Russell Wozniak, a local engineer and architect designer, lends his volunteer time and energy to assist with the design and construction of a Family Assessment Center in Kaka'ako, which will add capacity to house families with minor children in the Honolulu urban core. Mr. Wozniak is just one example of how private sector volunteers are engaged to move forward this important work.

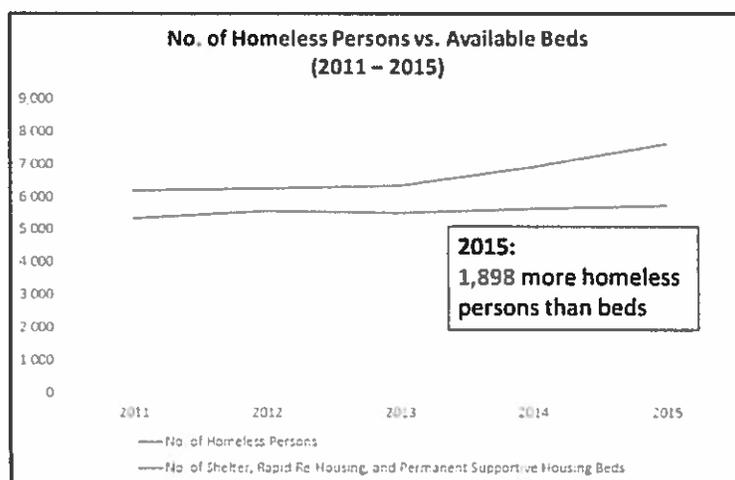
#### State Departments and Agencies Addressing Lever One

- Hawai'i Housing Finance and Development Corporation
- Hawai'i Community Development Authority
- Hawai'i Public Housing Authority
- Department of Hawaiian Home Lands
- Department of Human Services
- Office of Planning

### The case for more housing.

As an island state, Hawai'i has a limited supply of housing, with a significantly small amount of affordable housing. Over the years, affordable housing has not grown in proportion to the population. According to an April 2015 study, the projected demand over the next decade (2015 to 2025) is approximately 64,700 to 66,000 housing units.<sup>6</sup> More immediately, it has been estimated that Hawai'i currently needs about 28,000 additional housing units, with low-income households making up two-thirds of that demand.<sup>7</sup> This leaves low-income residents with few, if any, choices.

For homeless persons, the housing shortage can be insurmountable. According to the HUD 2015 Housing Inventory Count, Hawai'i has only 5,722 available beds to specifically accommodate homeless persons, compared to an estimated homeless population of 7,620.<sup>8</sup> Not only is this number insufficient to meet the current number of homeless persons, but the majority of these beds are for emergency shelter or transitional housing, rather than permanent housing.



The chart above shows homeless population and bed count data for the past five years, which underscores the fact that homeless persons have far outpaced the number of available beds, and the gap is growing ever larger. To close this gap, Hawai'i will increase production of affordable housing inventory, and better maximize existing inventory through landlord recruitment efforts. Additionally, Hawai'i will focus on converting temporary shelter space into permanent housing in order to create long-term housing solutions for those most in need. This focus on permanent housing takes place with the knowledge that there will always be a need for emergency shelter in our continuum, and it is a critical part of the overall response to homelessness.

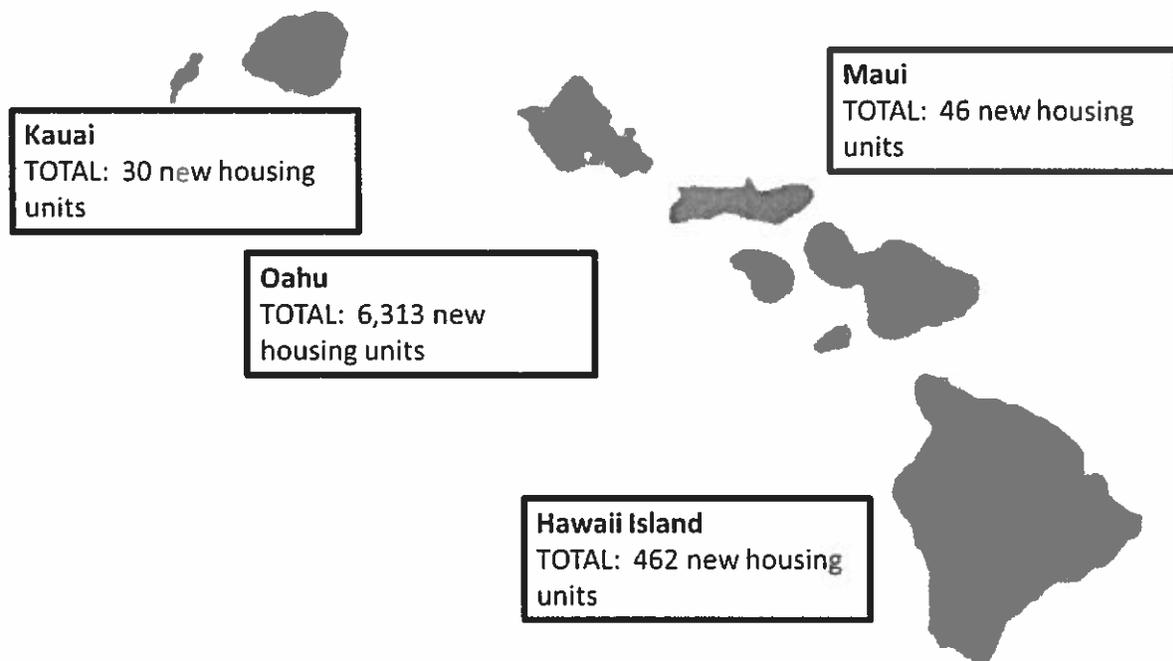
<sup>6</sup> Hawai'i Department of Business, Economic Development, and Tourism. *Measuring Housing Demand in Hawai'i 2015-2025*. April 2015, p. 3.

<sup>7</sup> Dayton, K. "Three issues set to dominate coverage as year unfolds." *Honolulu Star-Advertiser*, January 1, 2016.

<sup>8</sup> U.S. Department of Housing and Urban Development. *HUD 2015 Continuum of Care Housing Assistance Programs, Housing Inventory Count Report*. Available at: [https://www.hudexchange.info/resource/reportmanagement/published/CoC\\_HIC\\_State\\_HI\\_2015.pdf](https://www.hudexchange.info/resource/reportmanagement/published/CoC_HIC_State_HI_2015.pdf). Accessed April 22, 2016.

### Projects underway to meet housing demand.

To begin to remedy Hawai'i's housing situation, Governor Ige has established a goal of building 10,000 new housing units over the next four years – of which 6,851 new housing units are already under way. This number includes 3,738 new rental units statewide, which will be completed with the assistance of state funding and support through the Rental Housing Revolving Fund and other financing tools.<sup>9</sup>



As another way to spur additional housing production specifically for homeless persons, Governor Ige issued an emergency proclamation in October 2015, which enabled a number of county-funded housing projects to come online more quickly. In particular, a 32-unit permanent supportive housing project in West Hawai'i (Kona) is expected to be completed in the fall of 2016 – ahead of schedule. The proclamation also slashed the development time for three additional Oahu projects – bringing an additional 52 units, dedicated specifically for homeless persons, on the market up to a year ahead of schedule.

<sup>9</sup> State housing agencies, including the Hawai'i Housing Finance and Development Corporation, Hawai'i Community Development Authority, Hawai'i Public Housing Authority, and the Office of Planning compiled a listing of projects that have either requested state funding or assistance, and does not include units financed by the private sector.

## LEVER TWO: Health & Human Services

To address the root of homelessness, there must be support for vulnerable homeless persons and their families. Hawai'i is implementing best practice approaches for services that move homeless persons quickly into permanent housing, and monitoring the results of these services.

Action steps to lever change.

- ✦ **Invest in evidence-based programs that emphasize rapid entry into permanent housing.**  
Invest in programs, such as Housing First and rapid re-housing, which have been proven effective, and place a clear focus on moving homeless persons into permanent housing as quickly as possible.
- ✦ **Align contracts for Health and Human Services.**  
Align contracts and services of the Departments of Health and Human Services, including the Office of Youth Services, with similar efforts funded by Federal and local government, as well as privately funded efforts. This will enable leveraging of multiple funding streams, and ensure that government and private resources are utilized in an efficient manner.
- ✦ **Establish clear and consistent performance metrics across all contracts.**  
All existing contracts to service providers will be reviewed with clear performance metrics to monitor progress. Homeless service providers shall be required to input client and program information into the Homeless Management Information System (HMIS) database for a more visible, transparent way to track the success of various programs and their impact on the homeless population.
- ✦ **Leverage mainstream resources (e.g. Medicaid, TANF, SNAP, etc.) to provide support services for clients.**  
Make the necessary policy and rule changes to allow service providers to utilize mainstream resources and funding – such as Medicaid – for supportive services (e.g. case management, and move-in assistance). By better leveraging these funding streams, Hawai'i will bring permanent supportive housing programs, such as the state Housing First program, in alignment with the actual need.
- ✦ **Convert transitional housing to permanent housing.**  
Work together with homeless service providers to identify transitional housing facilities that can be converted to permanent housing, while allowing homeless households to transition in place. This will increase housing inventory in the community, result in increased cost-efficiencies, and reflect alignment with federal strategies emphasizing permanent housing services.

- ✦ **Ensure that job development and training programs include opportunities for those who are experiencing or are most at risk of homelessness.**  
Homeless services will include a focus on job development and training programs, which support economic self-sufficiency. The Department of Labor and Industrial Relations (DLIR), and the Department of Human Services (DHS), will work together to integrate job training and employment programs together with shelter, outreach, and other homeless services.
- ✦ **Integrate primary and behavioral health care services with homeless services and housing.**  
Health care and housing are intrinsically linked. Housing has been demonstrated to improve health outcomes for individuals with physical and behavioral health concerns. Homeless services will focus on housing, as well as supportive services, to address health-related concerns.
- ✦ **Strengthen Coordinated Entry for services.**  
Work together with homeless service providers to streamline referrals and access to housing services and support. As new programs and services are added to the Continuum of Care for homeless services, the coordinated entry system<sup>10</sup> should adapt to ease connection to these additional services.

**State Departments and Agencies  
Addressing Lever Two**

- Department of Human Services
- Department of Health
- Department of Labor and Industrial Relations
- Office of Youth Services
- Office of Community Services
- Department of Education

**Monitoring progress.**

These actions will achieve the following key objectives:

- ✦ ***Short-term objective (Now).***  
Issue a new Request for Proposals for state homeless contracts, which are coordinated, performance-based, and focused on permanent housing.
- ✦ ***Medium-term objective (2018).***  
Maximize efficiency by utilizing Medicaid and other funding streams for permanent supportive housing.
- ✦ ***Long-term objective (2020).***  
Reduce the number of unsheltered homeless persons to Functional Zero by 2020 for specific sub-populations.

<sup>10</sup> Provisions in the Continuum of Care program interim rule, 24 CFR 578.7(a)(8), require that CoCs establish a Coordinated Entry System, also referred to as a Centralized or Coordinated Assessment System. More detail is provided in the Key Terms and Definitions section of this plan.

### The Coordinated Statewide Homeless Initiative: A new model of service delivery.

Homelessness is an issue that no single organization can solve alone. Employing an “all hands on deck” approach, the State recently entered into a unique public-private partnership with Aloha United Way (AUW).

The partnership, administered through the Department of Human Services, is focused on bringing resources and relief to those in need through short-term rental assistance, rapid re-housing, homeless intervention and prevention. The arrangement streamlines community access to a wide range of programs aimed to break the cycle of homelessness. The partnership includes the following components:

✦ *Rapid re-housing and homelessness prevention.*

Over \$4.6 million will be deployed to community agencies in every county through a contract with AUW. The funding will be used to provide up to three months of financial assistance to rapidly re-house homeless individuals and families, as well as to prevent at-risk households from falling into homelessness.

✦ *Housing coordination center.*

The partnership will also invest in the 2-1-1 hotline to quickly link those in need with appropriate housing and homeless services, and will better coordinate access to services for both the person in need and the agency providing service. Without this level of coordination, individuals must often call five or six agencies before being connected to the appropriate party.

✦ *Development of longer-term strategies.*

While Rapid re-housing, Homelessness Prevention, and the Housing Coordination Center address the immediate crisis, the partnership also invests in longer-term strategies by contracting AUW to facilitate strategic planning sessions among service providers and other key stakeholders, and make specific recommendations for longer-term strategies. In particular, AUW has been asked to recommend plans to address three especially vulnerable populations – unaccompanied homeless youth, individuals being discharged from jail or prison, and individuals being discharged from hospital settings.

The partnership not only brings together the public and private sectors, but also increases efficiency by contracting one master agency – AUW – to track overall performance and outcomes for the initiative. At the same time, by sub-contracting community-based agencies to directly deliver rapid re-housing and prevention services, the partnership recognizes that these nonprofits are already embedded in their local communities and recognize the unique needs of their respective constituents.

**Rapid re-housing:<sup>11</sup> Addressing the needs of the working homeless.**

Many households become homeless as a result of a financial crisis that prevents them from paying the rent, or because of a conflict that results in a family suddenly leaving their home without any resources or a plan for housing. Households in these situations have previously lived in independent permanent housing, and can generally return to housing and remain stably housed with very limited assistance.

Rapid re-housing is one intervention that plays a critical role in our overall strategy to address homelessness. According to the U.S. Department of Housing and Urban Development, rapid re-housing is targeted at individuals and families who are experiencing homelessness and need temporary assistance to obtain housing and retain it. Through the Coordinated Statewide Homeless Initiative (CSHI), AUW and its community partners are implementing a pilot Rapid re-housing program that is intended to serve over 1,200 persons statewide.

In addition to the CSHI, rapid re-housing is currently funded in a limited scope through the federal Continuum of Care and Emergency Solutions Grants programs. By aligning state resources to bring rapid re-housing to scale, Governor Ige and his administration hope to lift thousands of local families out of homelessness and into permanent homes.

### **Partner Agencies for the Coordinated Statewide Homeless Initiative (CSHI)**

*To receive assistance from CSHI, individuals may contact AUW at 2-1-1 and will be referred to the community partners listed below for Rapid re-housing and Homelessness Prevention aid:*

#### **Oahu**

- Alternative Structures International
- Catholic Charities Hawai'i
- Gregory House Programs
- Kalihi-Palama Health Center
- The Salvation Army
- U.S. Vets
- Waianae Coast Comprehensive Health Center
- Waimanalo Health Center

#### **Maui**

- Catholic Charities Hawai'i
- Family Life Center
- Ka Hale A Ke Ola
- Maui Economic Opportunity

#### **Hawai'i Island**

- Catholic Charities Hawai'i
- County of Hawai'i
- Hawai'i County Economic Opportunity Council
- Hope Services

#### **Kauai**

- Catholic Charities Hawai'i
- Kauai Economic Opportunity

<sup>11</sup> Rapid re-housing is a specific homeless intervention, which is described in further detail in the Key Terms and Definitions section of this plan.

## **LEVER THREE: Public Safety**

To truly have an impact, we must combine levers one and two – housing and human services – with public safety efforts in homeless encampments on public land. Hawai'i needs to coordinate law enforcement alongside homeless outreach services, so that homeless persons are not simply asked to vacate a specific area, but are approached with respect and given personalized options to quickly connect to appropriate services and permanent housing.

Action steps to lever change:

- ✚ **Develop uniform policy and procedures that ensure homeless persons are treated with dignity and compassion.**  
When law enforcement becomes necessary to clear public spaces, State departments and agencies will implement procedures that respect all parties involved. The right response to encampments will ensure access to housing and supportive services, and provide temporary storage for any property that may be encountered.
- ✚ **Ensure that outreach services are integrated with law enforcement activities, so that homeless persons are diverted from the criminal justice system.**  
Homeless outreach services will co-respond with law enforcement when addressing homeless persons who illegally remain on government property. Outreach workers will provide social service support, and assess homeless persons for appropriate housing resources.
- ✚ **Conduct trainings for law enforcement and other State employees regarding homeless services, and crisis response.**  
Provide training for law enforcement and State employees responding to homeless encampments to outline the available homeless services (e.g. shelter, Housing First, etc.) and equip individuals in crisis response procedures. The training of staff will ensure that law enforcement and employees respond appropriately.
- ✚ **Provide specialized discharge planning when releasing at-risk individuals into the community from hospitals or public safety settings.**  
Ensure discharge planning for individuals exiting hospitals or public safety settings – particularly those who are homeless or lack a stable place of residence – includes support services to prevent or break the cycle of homelessness. When possible, these discharge planning efforts should include direct input from housing and homeless service providers.



### Monitoring progress.

There are clear and measurable benchmarks to track our progress, as Hawai'i addresses this lever of change:

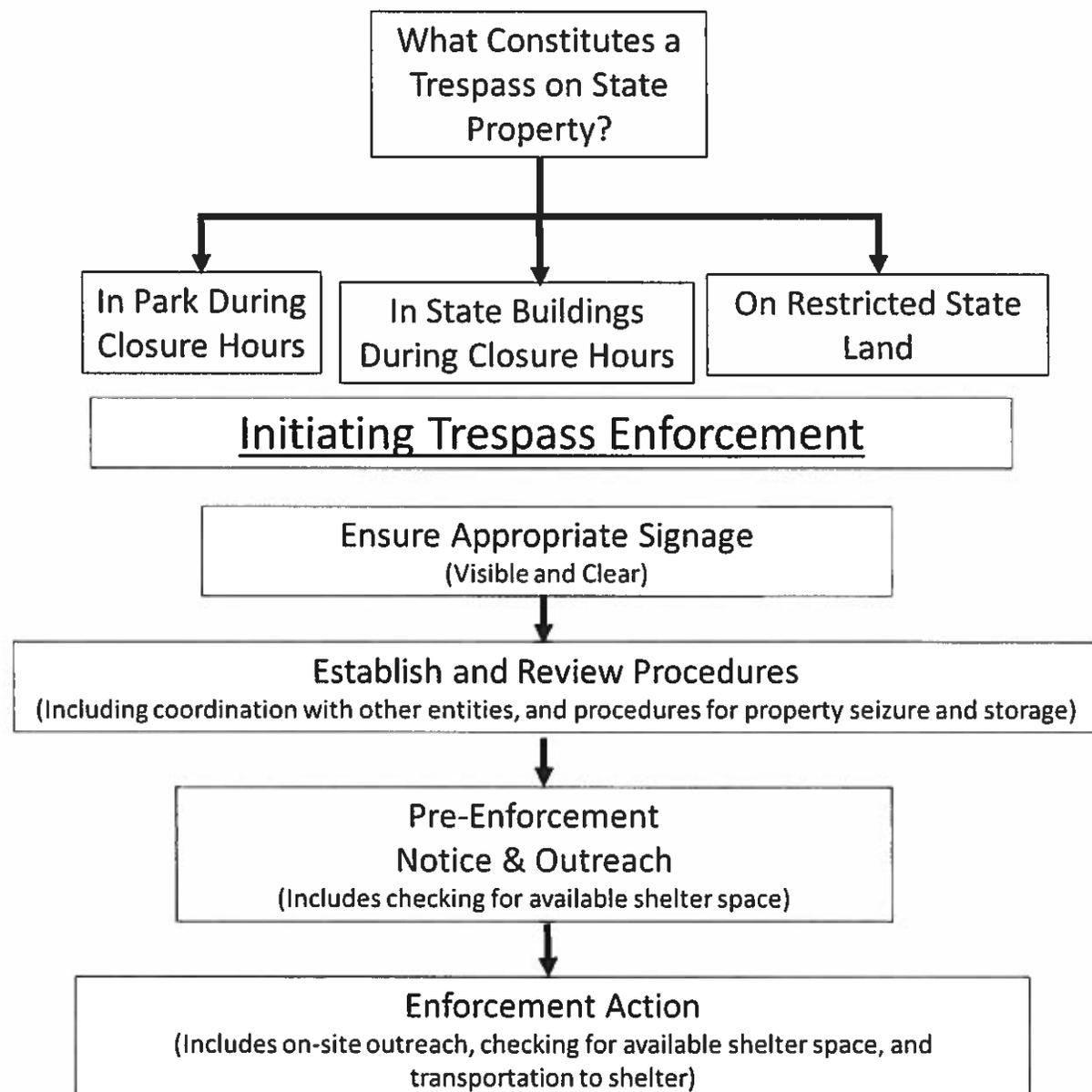
- ✦ *Short-term objective (Now).*  
Implement a statewide policy, across all state departments and agencies, on how to respond to homeless encampments on public lands.
- ✦ *Medium-term objective (2018).*  
Effectively divert homeless persons from the criminal justice system through implementation of a pilot project.
- ✦ *Long-term objective (2020).*  
Reduce to functional zero the number of homeless encampments on public lands by 2020. This means that the community shall have sufficient resources to address the needs of homeless persons residing in these encampments.

#### State Departments and Agencies Addressing Lever Three

- Department of Public Safety
- Department of Transportation
- Department of Land and Natural Resources
- Department of the Attorney General
- Hawaii Community Development Authority

### Flow Chart of Enforcement Process on Public Lands.

Multiple state statutes and administrative rules prohibit people from remaining on government lands; including, but not limited to, parks and other areas restricted to the general public. When these statutes and rules are enforced, they can result in the displacement of homeless persons. The flow chart below illustrates the process used by State departments and agencies in determining how to appropriately respond to homeless persons who, without permission, are remaining on government land.



## The Kaka'ako Phenomenon: Putting People First.

In July 2015, the homeless encampment in Kaka'ako Makai had grown to include nearly 300 persons. The residents of the camp represented a mixture of local families with children, single adults, and homeless youth. Many in the encampment had resided in the area for nearly a decade.

To better provide services, the state and homeless outreach providers partnered together to survey and assess each individual in the camp – getting to know every person by name and building trust in the process. The assessments revealed that income levels in the camp were extremely low, with a family of four typically earning a little more than \$500 per month.

Since August of 2015, outreach providers together with state and county staff – armed with data from the assessments – have systematically transitioned 280 people out of the original encampment of 293 persons – from the streets and sidewalks of Kaka'ako into permanent, stable housing.

The approach utilized in Kaka'ako is a strategy that the State and its partners employ in every part of Hawai'i. At its core, this strategy relies heavily upon the skill and dedication of homeless outreach workers,<sup>12</sup> who serve as housing navigators. These navigators guide each individual person through the homeless system of care and connect them with the resource that is most appropriate to address their needs.

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<sup>12</sup> The outreach providers listed in the accompanying text box are contracted by the Department of Human Services, Homeless Programs Office. In addition to those listed here, the Department of Health, Adult Mental Health Division contracts additional organizations to provide homeless outreach specifically to individuals with serious and persistent mental illness. There are also a number of organizations that provide homeless outreach, but are funded through private dollars.

### Homeless Outreach Providers

*The following agencies are contracted by the Department of Human Services and Department of Health to provide homeless outreach:*

#### Oahu

- Care Hawaii
- Hope, Inc.
- Institute for Human Services
- Kalihi-Palama Health Center
- Kealahou West Oahu
- Waianae Coast Comprehensive Health Center
- Waianae Community Mental Health Center
- Waikiki Health

#### Maui

- Family Life Center
- Mental Health Kokua
- The Salvation Army

#### Hawai'i Island

- Hope Services

#### Kauai

- Kauai Economic Opportunity
- Mental Health Kokua

## CONCLUSION

As we put forward this strategy – one that requires coordination across all levels of government – it is clear that addressing homelessness will require both time and resources. It has also become clear that progress will require a focus on three levers that we know will impact change – affordable housing, health and human services, and public safety.



It is not enough just to build housing (lever one), without also investing in supportive services (lever two). Conversely, it is not enough to invest in services alone, if there is not sufficient housing inventory. Meanwhile, we cannot ignore the growing number of homeless encampments (lever three), especially when they're located in areas that are unsafe for inhabitants. The three levers of change are interwoven and equally important.

To create change, it will take a concerted focus on permanent housing as the end goal. In addition, no one entity can lead this change alone. Transformation of this magnitude requires collaboration across all state departments and agencies, as well as from the federal and county governments, and the private sector.

In this plan, you've read the account of Ray, a man who left homelessness behind and is building a better life for himself. His story is one of many that are diverse and unique, but one thing is common among those who share Ray's decision – it all comes down to the moment a person decides to accept help. This is how it's done. One person at a time quietly says, "enough" and moves forward into a new chapter in life.

It is not done in front of an audience or on live television, but that doesn't mean it's not happening. It regularly occurs in homeless encampments across the state when trained and compassionate outreach workers offer housing and human services – along with respect – to those in need. We've seen it work– and this is why we're so committed to the three levers of change: affordable housing, health and human services, and public safety.

For more information, contact the Office on Homelessness at (808) 586-0193 or [gov.homelessness@Hawaii.gov](mailto:gov.homelessness@Hawaii.gov).

## KEY TERMS AND DEFINITIONS

**Affordable Housing** – In general, housing is considered “affordable” when the cost is less than 30 percent of a household’s income. When housing costs exceed this amount, a household is considered to be housing-cost burdened. With an estimated 57.5% of renters paying more than one-third of their income to rent, Hawai‘i has the second highest number of cost-burdened renters in the nation.<sup>13</sup> The households who face the most severe lack of affordable housing are the extremely low income, who earn less than 30% Area Median Income (AMI), or less than \$28,750 per year for a household of four in Honolulu.

**Bridging the Gap (BTG)**– BTG is the Continuum of Care for the neighbor island counties, including Hawai‘i County, Maui County, and Kauai County. Membership for BTG includes service providers, county government, the Department of Human Services, and community members from within each county. BTG serves as a planning, coordinating, and advocacy body that develops recommendations for programs and services related to homelessness.

**Chronically Homeless** – A person who is chronically homeless is a homeless person with a disability who has been homeless continuously for at least 12 months, or has been homeless on at least four separate occasions over the past three years.<sup>14</sup> A chronically homeless family is a family with an adult head of household who meets the definition for a chronically homeless person.

**Continuum of Care (CoC)** – A CoC is a regional or local planning body that coordinates housing and services funding from HUD for homeless families and individuals. In Hawai‘i there are two CoCs – Partners in Care for the island of Oahu, and Bridging the Gap for the balance of the state. Each CoC includes membership from government agencies, homeless service providers, funders, and other interested members of the community. Each CoC is responsible for submitting an annual application for federal homeless assistance funds. The federal funding for homeless services are sometimes also referred to as “CoC funds.” In addition to applying for funding, the CoC is also tasked with administering the annual Point in Time Count of the homeless population and the annual Housing Inventory Count. These counts provide an overview of the state of homelessness in a CoC.

**Coordinated Entry System** – Coordinated entry is a process to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs. A coordinated entry system helps communities to prioritize housing and homeless assistance based on a homeless person’s vulnerability and the severity of their

<sup>13</sup> Corporation for Enterprise Development. *Assets & Opportunity Score Card, Housing Cost Burden – Renters*. Available at: <http://scorecard.assetsandopportunity.org/latest/measure/housing-cost-burden-renters>. Accessed April 25, 2016.

<sup>14</sup> Homeless Emergency Assistance and Rapid Transition to Housing: Defining “Chronically Homeless.” 80 Fed. Reg. 75791. (December 4, 2015).

needs, so that people who need assistance the most can receive it in a timely manner. Federal law requires that CoCs establish a coordinated entry system.

**Emergency Shelter** – An emergency shelter generally is a facility with overnight sleeping accommodations that provides short-term, temporary shelter for homeless persons and does not require occupants to sign a lease or occupancy agreement. Emergency shelters differ from transitional shelters (also known as transitional housing) that typically allows a maximum stay of up to 24 months.

**Functional Zero** – This is a point where a community has both sufficient and appropriate housing resources to assist homeless persons encountered in their community. Functional zero does not mean that there is zero homelessness, but instead means that a community has the full capacity and resources needed to connect people to shelter or permanent housing.

**Gap Financing** – Many affordable rental housing projects are financed using the low-income housing tax credit (LIHTC), which provides either a 9 percent or 4 percent credit against federal income tax liability. The proceeds from the sale of the tax credits to investors provide equity for the project. For most projects, the combination of bank financing and tax credits still results in a “gap” in financing. Gap financing, intended to close the gap, generally comes in the form of subsidies from federal, state, and local government. Two of the most used federal programs for gap financing are the HOME Investment Partnerships (HOME) program and the Community Development Block Grant (CDBG). A primary state program for gap financing is the Rental Housing Revolving Fund (RHRF), which is administered by the Hawai'i Housing Finance and Development Corporation (HHFDC).

**Hawai'i Interagency Council on Homelessness** – The HICH was formally established in July 2011 through executive order by then-Governor Neil Abercrombie. Hawai'i was the first state in the nation to create a state interagency council patterned after the U.S. Interagency Council on Homelessness. In 2012, the HICH was established in statute through Act 105 by the state legislature. Composed of state department directors, federal agency representatives, and community leaders, the HICH is tasked with providing solutions to end homelessness and strengthen the continuity of efforts to end homelessness across future state administrations. Housed administratively within the Department of Human Services (DHS), the HICH is chaired by Scott Morishige, appointed in August 2015 to serve as the Governor's Coordinator on Homelessness.

**Homeless Management Information System (HMIS)** – The HMIS is a local information technology system used to collect client-level data, and data on the provision of housing and services to homeless persons and families, as well as persons at immediate risk of homelessness. The HMIS system is owned and administered by the Continuum of Care – Partners in Care and Bridging the Gap.

**Homeless Outreach** – The work of homeless outreach includes meeting homeless persons on streets or sidewalks, or in remote rural areas that includes beaches and valleys. Outreach providers assist with the completion of program applications, the determination of program eligibility, housing search and placement, and work with the person to obtain identification and other vital documents (e.g. birth certificate or social security card).

**Housing First** – Housing First is a philosophy that centers on providing homeless people with housing quickly and then providing services as needed. In a Housing First approach, there is an immediate and primary focus on accessing and sustaining permanent housing for all homeless populations. In addition to the Housing First philosophy, the term is used to refer to specific permanent supportive housing programs operated by the state and the city and county of Honolulu. The state and city Housing First programs adopt the philosophy, but also specifically target chronically homeless households for services.

**Housing Inventory Count (HIC)** – The HIC is a point-in-time inventory of programs within a Continuum of Care that provide beds and units dedicated to serve persons who are homeless. The HIC includes beds for emergency shelter and transitional housing, as well as permanent housing beds.

**Landlord Summit** – A landlord summit is a gathering of landlords, property managers, and members of the public to share information on various housing and social services programs available through the community and government. The primary purpose of a landlord summit is to provide information, and to encourage increased utilization of housing and social service programs, such as Section 8 or the Housing First program.

**Partners in Care (PIC)** – PIC is the Continuum of Care for the City and County of Honolulu, which encompasses the island of Oahu. Membership for PIC includes more than 30 service providers, as well as local and state government agencies, and other community members. PIC serves as a planning, coordinating, and advocacy body that develops recommendations for programs and services related to homelessness.

**Permanent Supportive Housing (PSH)** – PSH is a service delivery model that combines low-barrier affordable housing, health care, and supportive services to enable homeless persons to attain and maintain permanent housing. PSH programs typically target chronically homeless persons, or homeless persons who experience multiple barriers to housing and are unable to maintain housing stability without supportive services. PSH programs have been shown to not only impact housing status, but also result in cost savings to various public service systems, including health care. The state and city Housing First programs that target chronically homeless persons are both examples of a PSH program.

**Point-in-Time (PIT) Count** – A PIT count is an unduplicated count on a single night of the people in a community who are experiencing homelessness, and includes both the sheltered and unsheltered populations. HUD requires that communities receiving federal

funds for homeless services conduct a PIT count at least every other year. During these counts, communities are required to identify whether a person is an individual, a member of a family unit, or an unaccompanied youth under the age of 18. In addition, communities must identify if a person is chronically homeless.

**Rapid re-housing** – Rapid re-housing places a priority on moving a family or individual experiencing homelessness into permanent housing as quickly as possible. The duration of financial assistance provided in a rapid re-housing program can include either short-term (up to 3-months) or medium-term (6-months to 24-months) support. In general, the core components of rapid re-housing are housing identification, rent and move-in assistance, and case management.

**Section 8** – “Section 8” refers to Section 8 of the Housing Act, which authorizes the payment of rental housing assistance to private landlords for low-income households. A common form of Section 8 assistance is the HUD Housing Choice Voucher Program, also known as a Section 8 voucher, which provides direct rental payment to the landlord. Typically, a Section 8 voucher recipient will pay one-third of their income towards rent, with the remaining balance of rent provided by the Section 8 voucher payment.

**Transitional Housing** – Transitional housing, also referred to as transitional shelter, is designed to provide homeless individuals and families with temporary stability and support, so that they are able to eventually move to and maintain permanent housing. Transitional housing is generally for a period of up to 24 months of housing with accompanying supportive services.

# **ATTACHMENT C**

## **BTG COORDINATED ENTRY SYSTEM**

### **Policy And Procedures Manual For Singles And Families**

Referenced in

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

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



# **Bridging the Gap**

## Coordinated Entry System

# **Policy and Procedures Manual**



## Coordinated Entry Overview

In 2016, Housing ASAP initiated a process to improve the delivery of housing and crisis response services and assistance to families who are homeless or at imminent risk of homelessness throughout Hawai'i by redesigning the community's process for access, assessment, and referrals within its homeless assistance system.

This process became the foundation for the **Bridging the Gap (BTG) Coordinated Entry System**. BTG is the Hawai'i Balance of State Continuum of Care (CoC) with three chapters on the neighboring islands of Hawai'i (Community Access Partners), Kaua'i (Kaua'i Community Alliance), and Maui (Maui Homeless Alliance). The process institutes consistent and uniform access, assessment, prioritization, and referral processes to determine the most appropriate response to the immediate housing needs of each household (single individual, individuals, or family). This new system of Coordinated Entry is not only mandated by HUD and many other funders, but is recognized nationally as a **best practice** that improves efficiency within systems, provides clarity for people experiencing homelessness, and can help serve more people more efficiently with assistance targeted to address housing needs.

This **Coordinated Entry System (CES) Policies and Procedures Manual** provides operational guidance and direction for the day to day management, oversight, and evaluation of BTG's coordinated entry approach. This manual will be revised on an ongoing basis as the actual application and practical experience of Coordinated Entry System design principles are refined and improved.

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## Introduction and Purpose

In July 2012, HUD published the new Continuum of Care (CoC) Program interim rule. The CoC Program interim rule requires that the CoC establish and consistently follow written standards for providing CoC assistance, in consultation with recipients of the ESG program.

At a minimum, these written standards must include:

- Policies and procedures for evaluating eligibility for individuals and families for assistance in the CoC Program
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive assistance for permanent supportive housing assistance, transitional housing assistance, and rapid re-housing assistance

The goals of the written standards are to:

- Establish community-wide expectations on the operations of projects within each community
- Ensure that the system is transparent to users and operators
- Establish a minimum set of standards and expectations in terms of the quality expected of projects
- Make the local priorities transparent to recipients and sub-recipients of funds
- Create consistency and coordination between recipients' and sub-recipients' projects within the jurisdictions of Bridging the Gap
- Support CoC Program standards in accordance with Violence Against Women Act (VAWA) regulations

The Bridging the Gap (BTG) Coordinated Entry System (CES) is the Hawai'i Balance of State (Hawai'i County, Maui County, and Kaua'i County) Continuum of Care (CoC) approach to organizing and providing services and assistance to families and individuals experiencing a housing crisis throughout the Continuum of Care. Individuals and families, including youth, who are seeking homeless or homelessness prevention assistance are directed to defined entry/access points, assessed in a uniform and consistent manner, prioritized for housing and services, and then linked to available interventions in accordance with the intentional service strategy defined by BTG's CoC leadership. Each service participant's acuity level and housing needs are aligned with a set of service and program strategies that represent the appropriate intensity and scope of services needed to resolve the housing crisis.

## Guiding Principles

In 2016, through a series of community planning 'boot camps,' Housing ASAP developed and agreed upon on a shared set of guiding principles:

- Decisions are made based on data and evidence whenever it is available
- We have a shared responsibility to end homelessness

- While we advocate for community-appropriate resources and programs, we will try to ensure all existing funding and programs work toward ending individual and family homelessness, rather than managing homelessness
- Depth of need guides services and interventions
- The Continuum of Care takes responsibility for planning and decision making and possesses autonomy to drive the direction and prioritization for individuals and families
- Establish a routine review and reset of priorities
- Have entire system be a housing-focused homeless system
- Only support initiatives that are aligned with a housing-focused approach and will advocate against those that are not aligned
- Quality sustainable services, not high quantity
- Help individuals become as sustainable and independent as possible

### Fair Housing, Tenant Selection and Other Statutory and Regulatory Requirements

All CoC projects in BTG's Coordinated Entry System must include a strategy to ensure CoC resources and Coordinated Entry System options (referral options) are eligible to all individuals and families regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identify, or marital status. Special outreach to families and individuals who might be or identify with one or more of these attributes ensures the Coordinated Entry System is accessible to all people.

All CoC projects in BTG's Coordinated Entry System must ensure that all people in different populations and subpopulations throughout the geographic area, including people experiencing chronic homelessness, veterans, families with children, youth, and survivors of domestic violence, have fair and equal access to the coordinated entry process, regardless of the location or method by which they access the crisis response system.

All CoC projects in BTG's Coordinated Entry System must document steps taken to ensure effective communication with people with disabilities. Access points must be accessible to individuals with disabilities, including physical locations for individuals who use wheelchairs, as well as people who are least likely to access homeless assistance.

## Coordinated Entry System Terms

### Chronically Homeless (HUD Definition)

HUD defines a chronically homeless single individuals and families as follows:

#### **An individual, including youth, who:**

1. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - a. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years, where the cumulative total of the four occasions is at least one year. Stays in institutions of 90 days or less will not constitute a break in homelessness, but rather such stays are included in the cumulative total; and
  - b. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. A person who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all the criteria in paragraph (1) of this definition, before entering that facility; or
3. Who meets all of the criteria in paragraph (1) of this definition.

#### **A family that:**

1. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - a. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years, where the cumulative total of the four occasions is at least one year. Stays in institutions of 90 days or less will not constitute a break in homelessness, but rather such stays are included in the cumulative total; and
  - b. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. A family who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all the criteria in paragraph (1) of this definition, before entering that facility; or
3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition,

including a family whose composition has fluctuated while the head of household has been homeless.

## Youth

For purposes of the BTG Coordinated Entry System, the term "youth" includes individuals ages 12 to 17 and parenting young adults ages 18 to 24. In general, young adults and parenting young adults, ages 18-24, will follow the same triage/assessment/intake process outlined for other adults, except a different triage tool may be used and assistance may be sought from youth-focused agencies. (See "Additional Subpopulation Considerations" for details about triage/assessment tools.)

Unaccompanied youth ages 12 through 17 who are experiencing homelessness while not in the physical custody of a parent or legal guardian, will be connected with a local youth provider agency for services, including access to shelter. For youth provider information, refer to the Access Points information in Appendix I.

Note: Although the CES serves youth and young adults, for purposes of Rapid ReHousing (RRH) programs, youth must be at least 18 years old to sign a lease. Therefore, for purposes of RRH, youth are defined as ages 18 to 24.

## Disability (HUD Definition)

HUD defines a person with disabilities as a person who:

1. Has a disability as defined in Section 223 of the Social Security Act (42 U.S.C.423), or
2. Is determined by HUD regulations to have a physical, mental, or emotional impairment that:
  - a. is expected to be of long, continued, and indefinite duration;
  - b. substantially impedes his or her ability to live independently; and
  - c. is of such a nature that more suitable housing conditions could improve such ability, or
3. Has a developmental disability as defined in the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 15002(8)), or
4. Has the disease acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome (HIV).

For qualifying for low income housing under HUD public housing and Section 8 programs, the definition does not include a person whose disability is based solely on any drug or alcohol dependence.

## Literally Homeless (HUD Homeless Definition Category 1)

A person or family lacking a fixed, regular, and adequate nighttime residence

- a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, camping ground; or
- b. An individual or family living in a supervised 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, or local government program for low-income individuals); or
- c. A family or an individual who is exiting an institution where they 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.

**At imminent risk of homelessness (HUD Homeless Definition Category 2)**

A person or family who will imminently lose their housing (within 14 days) and become literally homeless

**Homeless under other Federal statutes (HUD Homeless Definition Category 3)**

A person or family defined as "homeless" by other federal statute (e.g., Dept. of HHS, Dept. of Ed.)

**Fleeing domestic abuse or violence (HUD Homeless Definition Category 4)**

A person or family fleeing or attempting to flee domestic violence, stalking, dating violence, or sexual assault.

**At Risk of Homelessness**

1. Category 1: A family or person who:
  - a. has an annual income below 30% of median income for the area; AND
  - b. does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND Meets one of the following conditions:
    - i. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
    - ii. Is living in the home of another because of economic hardship; OR
    - iii. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
    - iv. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income households; OR
    - v. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
    - vi. Is exiting a publicly funded institution or system of care; OR
    - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.
2. Category 2: A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
3. Category 3: An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) of that child or youth if living with him or her.

### Homeless Management Information System (HMIS)

A Homeless Management Information System is an electronic web-based data collection and reporting tool designed to record and store person-level information on the characteristics and service needs of homeless individuals and families throughout a Continuum of Care (CoC) jurisdiction. Usage of the HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for any person experiencing homelessness.

### Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT)

The Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) developed and owned by OrgCode and Community Solutions is a triage tool that assists in informing an appropriate 'match' to a particular housing intervention to people based on their acuity in several core areas. Within those recommended housing interventions, the VI-SPDAT allows for prioritization based on presence of vulnerability across five components: (A) history of housing and homelessness (B) risks (C) socialization and daily functioning (D) wellness - including chronic health conditions, substance usage, mental illness and trauma and (E) the family unit. BTG's Coordinated Entry System has agreed to use the VI-SPDAT version appropriate for each population (for example, the VI-SPDAT for individuals and F-VI-SPDAT for families) as the universal assessment tool across the Continuum of Care for screening and matching individuals experiencing homelessness in Hawai'i. Staff administering any of the SPDAT tools must be trained by an authorized trainer.

### Coordinated Entry System Program Component Definitions – **See Appendix A**

Continuum of Care providers have a variety of options of housing interventions for individuals and families experiencing a housing crisis. These opportunities vary by agency, by island, and across time. Appendix A outlines the definitions of each component type, the essential elements of each, and for whom each intervention is targeted.

## Staffing Roles and Participation Responsibilities

### Coordinated Entry System Continuum of Care Leadership

Leadership from Bridging the Gap will conduct oversight and monitoring of Coordinated Entry functions to ensure consistent application of Coordinated Entry System policies and procedures and high quality service delivery for people experiencing a housing crisis. (See Appendix G for details on the CoC Chapters, Local leaders, and Access Points.)

During the initial implementation of the Coordinated Entry System, CoC chapter (Hawai'i County, Kaua'i County, and Maui County) leadership shall meet as often as necessary to monitor progress, hear appeals and implement changes and updates to Coordinated Entry System operations.

After Coordinated Entry System implementation, CoC leadership may determine that a shift to meeting on an ad hoc basis is more appropriate. Efficacy in monitoring progress, hearing appeals and implementing changes will be assessed on an ongoing basis.

The DHS Homeless Programs Office (HPO) is identified by HUD as the "collaborative applicant" on behalf of the neighbor island counties for homeless funds, including the responsibility for posting meeting minutes online at <http://humanservices.Hawai'i.gov/bessd/home/hp/bridging-the-gap-meeting-minutes>

### Case Referrals/Matching

For individuals or families experiencing homelessness, referral to prevention/diversion resources, street outreach, transitional housing, rapid re-housing and permanent supportive housing interventions, will be intentionally and primarily made in a centralized manner within each BTG chapter/county, following the prioritization categories outlined in these policies and procedures. To facilitate successful launch, for the initial matches, chapter leaders may invite assessors, outreach, housing guide specialists and housing providers trained on the assessment process to be involved.

In general, chapter leaders identified by BTG will hold responsibility for downloading the local list of individuals and families in need of placement (the "by name list"), gathering program openings from providers, and making matches between the two.

Providers will receive referrals via email that designate the (1) housing resource (i.e. transitional housing or rapid re-housing) to which the individual is matched, the (2) HMIS ID number for the individual, the (3) date of the referral, and where available, (4) point of contact for engagement. When appropriate, providers may receive as many as three matches for every one opening/vacancy they have. This promotes choice on behalf of both the individuals referred and the project. Matches/assignments, and when necessary, unsuccessful matches/"un-assignments" will be reflected within HMIS via assignments made on the HMIS record of the individual being referred.

### Case Conferencing

Case conferencing supports referrals or matches (described above) that require a more comprehensive, multi-agency approach.

Chapter leaders will call case conferencing meetings at their discretion on an ad hoc basis to determine where individuals or families are in the homeless assistance system, particularly when specific individuals or families do not show progress. Chapter leaders will coordinate with multiple agencies during case conferencing in order to determine what needs to be done, what barriers need to be removed to get the individual or family into housing, and coordinate with providers responsible for each aspect in order to achieve a successful placement of the individual or family.

## BTG Continuum of Care Providers' Agreement

BTG Continuum of Care providers serving those experiencing homelessness agree to the following:

1. **Adopt and follow Coordinated Entry System policies and procedures.** Coordinated Entry System participating providers shall maintain and adhere to these policies and procedures for Coordinated Entry System operations, and as established by the BTG Coordinated Entry System Continuum of Care Leadership for access points, assessment procedures, prioritization, and referral to available services and housing.
2. **Maintain low barrier to enrollment.** Providers serving individuals and/or families experiencing homelessness shall limit barriers to enrollment in services and housing. No person may be turned away from crisis response services or homeless designated housing due to lack of income, lack of employment, disability status, or substance use unless the project's primary funder requires the exclusion or a previously existing and documented neighborhood covenant/good neighbor agreement has explicitly limited enrollment to individuals with a specific set of attributes or characteristics. Providers maintaining restrictive enrollment practices must maintain documentation from project funders, providing justification for the enrollment policy.

CoC providers offering Prevention and/or Short-Term Rapid Re-housing assistance (i.e. 0 – 24 months of financial assistance) may choose to apply some income standards for their enrollment determinations.

3. **Maintain Fair and Equal Access.** Coordinated Entry System participating providers shall ensure fair and equal access to Coordinated Entry System programs and services for all individuals and families regardless of actual or perceived race, color, religion, national origin, age, gender identity, pregnancy, citizenship, familial status, household composition, disability, veteran status, or sexual orientation.

If a program participant's self-identified gender creates challenging dynamics among residents within a facility, the host program should make every effort to accommodate the individual/family or assist in locating an alternative accommodation that is appropriate and responsive to the individual's needs. Coordinated Entry System participating providers shall offer universal program access to all subpopulations as appropriate, including chronically homeless people, veterans, youth, transgender persons, and individuals/families fleeing domestic violence.

Population-specific projects and those projects maintaining affinity focus (e.g. women only, youth only, native Hawaiian only, veterans only, etc.) are permitted to maintain eligibility restrictions as currently defined and will continue to operate and receive prioritized referrals. Any new project wishing to institute exclusionary eligibility criteria will be considered on a case by case basis and receive

authorization to operate as such on a limited basis from the Coordinated Entry System Continuum of Care Leadership and their funders.

4. **Provide appropriate safety planning.** Coordinated Entry System participating providers shall provide necessary safety and security protections for individuals and families fleeing or attempting to flee family violence, stalking, dating violence, or other domestic violence situations. Minimum safety planning must include a threshold assessment for presence of participant safety needs and referral to appropriate trauma-informed services if safety needs are identified.
5. **Create and share written eligibility standards.** Provide detailed written guidance for eligibility and enrollment determinations. Eligibility criteria should be limited to that required by the funder and any requirements beyond those required by the funder will be reviewed and a plan to reduce or eliminate them will be discussed. Include funder specific requirements for eligibility and program-defined requirements such as individual or family characteristics, attributes, behaviors or histories used to determine who is eligible to be enrolled in the program. These standards will be shared with the Coordinated Entry System Continuum of Care Leadership as well as funders.
6. **Communicate vacancies.** Homeless providers must communicate project vacancies, either bed, unit, or voucher, to the Coordinated Entry System Continuum of Care Leadership in a manner determined by and outlined in these policies and procedures.
7. **Limit enrollment to participants referred through the defined Coordinated Entry System access point(s).** Each bed, unit, or voucher that is required to serve someone who is homeless must receive their referrals through the prioritization criteria outlined below. Any agency filling homeless mandated units from alternative sources will be reviewed with funders for compliance. Coordinated Entry System access points will need to be informed of every opening and how and when they were filled.
8. **Participate in Coordinated Entry System planning.** CoC projects shall participate in Coordinated Entry System planning and management activities as defined and established by Coordinated Entry System Continuum of Care Leadership.
9. **Contribute data to HMIS if mandated per federal, state, county, or other funder requirements.** Each provider with homeless dedicated units will be required to participate in HMIS. Providers should work with the Hawai'i HMIS Lead Agency with funding sources to determine specific forms and assessments required for HUD compliance within HMIS.
10. **Ensure staff who interact with the Coordinated Entry System process receive regular training and supervision.** Each provider must notify Coordinated Entry System Continuum of Care Leadership to changes in staffing, in order to ensure employees have access to ongoing training and information related to the Coordinated Entry System.

**11. Ensure rights are protected and individuals/families are informed of their rights and responsibilities.** Single individuals and families shall have rights explained to them verbally and in writing when completing an initial intake. At a minimum, rights will include:

- The right to be treated with dignity and respect;
- The right to appeal Coordinated Entry System decisions;
- The right to be treated with cultural sensitivity;
- The right to have an advocate present during the appeals process;
- The right to request a reasonable accommodation in accordance with the project's tenant/participant selection process;
- The right to accept housing/services offered or to reject housing/services;
- The right to confidentiality and information about when confidential information will be disclosed, to whom, and for what purposes, as well as the right to deny disclosure.

## Coordinated Entry System Workflow and Policies

### I. Coordinated Entry Workflow Overview

Street outreach, shelter, transitional housing staff, as well as day center, rapid re-housing and permanent supportive housing staff will work to ensure as many of the individuals and families they engage will be assessed with the appropriate VI-SPDAT, readily able to be located, motivated to pursue housing, in possession of the documentation required for potential housing options, and successfully engaged by Continuum of Care providers seeking to resolve their crisis of homelessness.

### II. Survey – Explaining What You're Doing and Why

The Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT), developed and owned by OrgCode and Community Solutions, is a triage tool that assists in informing an appropriate 'match' to a housing intervention to different subpopulations (such as youth, families, and single adults) based on their acuity in several core areas. Within those recommended housing interventions, the VI-SPDAT allows for prioritization based on the presence of vulnerability across components that address: (a) history of housing and homelessness (b) risks (c) socialization and daily functioning (d) wellness - including chronic health conditions, substance usage, mental illness and trauma, and (e) the available supports. The four most common currently used version(s) of the VI-SPDAT will be shown in Appendices C through F.

BTG's Coordinated Entry System has agreed to use the VI-SPDAT as the universal triage/initial assessment tool across the Continuum of Care for screening and matching individuals, families, and youth experiencing homelessness in Hawai'i County, Kaula'i County, or Maui County. Staff administering any of the SPDAT tools should be trained by an authorized trainer.

Individuals engaged by providers representing the Coordinated Entry System should receive the same information regarding what that process involves. Assessors should communicate the survey process and its results clearly and consistently across the community. This ensures both that the benefits to participating in a survey are described

clearly to encourage people to participate, but is equally important to make sure that individuals understand that participating does not guarantee (and may not result in) housing. It is also important that individuals receive a clear understanding of where their information will be shared. An example of what to standardize follows below, and is further described in Appendix B:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 10 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- that the information is going to be stored in the Homeless Management Information System
- that other providers conducting assessments and the housing providers connected to the Coordinated Entry System will have access to the information so that the individual does not need to complete the assessment multiple times, that housing providers can identify people to target for housing resources as they come available, and for planning purposes.
- that if the participant does not understand a question, clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

### III. Additional Subpopulation Considerations

#### **Veterans:**

Providers serving veterans may require a Health Insurance Portability Accommodations Act (HIPAA)-compliant Release of Information to enable representatives from the Department of Veterans Affairs, the State, and other relevant stakeholders to ensure veterans are able to access the full spectrum of housing resources designated for this subpopulation.

#### **Survivors of Domestic Violence:**

While individuals and families currently experiencing homelessness have often previously survived domestic violence, the Violence Against Women Act (VAWA) prevents providers dedicated to serving this subpopulation from inputting their personally identifiable information within a Homeless Management Information System (HMIS) because of the additional safety precautions specific for these individuals. While the VI-SPDAT is not primarily a domestic violence-specific triage tool, providers dedicated to serving survivors of domestic violence can assess individuals and families who desire access to the broader range of housing options dedicated to people experiencing homelessness. Those results will need to be stored within a VAWA-compliant electronic system or in paper files secured according the full requirements of the law. Individuals served in this way who are later matched to outside providers will have further provider-specific security precautions, outlined in Section X. Universal Access below.

#### **Youth:**

#### Young adults and parenting young adults, ages 18-24

For young adults in this age group, assessors will follow the assessment process outlined for other adults, except that the TAY-VI-SPDAT should be used for single young adults, and the F-VI-SPDAT should be used for young adult-headed households with children. For any young adults who report any housing instability, a TAY-VI-SPDAT or F-VI-SPDAT should always be completed, regardless of their current housing situation.

#### Youth aged 12-17

Unaccompanied youth are youth experiencing homelessness while not in the physical custody of a parent or legal guardian. This includes youth who have run away or have been forced to leave their homes. No TAY-VI-SPDAT should be completed for a youth under the age of 18. An outreach or other worker who comes across an unaccompanied youth can assist the youth in contacting a local youth provider agency in order to connect them with services, including access to shelter. For youth provider contact information, refer to the Access Points information in Appendix I.

Note: Although the CES serves youth and young adults, for purposes of Rapid ReHousing (RRH) programs, youth must be at least 18 years old to sign a lease. Therefore, for purposes of RRH, youth are defined as ages 18 to 24.

### IV. Survey Refusals

For limited instances when families or individuals refuse specific questions throughout the assessment process, the assessor may request permission to ask additional questions in order to utilize their conversation with the individual, surveyor observation, documentation and information from other professionals in order to provide responses. When staff encounter people who do not provide a response to any of the first questions, they should stop and acknowledge that the assessment will not provide useful information if the individual or family receiving the assessment does not want to participate. Staff should utilize continued progressive engagement and rapport building with these individuals or families until they are willing to be assessed. The VI-SPDAT should be completed in one engagement (although not necessarily first contact).

Individuals and families who respond better to a conversational approach may benefit from the more comprehensive full SPDAT, further described in Appendix E – Full SPDAT Process.

### V. Survey – Concluding the Engagement

Upon completion of the VI-SPDAT, the Assessor may ask if the individual or family is currently working with a provider towards one of those forms of housing assistance. If so, the individual or family receiving the survey should be encouraged to continue to engage with their existing case management supports. If not, staff can provide a brief description of the resources currently available within the community and ask if the individual or family is interested in specific forms of housing assistance.

Assessors should emphasize the importance of having reliable and comprehensive information regarding the best time and place to contact the individual or family. Staff should collect information on whereabouts across a 24 hour period, beginning with where they wake up until they bed down at night, with notations for days when location patterns changed, and record that information within the VI-SPDAT. This includes where meals are obtained, transportation methods and times to and from meal and shelter providers, cross streets of locations where they receive services, outside agency names and staff with whom they engage, etc.

Assessors may emphasize that while completion of the assessment does not make them now the individual's or family's case manager, it remains critically important that the assessor possesses the most reliable methods possible for locating the individual or family being assessed, especially if that includes an outside agency or staff attempting to contact the person or family at a later date.

## VI. Next Steps – Collecting Documentation for Housing

Once the VI-SPDAT is completed, or as part of the initial engagements for individuals and families already assessed, staff should quantify which essential documents the person currently possesses, and begin working with them to begin collecting missing documents, as staff time and resources allow.

Assessors (outreach workers or in shelters) should emphasize that specific documentation is required for many programs, and shall obtain the following documents prior to referral to a transitional or permanent housing program: government issued **photo identification, social security card, proof of income or zero income, and verification of homelessness**. Other program-specific documentation may be required, so providing assistance in securing documentation such as a **birth certificate** and **DD-214** for individuals who have served in the United States armed forces (regardless of discharge status or length of service) benefits the individual or family and may speed placement.

## VII. Getting Connected – Referrals

### Referrals to Homelessness Prevention, Transitional Housing, Rapid Re-Housing, or Permanent Supportive Housing

Upon successful VI-SPDAT completion, Continuum of Care providers including homelessness prevention, transitional housing, rapid re-housing and permanent supportive housing will fill their case load (for services only programs) and/or beds (for housing programs) from the Coordinated Entry System according to the following prioritization criteria.

Providers will identify the eligibility requirements for each of their programs that they will be dedicating to the Coordinated Entry process and, if they haven't received a referral or referrals from the CES chapter leadership, can run a CaseWorthy report of VI-SPDAT results from single individuals or families experiencing homelessness from within the HMIS.

The provider can then notify CES chapter leaders that they are requesting a referral or match.

Once a referral is made by chapter leadership (following the prioritization criteria outlined below), the provider first contacts the VI-SPDAT interviewer to coordinate contact with the individuals or families and set up intake appointments before contacting the individual or family directly. The housing provider commits to working with the assessor to locate the person or family and to engage with them to verify the housing referral provides a good match. The housing provider commits to communicating in writing with the chapter CoC leadership when 50% or more of matches do not lead to successful program entry in order to facilitate more successful referrals (further outlined below).

The Housing Provider will document any unsuccessful matches and provide the following:

- (A) reason(s) why they were not housed,
- (B) date of unsuccessful match/ "unassignment" and
- (C) name of the project being unassigned within HMIS so that the individual or family can be reassigned to additional providers (further outlined below).

The housing provider will also document each match that leads to successful program entry and update HMIS with the date the individual or family moves into housing.

#### **A. Transitional Housing Prioritization for Single Individuals**

Single individuals will be referred to **Transitional Housing** per the following prioritization criteria (only proceeding to the next category when no individuals remain in the initial/previous category):

Priority Category 1:

- Same Priority as PSH if Unavailable (Note: participants must be informed about and understand how their choice to accept TH impacts their priority for future placements.) That is:
  - Chronic Homelessness (VI-SPDAT question 1, and either 2 or 3; with accompanying disabling condition, according to one or more of the following: 15-18 or 21-24)
  - Tri-Morbidity (VI-SPDAT questions 15-18 and 21-24)
  - The longest history of homelessness
  - VI-SPDAT Score Range 8-17

Priority Category 2:

- Same Priority as RRH if Unavailable

Priority Category 3:

Any of Following:

- Substance Use (VI-SPDAT<sup>1</sup> question 21-22) and/or
- Domestic Violence (VI-SPDAT question 4d, 8, 9, 14, or 27 and/or case manager/outreach documentation)
- Incarceration (VI-SPDAT question 4f, 7 and/or case manager/outreach documentation)

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<sup>1</sup> All references to the "VI-SPDAT" are based on the Hawai'i HMIS VI-SPDAT V2 – October 2016

- Youth and young adults ages 24 or Younger
- Priority Category 4:
- VI-SPDAT Score Range 0-3
  - No Income (VI-SPDAT question 11 and/or case manager/outreach documentation)
- Priority Category 5:
- Single individuals without Income (VI-SPDAT question 11 and/or case manager/outreach documentation)
- Priority Category 6:
- Individuals with Income (VI-SPDAT question 11 and/or case manager/outreach documentation)

### **B. Transitional Housing Prioritization-Families**

Pregnant women and families will be referred to **Transitional Housing** per the following prioritization criteria (only proceeding to the next category when no families remain in the initial/previous category):

Priority Category 1:

- Same Priority as PSH if Unavailable (Note: participants must be informed about and understand how their choice to accept TH impacts their priority for future placements.)

Priority Category 2:

- Same Priority as RRH if Unavailable

Priority Category 3:

Any of Following:

- Substance Use (VI-SPDAT<sup>2</sup> question 24-25) and/or
- Domestic Violence (VI-SPDAT question 8d, 9, 10, 18, 31 or 35 and/or case manager/outreach documentation)
- Incarceration (VI-SPDAT question 8f, 11, 37 and/or case manager/outreach documentation)
- Head of Household age 24 or Younger

Priority Category 4:

- VI-SPDAT Score Range 0-3
- No Income (VI-SPDAT question 15 and/or case manager/outreach documentation)

Priority Category 5:

- Families without Income (VI-SPDAT question 15 and/or case manager/outreach documentation)

Priority Category 6:

- Families with Income (VI-SPDAT question 15 and/or case manager/outreach documentation)

Each of the prioritization criteria within the category must be met within the family. Providers may choose to further prioritize families with young children within the framework above.

<sup>2</sup> All references to the "VI-SPDAT" are based on the Hawai'i HMIS VI-F-SPDAT V2 (Family) – October 2016

### **C. Rapid Re-Housing Prioritization-Single Individuals**

Single individuals will be referred to **Rapid Re-Housing** per the following prioritization criteria (only proceeding to the next category when no individuals remain in the initial/previous category):

#### Priority Category 1:

- Chronic Homelessness (VI-SPDAT question 1, and either 2 or 3; with accompanying disabling condition according to one or more of the following: 15-18 or 21-24)
- 1+ HUD Disabling Condition(s) (VI-SPDAT question 15-18 or 21-24):
  - Mental Health (VI-SPDAT question 23a, 23b or 24) and/or
  - Physical Health (e.g. HIV/AIDS) (VI-SPDAT question 15-18) and/or
  - Substance Use (VI-SPDAT question 21-22) and/or
  - Developmental Disability and/or Cognitive Impairment (VI-SPDAT question 23c)
- VI-SPDAT Score Range 4-7 or Young Adult (ages 18 to 24)

#### Priority Category 2:

- Not Chronically Homeless
- 1+ HUD Disabling Condition(s) (VI-SPDAT question 15-18 or 21-24):
  - Mental Health (VI-SPDAT question 23a, 23b or 24) and/or
  - Physical Health (e.g. HIV/AIDS) (VI-SPDAT question 15-18) and/or
  - Substance Use (VI-SPDAT question 21-22) and/or
  - Developmental Disability and/or Cognitive Impairment (VI-SPDAT question 23c)
- VI-SPDAT Score Range 4-7 or Young Adult (ages 18 to 24)

#### Priority Category 3:

- Not Chronically Homeless
- VI-SPDAT Score Range 4-7 or Young Adult (ages 18 to 24)

Providers may choose to further prioritize single individuals within the framework above.

### **D. Rapid Re-Housing Prioritization-Families**

Pregnant women and families will be referred to **Rapid Re-Housing** per the following prioritization criteria (only proceeding to the next category when no families remain in the initial/previous category):

#### Priority Category 1:

- Chronic Homelessness (F-VI-SPDAT question 5, and either 6 or 7; with accompanying disabling condition according to one or more of the following: 19-22 or 24-28)
- 1+ HUD Disabling Condition(s) (F-VI-SPDAT question 19-22 or 24-28):
  - Mental Health (VI-SPDAT question 26a or 26b) and/or
  - Physical Health (e.g. HIV/AIDS) (F-VI-SPDAT question 19-22) and/or
  - Substance Use (F-VI-SPDAT question 24-25) and/or
  - Developmental Disability and/or Cognitive Impairment (F-VI-SPDAT question 26c)

- F-VI-SPDAT Score Range 4-8
- Priority Category 2:
- Not Chronically Homeless
  - 1+ HUD Disabling Condition(s) (F-VI-SPDAT question 19-22 or 24-28):
    - Mental Health (VI-SPDAT question 26s or 26b) and/or
    - Physical Health (e.g. HIV/AIDS) (F-VI-SPDAT question 19-22) and/or
    - Substance Use (F-VI-SPDAT question 24-25) and/or
    - Developmental Disability and/or Cognitive Impairment (F-VI-SPDAT question 26c)
  - F-VI-SPDAT Score Range 4-8
- Priority Category 3:
- Not Chronically Homeless
  - F-VI-SPDAT Score Range 4-8 or head of household age 18 to 24

Each of the prioritization criteria within the category must be met within the family. Providers may choose to further prioritize families with young children within the framework above.

#### **E. Permanent Supportive Housing Prioritization-Individuals**

Individuals will be referred to **Permanent Supportive Housing** per the following prioritization criteria (only proceeding to the next category when no individuals remain in the initial/previous category):

##### Priority Category 1:

- Chronic Homelessness (VI-SPDAT question 1, and either 2 or 3; with accompanying disabling condition, according to one or more of the following: 15-18 or 21-24)
- Tri-Morbidity (VI-SPDAT questions 15-18 and 21-24)
- The longest history of homelessness
- VI-SPDAT Score Range 8-17

##### Priority Category 2:

- Chronic Homelessness (VI-SPDAT question 5, and either 6 or 7; with accompanying disabling condition, according to one or more of the following: 15-18 or 21-24)
- 2+ HUD Disabling Conditions (VI-SPDAT question 15-18 or 21-24):
  - Mental Health (VI-SPDAT questions 23a or 24) and/or
  - Physical Health (e.g. HIV/AIDS) (VI-SPDAT questions 15-18) and/or
  - Substance Use (VI-SPDAT question 21-22) and/or
  - Developmental Disability and/or Cognitive Impairment (VI-SPDAT question 23b or 23c)
- The longest history of homelessness
- VI-SPDAT Score Range 8-17

##### Priority Category 3:

- Chronic Homelessness (VI-SPDAT question 5, and either 6 or 7; with accompanying disabling condition, according to one or more of the following: 15-18 or 21-24)
- The most severe service needs

- The longest history of homelessness
  - VI-SPDAT Score Range 8-17
- Priority Category 4:
- Chronic Homelessness (VI-SPDAT question 5, and either 6 or 7; with accompanying disabling condition, according to one or more of the following: 15-18 or 21-24)
  - The longest history of homelessness
  - VI-SPDAT Score Range 8-17

Providers may choose to further prioritize single individuals within the framework above.

#### **F. Permanent Supportive Housing Prioritization-Families**

Pregnant women and families will be referred to **Permanent Supportive Housing** per the following prioritization criteria (only proceeding to the next category when no families remain in the initial/previous category):

##### Priority Category 1:

- Chronic Homelessness (F-VI-SPDAT question 5, and either 6 or 7; with accompanying disabling condition, according to one or more of the following: 19-22 or 24-28)
- Tri-Morbidity (F-VI-SPDAT question 28)
- F-VI-SPDAT Score Range 9-22

##### Priority Category 2:

- Chronic Homelessness (F-VI-SPDAT question 5, and either 6 or 7; with accompanying disabling condition, according to one or more of the following: 19-22 or 24-28)
- 2+ HUD Disabling Conditions (F-VI-SPDAT question 19-22 or 24-28):
  - Mental Health (F-VI-SPDAT question 26 or 26b) and/or
  - Physical Health (e.g. HIV/AIDS) (F-VI-SPDAT question 19-22) and/or
  - Substance Use (F-VI-SPDAT question 24-25) and/or
  - Developmental Disability and/or Cognitive Impairment (F-VI-SPDAT question 26c)
- F-VI-SPDAT Score Range 9-22

##### Priority Category 3:

- Chronic Homelessness (F-VI-SPDAT question 5, and either 6 or 7; with accompanying disabling condition, according to one or more of the following: 19-22 or 24-28)
- The most severe service needs
- The longest history of homelessness
- F-VI-SPDAT Score Range 9-22

##### Priority Category 4:

- Chronic Homelessness (F-VI-SPDAT question 5, and either 6 or 7; with accompanying disabling condition, according to one or more of the following: 19-22 or 24-28)
- The longest history of homelessness
- F-VI-SPDAT Score Range 9-22

Each of the prioritization criteria within the category must be met within the family. Providers may choose to further prioritize families with young children within the framework above.

## VIII. Unsuccessful Matches Process

### **By Individual or Family**

Individuals or families may reject a housing referral due to the health, safety or wellbeing of the individual or family being compromised by the potential referral. Respecting individual choice and preference, individuals and families may also reject a housing referral due to not being willing to work with the housing provider to which they are referred. Rejections of housing referrals by individuals or families should be infrequent and must be documented in HMIS. Repeated rejections on behalf of staff, programs, and/or agencies may require case conferencing and additional review from Continuum of Care leadership.

### **By Housing Provider**

BTG CoC providers and program participants may deny or reject referrals from the Coordinated Entry System, although service denials should be infrequent and must be documented in HMIS. The specific allowable criteria for denying a referral shall be published by each project and be reviewed and updated annually or as they change, whichever happens first. All participating projects shall provide the reason for service denial, and may be subject to a limit on the number of service denials.

Agencies that would like to deny a referral that is incompatible with their programming must include details about the reason for denial. Documentation should include communication attempts with the family or individual, specific criminal or housing history that prevents acceptance of referral, or other similar details. Some examples of denials that will need additional details or documentation include the following:

- Individual or family declined housing through this project
- Individual or family confirmed as moving out of CoC area
- Individual or family does not meet required criteria for program eligibility
- Individual or family unable to be located after multiple communication attempts
- Individual or family confirmed as incarcerated
- Individual or family safety concerns (the individual's or a family member's health or well-being or the safety of current program participants would be negatively impacted due to staffing, location, or other programmatic issues)
- The program cannot address Individual or family needs or safety (the Individual's or a family member's needs, health, or well-being would be negatively impacted because the program does not offer the services, staffing, location, and/or housing supports necessary to successfully serve the person)
- Property management denial (with specific reason cited by property manager)
- Conflict of interest
- Individual or family confirmed as deceased

If the denial is the result of a third-party property management/landlord (private or partner of service provider) rejecting the Individual's or family's application, the rejection will trigger a **case conferencing** meeting. If the Individual chooses to appeal

this decision, a new referral will not be provided to the housing program until the appeal process has reached its conclusion.

As previously stated, the Housing Provider will document any unsuccessful matches and provide the following:

- (A) reason(s) why they were not housed,
- (B) date of unsuccessful match/ "unassignment" and
- (C) name of the project being unassigned within HMIS so that the individual or family can be reassigned to additional providers.

The housing provider will also document each match that leads to successful program entry and update HMIS with the date the individual or family moves into housing.

## IX. Re-Screening

While Individuals or families generally do not need to be surveyed multiple times with the VI-SPDAT, there are circumstance under which Individuals or families who have been screened using the VI-SPDAT or F-VI-SPDAT would qualify to be re-screened, including the following:

- a. An individual or family has not had contact with the homeless services system for one year or more since the initial VI-SPDAT screening.
- b. An individual or family has encountered a significant life change defined as one of the following items: an adult member added to their household, re-unification with a child, or SPMI identified by a credentialed professional.
- c. In rare occurrences, an Individual or family who is screened and referred to a housing program may be eligible for re-screening if the program identifies after extensive efforts the Individual or family needs a higher level of support than can be offered in that level of intervention.
- d. An Individual or family who has known extensive history within the shelter and other emergency systems but whose acuity is not accurately depicted on their first screening.

Note: Individuals or families who qualify under items c and d, listed above, may benefit from the more comprehensive full SPDAT (or F-SPDAT) further described in Appendix G – Full SPDAT Process.

## X. Universal Access Across Subpopulations

**Universal access for all individuals and Families.** BTG Continuum of Care providers shall provide directly or plan through other means to ensure universal access to crisis response services including shelter for individuals and families seeking emergency assistance at all hours of the day and all days of the year.

**Crisis response during non-business hours.** BTG Continuum of Care providers shall document planned after-hours emergency services and publish hours of operation in an easily accessible location or posted publicly on the Internet. After hours' crisis response access may include telephone crisis hotline access, coordination with police

and/or emergency medical care.

**Individuals and families fleeing domestic violence or sexual assault.** BTG Continuum of Care providers shall be trained on the complexity of responding to individuals and families fleeing domestic violence, privacy and confidentiality, and safety planning, including how to handle emergency situations at access points. BTG CoC providers shall make safety referrals to victim service providers as determined to be clinically appropriate or at the request of the individual or family. Since providers dedicated to serving the Coordinated Entry System will work in partnership with advocacy organizations/shelters serving survivors of domestic violence to ensure considerations are made to address the specific safety and privacy needs of victims. This includes individuals having the ability to decline housing in neighborhoods that would compromise their location, the choice to be entered anonymously into a separate database, and have full access to housing options.

## Transfers

There are circumstances under which an individual or family enrolled with one housing provider may benefit from transferring to another program or provider.

For example,

- A. An individual or family has lost several scattered-site housing placements due to problems with visitors or
- B. An individual or family in a site-based setting is unable to comply with rules around sobriety or the environment is not conducive to mental or physical well-being.

The Coordinated Entry System seeks to minimize the number of individuals and families who are exited back to homelessness, only to have to be re-screened, and re-prioritized, and wait again for supportive housing. If the current housing provider is unable to continue serving a household, staff should contact the appropriate Coordinated Entry System CoC chapter representative to discuss options besides exiting to homelessness.

If a transfer within the same level of service intervention (i.e., one PSH provider to another PSH provider) is being considered, the referral should come through the Coordinated Entry System process. To do so, the current housing provider must contact Coordinated Entry System CoC chapter leadership in order to determine what other housing providers have available capacity. Housing programs shall not initiate transfers between providers without the involvement and permission of Coordinated Entry System CoC chapter leadership.

**Housing providers are prohibited from transferring a household from one service intervention to another (i.e., TH to PSH, internally or externally) without permission from the BTG Continuum of Care.** If a provider has an opening in a PSH program, they MUST receive the referral through the Coordinated Entry System, and may not fill that opening internally via transfer from a lower service intervention program. Additionally, if it is identified that a household may need a higher intervention than what was

determined initially, the housing provider should discuss this with Coordinated Entry System CoC chapter leadership.

## CES Monitoring and Evaluation

### Monitoring and Reporting of the Coordinated Entry System

BTG Continuum of Care providers shall adhere to HUD-defined monitoring and reporting plans for the Coordinated Entry System. The State-defined monitoring process will report on performance objectives related to Coordinated Entry System utilization, efficiency, and effectiveness.

HUD has developed the following seven system-level performance measures to help communities gauge their progress in preventing and ending homelessness:

1. Length of time persons remain homeless;
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
3. Number of homeless persons;
4. Jobs and income growth for homeless persons in CoC Program-funded projects;
5. Number of persons who become homeless for the first time;
6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD's homeless definition in CoC Program-funded projects;
7. Successful housing placement;

The purpose of these measures is to provide a more complete picture of how well a community is preventing and ending homelessness. Measuring the number of homeless people (#3) directly assesses a CoC's progress toward eliminating homelessness by counting the number of people experiencing homelessness both at a point in time and over the course of a year. The six other measures help communities understand how well they are reducing the number of people who become homeless and helping people become quickly and stably housed.

Reductions in the number of people becoming homeless are assessed by measuring the number of persons who experience homelessness for the first time (#5), the number who experience subsequent episodes of homelessness (#2), and homelessness prevention and housing placement for people who are unstably housed (Category 3 of HUD's homelessness definition) (#6). Achievement of quick and stable housing is assessed by measuring length of time homeless (#1), employment and income growth (#4), and placement when people exit the homelessness system (#7).

The performance measures are interrelated and, when analyzed relative to each other, provide a more complete picture of system performance. For example, the length of time homeless measure (#1) encourages communities to quickly re-house people, while measures on returns to homelessness (#2) and successful housing placements (#7) encourage communities to ensure that those placements are also stable. Taken together, these measures allow communities to evaluate the factors more comprehensively that contribute to ending homelessness.

## Termination

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Any Authorized User Agency may terminate their participation in the Coordinated Entry System by giving written notice. Housing programs that are required to participate due to HUD or other agency (such as the Hawai'i state Homeless Programs Office) guidelines will need HUD or other agency approval to terminate participation.

## Grievances and Questions

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Coordinated Entry System grievances that are related to CE policies and/or procedures shall be directed in writing to the nearest County Representative shown on the chart in Appendix \_\_\_\_.

Questions about the CES Policies and Procedures may be directed to the CoC Chapters or Access Points as well as to the County Leaders shown in Appendix \_\_\_\_.

## Appendices

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## Appendix A: CES Component Definitions

Component definitions provide detailed descriptions of each CoC program type available through the Coordinated Entry System.

### Street Outreach

Component Type	Essential Elements	Target Population
Emergency services and engagement intended to link unsheltered households (individuals and families) who are homeless and in need of shelter, housing, and support services.	<p>Low-demand, street and community-based services that address basic needs (e.g., food, clothing, blankets) and seek to build relationships with the goal of moving people into housing and engaging them in services over time.</p> <p>In addition, outreach staff should provide or link individuals and families with: case manager assistance to develop a person-centered case management plan, housing placement and housing location support, psychiatric and addictions assessment, medication, other immediate and short-term treatment, and assessment to other programs and services.</p>	<p>Homeless individuals and families on the streets, frequently targeting those living with mental illness(es), severe addiction(s), or dual-diagnoses</p> <p>As providers funded to end people's experience of homelessness match individuals and families to their available housing resources, street outreach will target people connected to a housing resource through these providers in order to demonstrate Coordinated Entry participation</p>

### Prevention

Component Type	Essential Elements	Target Population
Prevention from homelessness includes financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are	Programs can provide a variety of assistance, including: short-term or medium-term rental assistance and housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance, and case management.	Individuals and families who are "at risk of homelessness."

intended to target individuals and families who would be homeless but for this assistance.		
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### Emergency Shelter

Component Type	Essential Elements	Target Population
Emergency Shelter programs providing stabilization and assessment; focusing on quickly moving all individuals (singles as well as families) to housing, regardless of disability or background. Short-term shelter that provides a safe, temporary place to stay (for those who cannot be diverted from shelter) with focus on initial housing assessment, immediate housing placement and linkage to other services.	<p>Entry point shelter with:</p> <ul style="list-style-type: none"> <li>• showers,</li> <li>• laundry,</li> <li>• meals,</li> <li>• other basic services,</li> <li>• and linkage to case manager and housing counselor (co-located on-site),</li> </ul> <p>with the goal of helping households move into stable housing as quickly as possible. Shelters include an array of stabilization options that allow for varying degrees of participation and levels of support based on family needs and engagement at the time they enter the system (i.e., for those with chronic addictions, mental illness, and co-occurring disorders). On-site supportive service staff should conduct the <b>appropriate VI-SPDAT</b> of repeat families and individuals, or families and individuals requesting such assessment <b>following 7+ shelter nights</b> to determine housing needs (e.g., unit size, rent levels, location), subsidy needs, and identify housing barriers, provide ongoing case management, and manage ongoing housing support and services that the family or individual will need to remain stably housed</p>	<p>Homeless individuals or families.</p> <p>As providers funded to end homelessness match families and individuals to their available housing resources, emergency shelters will target individuals or families connected to a housing resource through these providers in order to demonstrate Coordinated Entry participation</p>

**Rapid Re-Housing**

Component Type	Essential Elements	Target Population
<p>Rapid re-housing is an intervention designed to help individuals and families exit homelessness quickly and return to permanent housing. Rapid re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the unique needs of the household. While a rapid re-housing program must have all three core components available, it is not required that a single entity provide all three services nor that a household utilize them all.</p>	<p><b>Housing Identification</b></p> <ul style="list-style-type: none"> <li>• Recruit landlords to provide housing opportunities for individuals and families experiencing homelessness.</li> <li>• Address potential barriers to landlord participation such as concern about short term nature of rental assistance and tenant qualifications.</li> </ul> <p><b>Rent and Move-In Assistance (Financial)</b></p> <ul style="list-style-type: none"> <li>• Provide assistance to cover move-in costs, deposits, and the rental and/or utility assistance (typically six months or less) necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing.</li> </ul> <p><b>Rapid Re-Housing Case Management and Services</b></p> <ul style="list-style-type: none"> <li>• Help individuals and families experiencing homelessness identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.</li> <li>• Help individuals and families experiencing homelessness address issues that may impede access to housing (such</li> </ul>	<p>Homeless households with temporary barriers to self-sufficiency</p>

	<p>as credit history, arrears, and legal issues).</p> <ul style="list-style-type: none"> <li>• Help individuals and families negotiate manageable and appropriate lease agreements with landlords.</li> <li>• Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.</li> <li>• Monitor participants' housing stability and be available to resolve crises, at a minimum during the time rapid re-housing financial assistance is provided.</li> <li>• Provide or assist households with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment and community-based services (if needed/appropriate) so that they can sustain rent payments independently when rental assistance ends.</li> <li>• Ensure that services provided are self-directed, respectful of individuals' right to self-determination, and voluntary. Unless basic, program-related case management is required</li> </ul>	
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	<p>by statute or regulation, participation in services should not be required to receive rapid re-housing assistance.</p> <ul style="list-style-type: none"> <li>• Assist households to find and secure appropriate rental housing.</li> </ul>	
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**Transitional Housing**

Component Type	Essential Elements	Target Population
<p>Safe, temporary apartments located in project-based or scattered-site housing that focuses on housing planning, addictions treatment, stabilization, and recovery for individuals and families with temporary barriers to self-sufficiency.</p>	<p>Safe units located in site-based or scattered site housing that focuses on housing planning, addictions treatment, stabilization, and recovery for individuals and families with temporary barriers to self-sufficiency. Recognizing that a zero tolerance approach does not work for all participants, transitional housing programs employ a harm reduction, or tolerant, approach to engage residents and help them maintain housing stability. Housing assistance may be provided for up to two years, including rental assistance, housing stabilization services, landlord mediation, case management, budgeting, life skills, parenting support, and child welfare preventive services. Housing plan within two weeks. Average stay is six months. Could stay up to two years. All programs provide follow up case management post exit.</p>	<ul style="list-style-type: none"> <li>• Homeless families and individuals contemplating recovery or newly in recovery,</li> <li>• youth,</li> <li>• ex-offenders,</li> <li>• single-parent females younger than 25 with children under six years old,</li> <li>• veterans (utilizing GPD)</li> <li>• Families and individuals who are actively fleeing domestic violence</li> </ul>

	Expectation of six months of post placement tracking to assess success	
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**Permanent Supportive Housing**

Component Type	Essential Elements	Target Population
<p>Project-based, clustered and scattered site permanent housing linked with supportive services that help residents maintain housing.</p>	<p>Permanent housing with supports that help families and individuals maintain housing and address barriers to self-sufficiency. PSH programs should provide subsidized housing or rental assistance; tenant support services; and recognize that relapse is part of the recovery process, PSH programs should hold units open for 30 days while families are in treatment or in other institutions. If a family or individual returns to a program after 30 days and their unit was given to someone else, staff should work with that family or individual to keep them engaged and place them in a unit when one is available. Some PSH programs should have a tolerant, or harm reduction, approach to engage families with serious substance abuse issues. While in PSH, families should receive supportive services appropriate to their needs from their case manager and/or the ACT or other multidisciplinary team.</p>	<p>Families and individuals experiencing long-term homelessness, living with disabilities, and significant barriers to self-sufficiency.</p>

**Permanent Housing – Market Rate**

Component Type	Essential Elements	Target Population
<p>Housing where people may stay indefinitely with temporary or long-term rental assistance and/or supportive services.</p>	<p>Broad range of clustered or scattered-site permanent housing options for individuals and families with temporary barriers to self-sufficiency, including group living arrangements, shared apartments, or scattered-site apartments. Families and individuals can receive rental subsidies (transitional or permanent, deep, or shallow) and supportive services. Both length and intensity of housing subsidy and services are defined on a case-by-case basis depending on individual's and family's needs. Once families or individuals are placed in housing, a multi-disciplinary case management team (lead by the primary case manager of an assigned PH provider) should conduct a comprehensive assessment and develop a long-term case management plan based on their needs. Families and individuals should maintain the same primary case manager for as long as they are in the homeless system, but members of the multi-disciplinary team may change as the participants' needs change.</p>	<p>Families and individuals who were formerly homeless</p>

## Appendix B: Conducting the VI-SPDAT

### Sample Messaging for Conducting the VI-SPDAT

"My name is [ ] and I work for a group called [ ]. I have a 10 minute survey I would like to complete with you. The answers will help us determine how we can go about providing supports. Most questions only require a "yes" or "no." Some questions require a one-word answer. All that I need from you is to be honest in responding, so that there isn't a "correct" or preferred answer that you need to provide, or information you need to conceal. We can come back to or skip any question you don't feel comfortable answering, and I can explain what I mean for any question that's unclear.

The information collected goes into the Homeless Management Information System, which will ensure that instead of going to agencies all over town to get on waiting lists, you will only have to fill out this paperwork one time. If you have a case manager who is helping you apply for housing, you should still work with them once you have finished this survey.

After the survey, I can give you some basic information about resources that could be a good fit for you. I want to make sure you know, though, that there are very few housing resources that are connected to the survey, so it's possible but unlikely that you would be housed through this process. The primary benefit to doing the survey is that it will help give you and me a better sense of your needs and what resources I can refer you to.

Would you like to take the survey with me?"

Appendix C: The VI-SPDAT (Individual)



**Hawaii HMIS**

Serving Honolulu, Maui, Kauai and Hawaii Counties

**VI-SPDAT V2 (Individual)**

**Identifying**

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Client has nickname

Nickname \_\_\_\_\_

Birth Date\*: \_\_\_\_\_  Full DOB  Partial (MM/YY)  Partial (DD'YY)

Age: \_\_\_\_\_  Client doesn't know  Refused  Data not collected

**Gender\***

- Male
- Female
- Transgender Male to Female
- Transgender Female to Male
- Client Refused
- Other \_\_\_\_\_

**Social Security#\*:** \_\_\_\_\_

- Full
- Partial
- Client doesn't know
- Refused
- Data Not Collected

**Which VI SPDAT would you like to fill out for this client\*?**

- Individual
- Youth

**Citizenship Status**

- U.S. Citizen
- Eligible Non-Citizen
- Non-US Citizen COPA
- U.S. National (American Samoa or Swains Island)
- Ineligible Non-Citizen
- Undocumented
- Client doesn't know
- Client refused
- Data Not Collected

**Language in which client is best able to express him/herself\***

- Chinese
- Chuukese
- English
- Ilocano
- Japanese
- Korean
- Marshallese
- Spanish
- Tagalog
- Vietnamese
- Other \_\_\_\_\_

**Has client ever served in the US Military?\***

- Yes
- No
- Refused

**Sharing**

**Relationship to Head of Household\***

- Self (H of H)

Sharing\*  Shared  Not Shared

**VI SPDAT Enrollment Add/Edit**

Program Entry Date\*: \_\_\_\_\_

Program (County)\*: \_\_\_\_\_

Provider\*: \_\_\_\_\_

Restricted Information\*  Shared  Not Shared

**VI SPDAT Enrollment -**

Family Or Individual\* (HMIS Self Populates) \_\_\_\_\_ HOH Age\* (HMIS Self Populates) \_\_\_\_\_  
 Interviewer's Name\*: \_\_\_\_\_ Position\*:  Staff  
 Team  Volunteer  
 Interview location\*: \_\_\_\_\_ Survey Date and Time\*: \_\_\_\_\_  
 Has Consented to Participate\*:  Yes  No

**A. History of Housing and Homelessness**

**1. Where do you sleep most frequently?\***  
 Shelters  Outdoors  
 Transitional Housing  Refused  
 Safe Haven  Other \_\_\_\_\_

**2. How long has it been since you lived in permanent stable housing (in months)?\*** \_\_\_\_\_  Answered  Refused

**3. In the past three years, how many times have you been homeless?\*** \_\_\_\_\_  Answered  Refused

**B. Risks**

**In the past six months, how many times have you:**

**4a. Received health care at an emergency department/room?\*** \_\_\_\_\_  Answered  Refused

**4b. Taken an ambulance to the hospital?\*** \_\_\_\_\_  Answered  Refused

**4c. Been hospitalized as an inpatient?\*** \_\_\_\_\_  Answered  Refused

**4d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?\*** \_\_\_\_\_  Answered  Refused

**4e. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?\*** \_\_\_\_\_  Answered  Refused

**4f. Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?\*** \_\_\_\_\_  Answered  Refused

**5. Have you been attacked or beaten up since becoming homeless?\*** \_\_\_\_\_  Yes  No  Refused

**6. Have you threatened to or tried to harm yourself or anyone else in the last year?\*** \_\_\_\_\_  Yes  No  Refused

**7. Do you have any legal stuff going on right now that may result in you being locked up or having to pay fines, or make it more difficult to rent a place to live?\*** \_\_\_\_\_  Yes  No  Refused

**8. Does anybody force or trick you to do things that you do not want to do?\*** \_\_\_\_\_  Yes  No  Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?\*

Yes  
 No  
 Refused

**C. Socialization and Daily Functioning**

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?\*

Yes  
 No  
 Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?\*

Yes  
 No  
 Refused

12. Do you have any planned activities, other than just surviving, that make you feel happy and fulfilled?\*

Yes  
 No  
 Refused

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?\*

Yes  
 No  
 Refused

14. Is your homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?\*

Yes  
 No  
 Refused

**D. Wellness**

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?\*

Yes  
 No  
 Refused

16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?\*

Yes  
 No  
 Refused

17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?\*

Yes  
 No  
 Refused

18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?\*

Yes  
 No  
 Refused

19. When you are sick or not feeling well, do you avoid getting help?\*

Yes  
 No  
 Refused

20. FOR FEMALE RESPONDENTS ONLY: Are you currently pregnant?\*

Yes  
 No  
 Refused

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?\*

Yes  
 No  
 Refused

22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?\*

Yes  
 No  
 Refused

23a. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of a mental health issue or concern?\*

Yes  
 No  
 Refused

23b. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of a past head injury?\*

Yes  
 No  
 Refused

**Wellness (Continued)**

- 23c. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of a learning disability, developmental disability, or other impairment?\*
- Yes  
 No  
 Refused
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?\*
- Yes  
 No  
 Refused
25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?\*
- Yes  
 No  
 Refused
26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?\*
- Yes  
 No  
 Refused
27. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?\*
- Yes  
 No

**Additional Follow-Up Questions**

**Survey Region\***

- |                                      |                                                                 |                                       |                                                                           |
|--------------------------------------|-----------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Kohala      | <input type="checkbox"/> Zone 1: Hanapepe, Wai'anae, Kekaha     | <input type="checkbox"/> Central Maui | <input type="checkbox"/> Downtown Honolulu - Salt Lake to Piikoi St       |
| <input type="checkbox"/> Honokaa     | <input type="checkbox"/> Zone 2: Koloa, Poipu                   | <input type="checkbox"/> Lower Waichu | <input type="checkbox"/> East Honolulu: Piikoi St. to Hawaii Kai, Waikiki |
| <input type="checkbox"/> Laupahoehoe | <input type="checkbox"/> Zone 3: Lihue                          | <input type="checkbox"/> Lahaina      | <input type="checkbox"/> Ewa - Aiea to Kapolei                            |
| <input type="checkbox"/> Hilo        | <input type="checkbox"/> Zone 4: Anahola, Kapaa                 | <input type="checkbox"/> Kihui        | <input type="checkbox"/> Windward: Kaneohe to Waimanalo                   |
| <input type="checkbox"/> Waiakaa     | <input type="checkbox"/> Zone 5: Haena, Hanalei, Kilauea, Anini | <input type="checkbox"/> Hana         | <input type="checkbox"/> Upper Windward Kahaluu to Kahuku                 |
| <input type="checkbox"/> Keaau       |                                                                 |                                       | <input type="checkbox"/> North - Wahiawa to North Shore                   |
| <input type="checkbox"/> Pahoa       |                                                                 |                                       | <input type="checkbox"/> Waianae Coast                                    |
| <input type="checkbox"/> Kau         |                                                                 |                                       |                                                                           |
| <input type="checkbox"/> Konawaena   |                                                                 |                                       |                                                                           |
| <input type="checkbox"/> Kealahou    | <input type="checkbox"/> Other _____                            |                                       |                                                                           |

**Where do you usually go for healthcare or when you're not feeling well?\***

- Hospitals: *For Oahu Only, please select*
- |                                                                  |                                                                  |                                                             |
|------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Castle Medical Center                   | <input type="checkbox"/> Kaiser Medical Center Honolulu/Moanalua | <input type="checkbox"/> Kapiolani/Pali Momi Medical Center |
| <input type="checkbox"/> Kaiser Medical Center Honolulu/Moanalua | <input type="checkbox"/> Queens Medical Center                   | <input type="checkbox"/> Straub Clinic and Hospital         |
- Clinics: *For Oahu Only, please select*
- |                                                                     |                                                                     |                                                |
|---------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Kulihi Palama Health Center                | <input type="checkbox"/> Wai'anae Coast Comprehensive Health Center | <input type="checkbox"/> Waikiki Health Center |
| <input type="checkbox"/> Wai'anae Coast Comprehensive Health Center | <input type="checkbox"/> Waimanalo Health Center                    |                                                |
- VA
- Other: Specify: \_\_\_\_\_
- Does Not Go For Care



# Hawaii HMIS

Serving Honolulu, Maui, Kauai and Hawaii Counties

VI-SPDAT V2 (Individual)

## Additional Follow-Up Questions (Continued)

Where did you live prior to becoming homeless?\*

Oahu                       Kauai                       U.S. Mainland (State) \_\_\_\_\_

Hawaii Island               Molokai                    Other \_\_\_\_\_

Maui                               Lanai

Have you or anyone in your household served in the U.S. military?\*

Yes  No

Which war/war era?\*

Persian Gulf Era (August 1991 – Present)                       World War II (September 1940 – July 1947)

Post Vietnam (May 1975 – July 1991)                               Post September 11, 2001 (September 11, 2001 -Present)

Vietnam Era (August 1964 – April 1975)                               Afghanistan/Iraq

Between Korean and Vietnam War (Feb 1955– July 1964)                               Don't know

Korean War (June 1950 – January 1955)                               Won't answer

Between WWII and Korean War (Aug 1947 – May 1950)                               Other

What was your discharge status?\*

Honorable                               Uncharacterized

General under honorable                               Client doesn't know

Under other than honorable conditions                               Client Refused

Bad conduct                               Data not collected

Dishonorable

What kind of insurance do you have?\*

Medicaid     Medicare     Private Insurance

VA                               None

Other \_\_\_\_\_

Surveyor: Is this client a verified user of emergency services?\*

Yes     No     Client doesn't know

Refused     Data Not Collected

Surveyor: Is the client a verified frequent user of high level mental health services (MH-1)?\*

Yes     No     Client doesn't know

Refused     Data Not Collected

Is there a phone number where someone can safely get in touch with you or leave you a message? \_\_\_\_\_

Is there an email where someone can safely get in touch with you or leave a message? Confirm this email \_\_\_\_\_

On a regular day, where is it easiest to find you? \_\_\_\_\_

What time of day is it easiest to do so?

Specific Time \_\_\_\_\_

Morning (8 am – Noon)                       Evening (4 – 8 pm)

Afternoon (Noon – 4pm)                       Night (8 pm – 12 pm)

Ok, I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?

Yes     No

Client doesn't know

Refused

Data Not Collected

Individual VI-SPDAT Form V.2 – October 2018 (\*Required field)  
 © Perera Consulting, LLC – HMIS System Administrator for the State of Hawaii

Appendix D: The VI-SPDAT (Family)

**Identifying**

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Client has nickname

Nickname: \_\_\_\_\_

Birth Date\*: \_\_\_\_\_  Full DOB  Partial (MM/YY)  Partial (DD/YY)

Age: \_\_\_\_\_  Client doesn't know  Refused  Data not collected

**Gender\***

- Male
- Female
- Transgender Male to Female
- Transgender Female to Male
- Client Refused
- Other

Social Security#\*: \_\_\_\_\_

- Full
- Partial
- Client doesn't know
- Refused
- Data Not Collected

Which VI SPDAT would you like to fill out for this client\*?

Family

**Citizenship Status**

- U.S. Citizen
- Eligible Non-Citizen
- Non-US Citizen COFA
- U.S. National (American Samoa or Swains Island)
- Ineligible Non-Citizen
- Undocumented
- Client doesn't know
- Client refused
- Data Not Collected

Language in which client is best able to express him/herself\*

- Chinese
- Chuukese
- English
- Ilocano
- Japanese
- Korean
- Marshallese
- Spanish
- Tagalog
- Vietnamese
- Other

Has client ever served in the US Military\*?

- Yes
- No
- Refused

**Sharing**

Relationship to Head of Household\*  Self (H of H)

Sharing\*  Shared  Not Shared

**Add Family Member (Children)**

First Name*:	Last Name*:	Birth Date*:	Age:	Gender*:
1) _____	_____	_____	_____	_____
Relationship to Head of Household* <input type="checkbox"/> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Step Child <input type="checkbox"/> Other Non-Relative <input type="checkbox"/> Foster Child <input type="checkbox"/> Unknown	Social Security#*: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Full DOB <input type="checkbox"/> Partial (MM/YY) <input type="checkbox"/> Partial (DD/YY) <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data Not Collected		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Trans M-F <input type="checkbox"/> Trans F-M <input type="checkbox"/> Refused <input type="checkbox"/> Other

**Add Family Member (Children) - Continued**

2) \_\_\_\_\_

<b>First Name*:</b>	<b>Last Name*:</b>	<b>Birth Date*:</b>	<b>Age:</b>	<b>Gender*:</b>
<b>Relationship to Head of Household*</b>				
<input type="checkbox"/> Child	<input type="checkbox"/> Grandchild	<input type="checkbox"/> Full DOB		<input type="checkbox"/> Male
<input type="checkbox"/> Step Child	<input type="checkbox"/> Other Non-Relative	<input type="checkbox"/> Partial (MM/YY)		<input type="checkbox"/> Female
<input type="checkbox"/> Foster Child	<input type="checkbox"/> Unknown	<input type="checkbox"/> Partial (DD/YY)		<input type="checkbox"/> Trans M-F
	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Client doesn't know		<input type="checkbox"/> Trans F-M
	<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Client refused		<input type="checkbox"/> Refused
	<input type="checkbox"/> Refused	<input type="checkbox"/> Data Not Collected		<input type="checkbox"/> Other
	<input type="checkbox"/> Data Not Collected			

3) \_\_\_\_\_

<b>First Name*:</b>	<b>Last Name*:</b>	<b>Birth Date*:</b>	<b>Age:</b>	<b>Gender*:</b>
<b>Relationship to Head of Household*</b>				
<input type="checkbox"/> Child	<input type="checkbox"/> Grandchild	<input type="checkbox"/> Full DOB		<input type="checkbox"/> Male
<input type="checkbox"/> Step Child	<input type="checkbox"/> Other Non-Relative	<input type="checkbox"/> Partial (MM/YY)		<input type="checkbox"/> Female
<input type="checkbox"/> Foster Child	<input type="checkbox"/> Unknown	<input type="checkbox"/> Partial (DD/YY)		<input type="checkbox"/> Trans M-F
	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Client doesn't know		<input type="checkbox"/> Trans F-M
	<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Client refused		<input type="checkbox"/> Refused
	<input type="checkbox"/> Refused	<input type="checkbox"/> Data Not Collected		<input type="checkbox"/> Other
	<input type="checkbox"/> Data Not Collected			

4) \_\_\_\_\_

<b>First Name*:</b>	<b>Last Name*:</b>	<b>Birth Date*:</b>	<b>Age:</b>	<b>Gender*:</b>
<b>Relationship to Head of Household*</b>				
<input type="checkbox"/> Child	<input type="checkbox"/> Grandchild	<input type="checkbox"/> Full DOB		<input type="checkbox"/> Male
<input type="checkbox"/> Step Child	<input type="checkbox"/> Other Non-Relative	<input type="checkbox"/> Partial (MM/YY)		<input type="checkbox"/> Female
<input type="checkbox"/> Foster Child	<input type="checkbox"/> Unknown	<input type="checkbox"/> Partial (DD/YY)		<input type="checkbox"/> Trans M-F
	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Client doesn't know		<input type="checkbox"/> Trans F-M
	<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Client refused		<input type="checkbox"/> Refused
	<input type="checkbox"/> Refused	<input type="checkbox"/> Data Not Collected		<input type="checkbox"/> Other
	<input type="checkbox"/> Data Not Collected			

5) \_\_\_\_\_

<b>First Name*:</b>	<b>Last Name*:</b>	<b>Birth Date*:</b>	<b>Age:</b>	<b>Gender*:</b>
<b>Relationship to Head of Household*</b>				
<input type="checkbox"/> Child	<input type="checkbox"/> Grandchild	<input type="checkbox"/> Full DOB		<input type="checkbox"/> Male
<input type="checkbox"/> Step Child	<input type="checkbox"/> Other Non-Relative	<input type="checkbox"/> Partial (MM/YY)		<input type="checkbox"/> Female
<input type="checkbox"/> Foster Child	<input type="checkbox"/> Unknown	<input type="checkbox"/> Partial (DD/YY)		<input type="checkbox"/> Trans M-F
	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Client doesn't know		<input type="checkbox"/> Trans F-M
	<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Client refused		<input type="checkbox"/> Refused
	<input type="checkbox"/> Refused	<input type="checkbox"/> Data Not Collected		<input type="checkbox"/> Other
	<input type="checkbox"/> Data Not Collected			

**VI SPDAT Enrollment Add/Edit**

Program Entry Date\*: \_\_\_\_\_

Program (County)\*: \_\_\_\_\_

Provider\*: \_\_\_\_\_

Restricted Information\*  Shared  Not Shared

**General Information/Consent**

Family Or Individual\* (HMIS Self Populates) \_\_\_\_\_

Interviewer's Name\*: \_\_\_\_\_

Staff

Survey Date and Time\*: \_\_\_\_\_

Position\*:  Team  Volunteer

Interview location\*: \_\_\_\_\_

Has Consented to Participate\*:  Yes  No

Is there a second parent currently part of the household? \*  Yes  No

Second Parent's Name\*: \_\_\_\_\_

**Children**

1. How many children under the age of 18 are currently with you?\* \_\_\_\_\_  Answered  Refused

2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?\* \_\_\_\_\_  Answered  Refused

3. Is any member of the family currently pregnant?\*  Yes  No  Refused

**A. Housing**

5. Where do you and your family sleep most frequently?\*

- Shelters
- Transitional Housing
- Safe Haven
- Outdoors
- Refused
- Other \_\_\_\_\_

6. How long has it been since you and your family lived in permanent stable housing (in months)?\* \_\_\_\_\_  Answered  Refused

7. In the last three years, how many times have you and your family been homeless?\* \_\_\_\_\_  Answered  Refused

**B. Risks**

**For 8a-8d -- In the past six months, how many times have you or anyone in your family:**

8a. received health care at an emergency department/room?\* \_\_\_\_\_  Answered  Refused

8b. taken an ambulance to the hospital?\* \_\_\_\_\_  Answered  Refused

8c. been hospitalized as an inpatient?\* \_\_\_\_\_  Answered  Refused

8d. used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?\* \_\_\_\_\_  Answered  Refused

**B. Risks (Continued)**

**For 8e and 8f -- In the past six months, how many times have you or anyone in your family:**

- |                                                                                                                                                                                                           |                                                                                                          |                                                                                                                                                                                                                                             |                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <p>8e. talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along?*</p>                 | <p><input type="checkbox"/> Answered<br/><input type="checkbox"/> Refused</p>                            | <p>8f. stayed 1 or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?*</p>                                            | <p><input type="checkbox"/> Answered<br/><input type="checkbox"/> Refused</p>                            |
| <p>9. Have you or anyone in your family been attacked or beaten up since they've become homeless?*</p>                                                                                                    | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> | <p>10. Have you or anyone in your family threatened to or tried to harm yourself or anyone else in the last year?*</p>                                                                                                                      | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |
| <p>11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live?*</p> | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> | <p>13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that?*</p> | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |
| <p>12. Does anybody force or trick you or anyone in your family to do things that you do not want to do?*</p>                                                                                             | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |                                                                                                                                                                                                                                             |                                                                                                          |

**C. Socialization**

- |                                                                                                                                                                                                                       |                                                                                                          |                                                                                                                                                                                              |                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <p>14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?*</p>                                                   | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> | <p>15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?*</p>                     | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |
| <p>16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?*</p>                                                                                 | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> | <p>17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?*</p> | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |
| <p>18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted?*</p> | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |                                                                                                                                                                                              |                                                                                                          |

**D. Wellness**

- |                                                                                                                                                                               |                                                                                                          |                                                                                                                                                                                                   |                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <p>19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?*</p>  | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> | <p>20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?*</p>                                                                     | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |
| <p>21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?*</p> | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> | <p>22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?*</p> | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |



**D. Wellness (Continued)**

- |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                                                                                                                      | <p>24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                                                                       |
| <p>25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                                                                                                                         | <p>26a. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of a mental health issue or concern?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                                     |
| <p>26b. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of a past head injury?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                                            | <p>26c. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of a learning disability, developmental disability, or other impairment?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |
| <p>27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                                                         | <p>28. Does any single member of your household have a medical condition, mental health concerns, and experience with problematic substance use?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                                                                                         |
| <p>29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                                                                                 | <p>30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p>                                                                                                               |
| <p>31. Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |                                                                                                                                                                                                                                                                                                                                                        |

**E. Family Unit**

- |                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>32. Are there any children that have been removed from the family by a child protection service within the last 180 days?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>  | <p>33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> |
| <p>34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p> | <p>35. Has any child in the family experienced abuse or trauma in the last 180 days?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                                                                                            |
| <p>36. IF THERE ARE SCHOOL-AGED CHILDREN: Do your children attend school more often than not each week?*</p> <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No<br/><input type="checkbox"/> Refused</p>                       |                                                                                                                                                                                                                                                                                               |



**E. Family Unit (Continued)**

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?\*

- Yes
- No
- Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?\*

- Yes
- No
- Refused

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?

- Yes
- No
- Refused

40a. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult 3 or more hours per day for children aged 13 or older?\*

- Yes
- No
- Refused

40b. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult 2 or more hours per day for children aged 12 or older?\*

- Yes
- No
- Refused

41. Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?\*

- Yes
- No
- Refused

**Additional Follow-Up Questions**

**Survey Region\***

- |                                      |                                                                 |                                       |                                                                           |
|--------------------------------------|-----------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Kohala      | <input type="checkbox"/> Zone 1: Hanapepe, Waiimea, Kekaha      | <input type="checkbox"/> Central Maui | <input type="checkbox"/> Downtown Honolulu - Salt Lake to Piikoi St       |
| <input type="checkbox"/> Honokaa     | <input type="checkbox"/> Zone 2: Koloa; Poipu                   | <input type="checkbox"/> Lower Waiehu | <input type="checkbox"/> East Honolulu: Piikoi St. to Hawaii Kai, Waikiki |
| <input type="checkbox"/> Laupahoehoe | <input type="checkbox"/> Zone 3: Lihue                          | <input type="checkbox"/> Lahaina      | <input type="checkbox"/> Ewa - Aiea to Kapolei                            |
| <input type="checkbox"/> Hilo        | <input type="checkbox"/> Zone 4: Anahola, Kapas                 | <input type="checkbox"/> Kihei        | <input type="checkbox"/> Windward: Kaneohe to Waimanalo                   |
| <input type="checkbox"/> Waianaka    | <input type="checkbox"/> Zone 5: Haena, Hanalei, Kilauea, Anini | <input type="checkbox"/> Hana         | <input type="checkbox"/> Upper Windward Kahaluu to Kahuku                 |
| <input type="checkbox"/> Keaau       |                                                                 |                                       | <input type="checkbox"/> North - Wahiawa to North Shore                   |
| <input type="checkbox"/> Pahoa       |                                                                 |                                       | <input type="checkbox"/> Waianae Coast                                    |
| <input type="checkbox"/> Kau         |                                                                 |                                       |                                                                           |
| <input type="checkbox"/> Konawaena   |                                                                 |                                       |                                                                           |
| <input type="checkbox"/> Kealahou    | <input type="checkbox"/> Other _____                            |                                       |                                                                           |

**Where do you usually go for healthcare or when you're not feeling well?\***

- |                                               |                                                                    |                                                             |
|-----------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Hospitals:           | <i>For Oahu Only, please select</i>                                | <input type="checkbox"/> Kapiolani/Pali Momi Medical Center |
|                                               | <input type="checkbox"/> Castle Medical Center                     | <input type="checkbox"/> Straub Clinic and Hospital         |
|                                               | <input type="checkbox"/> Kaiser Medical Center Honolulu/Moanalua   | <input type="checkbox"/> Queens Medical Center              |
| <input type="checkbox"/> Clinics:             | <i>For Oahu Only, please select</i>                                | <input type="checkbox"/> Waikiki Health Center              |
|                                               | <input type="checkbox"/> Kalihi Palama Health Center               | <input type="checkbox"/> Waimanalo Health Center            |
|                                               | <input type="checkbox"/> Waianae Coast Comprehensive Health Center |                                                             |
| <input type="checkbox"/> VA                   |                                                                    |                                                             |
| <input type="checkbox"/> Other:               | Specify: _____                                                     |                                                             |
| <input type="checkbox"/> Does Not Go For Care |                                                                    |                                                             |

**Additional Follow-Up Questions (Continued)**

Where did you live prior to becoming homeless?\*  Oahu  Kauai  U.S. Mainland (State) \_\_\_\_\_  
 Hawaii Island  Molokai  Other \_\_\_\_\_  
 Maui  Lanai

Have you or anyone in your household served in the U.S. military?\*  Yes  No

Which war/war era?\*  Persian Gulf Era (August 1991 – Present)  World War II (September 1940 – July 1947)  
 Post Vietnam (May 1975 – July 1991)  Post September 11, 2001 (September 11, 2001 -Present)  
 Vietnam Era (August 1964 – April 1975)  Between Korean and Vietnam War (Feb 1955– July 1964)  Afghanistan/Iraq  
 Korean War (June 1950 – January 1955)  Don't know  
 Between WWII and Korean War (Aug 1947 – May 1950)  Won't answer  
 Other

What was your discharge status?\*  Honorable  Uncharacterized  
 General under honorable  Client doesn't know  
 Under other than honorable conditions  Client Refused  
 Bad conduct  Data not collected  
 Dishonorable

What kind of insurance do you have?\*  Medicaid  Medicare  Private Insurance  
 VA  None  
 Other \_\_\_\_\_

Surveyor: Is this client a verified user of emergency services?\*  Yes  No  Client doesn't know  
 Refused  Data Not Collected

Surveyor: Is the client a verified frequent user of high level mental health services (MH-1)?\*  Yes  No  Client doesn't know  
 Refused  Data Not Collected

Is there a phone number where someone can safely get in touch with you or leave you a message? \_\_\_\_\_

Is there an email where someone can safely get in touch with you or leave a message? Confirm this email \_\_\_\_\_

On a regular day, where is it easiest to find you? \_\_\_\_\_

What time of day is it easiest to do so?  Morning (8 am – Noon)  Evening (4 – 8 pm)  
 Specific Time \_\_\_\_\_  Afternoon (Noon – 4pm)  Night (8 pm – 12 pm)

Ok, I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?  Yes  No  
 Client doesn't know  
 Refused  
 Data Not Collected

Appendix E: The Prevention VI-SPDAT

Appendix F: The TAY-VI-SPDAT

## Appendix G: The Full SPDAT Process

While the VI-SPDAT is a pre-screen or triage tool that looks to confirm or deny the presence of more acute issues or vulnerabilities, the SPDAT (or "full SPDAT" or "full SPDAT for individuals") is an assessment tool looking at the depth or nuances of an issue and the degree to which housing may be impacted.

To provide a safety net for individuals who are presumed to be highly vulnerable but score too low on the VI-SPDAT to qualify for permanent supportive housing, those individuals would be recommended for full SPDAT assessment. The primary reason for recommending a SPDAT are when the individual being assessed under or over-reports what the Assessor observes or knows through outside observation.

By allowing for assessors to spend the time to complete this more in-depth analysis, the small set of individuals whose full depth of vulnerability may not be reflected within their VI-SPDAT assessment may still be considered for street outreach or housing assignments. In a subset of these very limited instances, it is possible for a full SPDAT to produce different results than the VI-SPDAT because it is a multi-method assessment that incorporates more comprehensive outside information than the primarily self-reported information collected through the VI-SPDAT. Those who have received a full SPDAT assessment will periodically be reviewed through case conferencing and housing match processes.

In instances where individuals have both a full SPDAT and VI-SPDAT assessment, whenever possible, referral for housing placement will prioritize the full SPDAT and not solely the VI-SPDAT score.

For additional information on the SPDAT for families, visit:

<http://everyonehome.org/wp-content/uploads/2016/02/F-SPDAT-2.0-Families.pdf>

For training, tools, or additional information about products related to the SPDAT, visit:

<http://orgcode.nationbuilder.com/>

## Appendix H: Forms/Sample Documents

- 1. Chronic Homelessness Documentation Checklist**
- 2. Verification of Disability**
- 3. Verification of Income**

# 1. Chronic Homelessness Documentation Checklist

## Chronic Homelessness Documentation Checklist

*An individual is defined by HUD as "Chronically Homeless" if they have a disability and have lived in a shelter, safe haven, or place not meant for human habitation for 12 continuous months or for 4 separate occasions in the last three years (must total 12 months). Breaks in homelessness, while the individual is residing in an institutional care facility will not count as a break in homelessness. Additionally, an individual who is currently residing in an institutional care facility for less than 90 days and meets the above criteria for chronic homelessness may also be considered chronically homeless. Lastly, a family with an adult/minor head of household who meets the above mentioned criteria may also be considered chronically homeless, despite changes in family composition (unless the chronically homeless head of household leaves the family).*

<b>Client Name:</b>	<b>Date of Birth:</b>
<b>Number in Household:</b>	<b>Client Head of Household:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part 1: Current Housing Status</b>	
<i>Client must currently be in one of these locations in order to be considered chronically homeless.</i>	
<b>Client is currently residing:</b>	
<input type="checkbox"/> In Emergency Shelter <input type="checkbox"/> On the Streets/Place not Meant for Human Habitation <input type="checkbox"/> In the Safe Haven <input type="checkbox"/> In an Institutional Care Facility (Where they have been for fewer than 90 days)	
<b>Start Date:</b> _____	<b>End Date:</b> _____
<b>Location Name/Address:</b>	
<b>Current Housing Status Notes:</b>	
Chronic Homelessness Documentation Checklist - Page 1 of 4	

Month # 3	Month # 4	Month # 5	Month # 6	Month # 7	Month # 8	Month # 9	Month # 10	Month # 11	Month # 12
<input type="checkbox"/> Streets <input type="checkbox"/> Shelter <input type="checkbox"/> Safe Haven <input type="checkbox"/> Inst. <input type="checkbox"/> (<90 days) <input type="checkbox"/> HMIS <input type="checkbox"/> Obsv. By <input type="checkbox"/> Outreach <input type="checkbox"/> Comp. <input type="checkbox"/> Database <input type="checkbox"/> Discharge <input type="checkbox"/> Paperwork <input type="checkbox"/> Referral <input type="checkbox"/> Self-Cert. <input type="checkbox"/> Staff <input type="checkbox"/> Doc. of <input type="checkbox"/> Situation <input type="checkbox"/> Doc. of <input type="checkbox"/> steps to <input type="checkbox"/> obtain <input type="checkbox"/> evidence <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Streets <input type="checkbox"/> Shelter <input type="checkbox"/> Safe Haven <input type="checkbox"/> Inst. <input type="checkbox"/> (<90 days) <input type="checkbox"/> HMIS <input type="checkbox"/> Obsv. By <input type="checkbox"/> Outreach <input type="checkbox"/> Comp. <input type="checkbox"/> Database <input type="checkbox"/> Discharge <input type="checkbox"/> Paperwork <input type="checkbox"/> Referral <input type="checkbox"/> Self-Cert. <input type="checkbox"/> Staff <input type="checkbox"/> Doc. of <input type="checkbox"/> Situation <input type="checkbox"/> Doc. of <input type="checkbox"/> steps to <input type="checkbox"/> obtain <input type="checkbox"/> evidence <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Streets <input type="checkbox"/> Shelter <input type="checkbox"/> Safe Haven <input type="checkbox"/> Inst. <input type="checkbox"/> (<90 days) <input type="checkbox"/> HMIS <input type="checkbox"/> Obsv. By <input type="checkbox"/> Outreach <input type="checkbox"/> Comp. <input type="checkbox"/> Database <input type="checkbox"/> Discharge <input type="checkbox"/> Paperwork <input type="checkbox"/> Referral <input type="checkbox"/> Self-Cert. <input type="checkbox"/> Staff <input type="checkbox"/> Doc. of <input type="checkbox"/> Situation <input type="checkbox"/> Doc. of <input type="checkbox"/> steps to <input type="checkbox"/> obtain <input type="checkbox"/> evidence <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Streets <input type="checkbox"/> Shelter <input type="checkbox"/> Safe Haven <input type="checkbox"/> Inst. <input type="checkbox"/> (<90 days) <input type="checkbox"/> HMIS <input type="checkbox"/> Obsv. 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Please detail and attach.

<p><b>Part 3: Disability Status</b></p> <p><i>The term homeless individual with a disability' means an Individual who is homeless, as defined in section 103, and has a disability that</i></p> <ul style="list-style-type: none"> <li>• <i>Is expected to be long-continuing or of indefinite duration;</i> <ul style="list-style-type: none"> <li>◦ <i>Substantially impedes the individual's ability to live independently;</i></li> <li>◦ <i>Could be improved by the provision of more suitable housing conditions; and</i></li> <li>◦ <i>Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury;</i></li> </ul> </li> <li>• <i>Is a developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or</i></li> <li>• <i>Is the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agency for acquired immunodeficiency syndrome.</i></li> </ul> <p>The head of household has been diagnosed with one or more of the following (check all that apply):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Substance use disorder</li> <li><input type="checkbox"/> Serious mental illness</li> <li><input type="checkbox"/> Developmental disability</li> <li><input type="checkbox"/> Post-traumatic stress disorder</li> <li><input type="checkbox"/> Cognitive impairments resulting from brain injury</li> <li><input type="checkbox"/> Chronic physical illness or disability</li> <li><input type="checkbox"/> Other:</li> </ul> <p>Documentation Attached:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written verification of the disability from a licensed professional;</li> <li><input type="checkbox"/> Written verification from the Social Security Administration;</li> <li><input type="checkbox"/> The receipt of a disability check; or</li> <li><input type="checkbox"/> Intake staff-recorded observation of disability that, no later than 45 days from the application for assistance, accompanied by supporting evidence.</li> </ul> <p>Disability Notes:</p>
<p><b>Chronic Homelessness Documentation Checklist - Page 3 of 4</b></p>

<b>Part 4: Staff and Client Certifications</b>
------------------------------------------------

<p><b>Client Certification:</b></p> <p><i>To the best of my knowledge and ability, all the information provided in this document is true and complete. I also understand that any misrepresentation or false information may result in my participation being cancelled or denied, or in termination of assistance. It is my responsibility to notify _____ of any changes in my housing status or address in writing during program participation and I understand that my application may be cancelled if I fail to do so.</i></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Client Name: (Printed)</b>	<b>Client Signature:</b>	<b>Date:</b>
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<p><b>Staff Certification:</b></p> <p><i>To the best of my knowledge and ability, all of the information and documentation used in making this eligibility determination is true and complete.</i></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Staff Name: (Printed)</b>	<b>Staff Signature:</b>	<b>Date:</b>
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<b>Staff Role:</b>	<b>Agency:</b>
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## 2. Verification of Disability

Note: This SAMPLE is of a copyrighted document and is for information ONLY.

**REQUEST FOR VERIFICATION  
HAWAII COUNTY HOUSING AGENCY  
APRIL 10, 2017**

Tenant ID \_\_\_\_\_

The person named below to the right has applied for Federal Housing Assistance and has authorized verification of their income, assets, and expenses. Should you have any questions, please call at \_\_\_\_\_

Please complete the section below and return this form to the HAWAII COUNTY HOUSING AGENCY, Hilo, 1990 Kino'ole Street, Suite 105, Hilo, HI 96720 West HI Civic Center 74-5644 Aiea Kaeohokaloie Hwy, Bldg B, 2nd Flr Kailua Kona, HI 96740 by 4/24/2017. You may fax the completed form to Hilo (808) 959-6308 Kona (808) 323-4301

**Disability Verification**

Can the above referenced individual be considered disabled in accordance with any of the definitions below?

The Department of Housing and Urban Development defines a disabled person in 4 ways:

- Yes  No 1. A disabled person is one with an inability to engage in any substantial gainful activity because of any physical or mental impairment that is expected to result in death or has lasted or can be expected to last continuously for at least 12 months, or for a blind person at least 55 years old. Inability because of blindness to engage in any substantial gainful activities comparable to those in which the person was previously engaged with some regularity and over a substantial period.
- Yes  No 2. A developmentally disabled person is one with a severe chronic disability that:
- a. is attributable to a mental and/or physical impairment;
  - b. as manifested before age 22;
  - c. is likely to continue indefinitely;
  - d. results in substantial functional limitations in three or more of the following areas: capacity for independent living, self-care, receptive and expressive language; learning; mobility; self-direction; and economic self-sufficiency; AND
  - e. requires special interdisciplinary or generic care treatment, or other services which are of extended or lifelong duration and are individually planned or coordinated.
- Yes  No 3. A disabled person is also one who has a physical, emotional or mental impairment that:
- a. is expected to be long-continued or indefinite duration;
  - b. substantially impedes the person's ability to live independently;
  - c. is such that the person's ability to live independently could be improved by more suitable housing conditions. This does not include a person whose disability is based solely on any drug or alcohol dependence.
- Yes  No 4. Is the above a person whose disability is based solely on any drug or alcohol dependence (the person has no other disability which meets the above definition).

Thank you for your time and assistance.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Telephone No. \_\_\_\_\_

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SH 4/10/2017 Page 1

### 3. Verification of Income

**Whoops! Couldn't find the correct document.**

Appendix I: BTG CES Access Points

Bridging the Gap offers a "no wrong door" approach with multiple access points that include primary (outreach) providers and secondary access points for subpopulations and expanded access.

Bridging the Gap CES Access Points		
Hawai'i County	Kaua'i County	Maui County
<p>Primacy Access Point:  <b>Hope Services Hawai'i</b>                      296 Kilauea Avenue, Hilo,                      HI 96720                      Emergency shelter, outreach,                      other services.                      Phone: 808 935-3050</p>	<p>Primacy Access Point:  <b>Kaua'i Economic Opportunity, Inc. (KEO)</b>                      2804 Wehe Rd, Līhu'e                      Emergency shelter, outreach,                      other services.                      Phone: 808 245-4077</p>	<p>Primary Access Point:  <b>Maui Family Life Center</b>                      95 S Kane St., Kahului, HI                      96732                      Emergency shelter,                      outreach, other services.                      Phone: (808) 877-0880</p>
<p>Additional Access Points:  <b>Catholic Charities Hawai'i</b>                      Phone: 808</p>	<p>Additional Access Points:  <b>Family Life Center</b>                      Phone: 808 268-9507 or 808-446-2570   <b>Catholic Charities Hawai'i</b>                      Phone: 808 632-6951 or                      808 632-6953   <u><b>Youth:</b></u>  <b>Hale 'Opio</b>                      Phone: 808 245-2873   <u><b>Domestic Violence:</b></u>  <b>YWCA Kaua'i</b>  <b>24-Hour Crisis Line:</b>  <b>808 245-6362</b>                      Family Violence Shelter:                      808 245-8404   <u><b>Veterans:</b></u>  <b>US Veterans Initiative (US Vets)</b>                      Phone: 808 476-0645 or 808 476-0457</p>	<p>Additional Access Points:  <b>Catholic Charities Hawai'i</b>                      Phone: 808</p>
<b>For Additional Information, contact:</b>		
<p>Community Access Partners (CAP)</p>	<p>Kaua'i Community Alliance (KCA)</p>	<p>Maui Homeless Alliance (MHA)</p>
<p>Sharon Hirota:                      808-                      sharon.hirota@hawaiicounty.gov</p>	<p>Sharon Graham:                      808 241-4427                      sgraham@kauai.gov</p>	<p>David Nakama:                      808-                      david.nakama@mauicounty.gov</p>

Appendix J: BTG Chapters and CES Leaders

<b>Bridging the Gap Chapters</b>		
<b>Hawai'i County</b>	<b>Kaua'i County</b>	<b>Maui County</b>
<b>Community Access Partners (CAP)</b>	<b>Kaua'i Community Alliance (KCA)</b>	<b>Maui Homeless Alliance (MHA)</b>
CAP meets the last Weds of every month. For information, contact Brandee @ (808) 938-3050	KCA meets the 2 <sup>nd</sup> Weds of every month. For information, contact Sharon @ (808) 241-4427	MHA meets the 3 <sup>rd</sup> Weds of every month. For information, contact Maude @ (808) 877-0880
<b>2017 Chapter Representatives to BTG Board</b>		
Brandee Menino	Sharon Graham	Maude Cumming
Beth Murph	Bricen Moritsugu	Thelma Akita-Kealoha
Lance Niimi	Debra de Luis	Jan Shishido
<b>2017 County Representative(s)</b>		
Lance Niimi	Sharon Graham	Jan Shishido
Sharon Hirota	Bricen Moritsugu	David Nakama
<b>2017 CES Chapter Leaders: County Housing Agency Managers of CES (Matching Local Consumer Referrals to Providers)</b>		
Sharon Hirota	Sharon Graham	David Nakama
BackUp: Lance Niimi	Backup: Bricen Moritsugu	Backup: Jan Shishido

**ATTACHMENT D**

**COUNTY PLANS TO ADDRESS  
HOMELESS AND OTHER SPECIAL NEEDS  
POPULATIONS**

**and**

**PARTNER AGENCIES  
(Facilities and Services)**

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



## **COUNTY PLANS TO ADDRESS HOMELESS AND OTHER SPECIAL NEEDS POPULATIONS**

### **County of Hawaii**

Chronic homelessness is a priority of the County of Hawaii's (County) Administration. The County is a member with leadership standing in the Community Alliance Partners (CAP), the local chapter of the Continuum of Care (CoC). Additionally, the County representative actively participates in the Balance of State CoC (Bridging the Gap), and the Hawaii Interagency Council on Homelessness.

In 2017, the County's major project was a collaborative effort with Hope Services, Parks and Recreation Department, and other community partners to facilitate the relocation of the homeless from the Old Kona Airport to available shelter inventory at that time. Once available shelter space was filled, Mayor Harry Kim, through an emergency proclamation, sanctioned an emergency site currently called Camp Kikaha. Since its inception in August of 2017, Camp Kikaha has served as a temporary emergency shelter/village, created to stabilize, strengthen and facilitate transition of the homeless to higher level housing opportunities. The camp started with a total of 30 people from the Old Airport who asked to be housed at our shelter. A total of 50 people came through or exited the camp since its inception. Thirty-two percent (16 campers) currently reside at the camp and are being encouraged to accept housing placement as it becomes available. Of these campers, five are currently employed part-time. Ten campers from Camp Kikaha successfully availed themselves of placement in the West Hawai'i Emergency Housing Program (WHEHP) after a period of stabilization. Of these 10 campers, two were permanently housed and another two are awaiting permanent housing placement. One camper got into residential treatment and another returned to live with family.

Working at the local level of the CoC, the County recently developed its Plan to Address Homelessness in the context of CAP's Strategic Plan. In this plan, the County plans to take the lead in the following priority projects:

1. Assist CAP to manage and improve the Homeless Management Information System (HMIS), e.g. including Geographic Information System (GIS) mapping in the Point in Time survey.
2. Pilot a temporary employment program for the homeless.
3. Develop an assessment center (with emergency shelter), initially for the west side and subsequently for the east side of our island.
4. Assist CAP to increase transitional Shelter resources for families.
5. County plans to increase permanent housing supply: support tax-credit projects; revise property tax credits for affordable housing; facilitate accessory dwelling units; and regulate vacation rentals.
6. The County has submitted and will lobby for the passage of HB2461. This bill is requesting \$2.7 million in much-needed funds for our proposed Homeless Villages and Assessment Centers for West and East Hawai'i. We have learned tremendously from our experience with Camp Kikaha in Kona. Our plan now is to develop a larger site on approximately 15 acres, referred to as Village 9 in Kealakehe. It will utilize the following:
  - a. The evidenced-based success of the current Kaka'ako Family Assessment Center, connecting people with services based on need through a one-stop center;

- b. The village concept, creating a sense of belonging and 'ohana among the people living on the site;
- c. Utilization of alternative shelter types that can serve as emergency shelters, as well as permanent housing.
- d. Self-sufficiency for our homeless population is our goal.

Once Village 9 opens, the County plans to implement a second assessment center/village in the Hilo/East Hawai'i area.

In 2017, the County continued with its Rural Outreach Services Initiative and partnered with monthly food distribution organizers to allow the delivery of services and resources to individuals and families who benefited from the food distributions.

In November 2017, the construction of the Moholuli Senior Residences – Phase II, a project consisting of thirty (30) rental units designated for individuals 62+ of age was completed. The eligible families took occupancy of the units in early December 2017. The construction of the Kamakana Villages, a project consisting of 170 affordable rental units for families and seniors was completed. Eligible families and seniors began taking occupancy of the units in early November 2017.

In January 2018, the County submitted an application for HOME Funds for continued funding for its Tenant Based Rental Assistance (TBRA) program. The TBRA program is administered like the Housing Choice Voucher (Section 8) Program and offers application preference consideration for those experiencing homelessness or are at risk of becoming homeless.

## **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:

Kauai County's HOME program, in partnership with Kauai Community Alliance (KCA), will continue to implement its 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.

Kauai County, in partnership with Kauai Community Alliance and the Kauai Board of Realtors, will hold another landlord summit on Kauai after successfully holding its first landlord summit in 2017. It is anticipated that the landlord summit will be held between June and August 2018. The landlord summit will:

1. Educate landlords on the Section 8 Housing Choice Voucher Program;
2. Educate landlords on community and agency programs and resources;
3. Discuss strategies on loss mitigation funds for landlords;
4. Discuss strategies on accessibility for landlords; and
5. Discuss strategies on case management for tenants.

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.

Kauai County's Section 8 Housing Choice Voucher (HCV) program will continue to issue vouchers to income qualifying families. The program established a new waitlist in Fall 2017 comprised of 450 families. It is anticipated that approximately 150 families will be drawn each quarter in 2018. HCV efforts will utilize revised preferences that were adopted in a revision to the HCV Administrative Rules on August 1, 2017. The revised preferences were adopted to contribute to the County's efforts to reduce homelessness and comprise (in order of hierarchy):

1. Any family that has been terminated from Kauai County's HCV program due to insufficient program funding.
2. Any family participating in Kauai County's TBRA program.
3. Any family who is considered to be living in place in an existing rental unit in Kauai County, but not currently on the HCV program.
4. Any family who is certified as being currently homeless in Kauai County by a homeless service provider, homeless shelter or participating agency in the CoC.
5. Any family who resides in Kauai County or includes a family member who works, or has been notified that they are hired to work in Kauai County.

Active CoC agencies (Family Life Center and Catholic Charities Hawai'i) operate programs targeting homeless consumers, including Housing First, Rapid Re-Housing, Emergency Solutions Grant, Housing Placement Program, and Statewide Homeless Emergency Grants. Kauai County provides the linkages between most of these programs and consumers through the Coordinated Entry System.

## **County of Maui**

The County of Maui (COM) is a member with leadership standing in the Maui Homeless Alliance (MHA), 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 (serving victims of domestic violence). The COM also provides funding for Emergency Case Management, Hale Kau Kau (food service), and related support services programs.

The Maui County Homeless Programs Division is charged with the administration of the Coordinated Entry System (CES) within the county. Working closely with the partner agencies, the COM Homeless Programs Division acts as the hub, assigning homeless clients on a by-name list by priority to the appropriate agencies.

The COM Homeless Programs Division has also created and implemented an interdepartmental eight (8) step Compassionate Action Plan (CAP) to address homeless encampments. COM Homeless Programs has also been working to create and implement an action plan with agencies that provide services to our homeless population, who are directly impacted by the CAP. COM Homeless Programs Division continues to seek support for our community's most vulnerable and chronically homeless families and individuals by building capacity throughout our county.

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

1. Ease restrictions on single family lots.
2. Upgrade zoning from single-family to multi-family residential usage in appropriate areas.
3. Enforce short-term rentals/transient vacation rental (TVR) codes.
4. Allow accessory dwellings on small lots for affordable rentals.

## **PARTNER AGENCIES (FACILITIES AND SERVICES)**

### **HEALTH**

#### ***Hawaii:***

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

#### ***Kauai:***

- Kaua'i Community Health Center
- Malama Pono
- Department Of Health Public Nursing
- Kaua'i Medical Reserve Corps
- Aloha Care
- First Vitals Health and Wellness
- Wilcox Hospital (Pharmacy)
- CHOW Project
- Mental Health Kōkua
- Hale 'Opio

#### ***Maui:***

- Aloha House
- Behavioral Health Services of Maui
- CHOW Program
- Community Clinic of Maui
- Department of Health, Dr. Lorrin Pang
- Family Health Services Division, Maui DHO
- Hana Health Center
- Hui No Ke Ola Pono
- Maui AIDS Foundation
- MCC Health Center
- Maui Public Health Nurse
- Mental Health Kokua
- Maui Memorial Medical Center
- Mental Health of America – Maui Branch

## **LAW ENFORCEMENT / LEGAL AID**

### ***Hawaii***

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

### ***Kauai***

- Legal Aid Society
- Volunteer Legal Services Hawai'i
- 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***

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

## **EDUCATION SERVICES**

### ***Hawaii***

- University of Hawaii, Hilo

### ***Kauai***

- Kaua'i Community College
- McKinley Community School for Adults

### ***Maui***

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

## **EMPLOYMENT SERVICES**

### ***Hawaii***

- Hawaii County Research and Development

### ***Kauai***

- American Job Center-Kauai Branch.
- Alu Like: Employment & Training
- Department of Vocational Rehabilitation

- Disability Resource Center

***Maui***

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

**YOUTH SERVICES**

***Hawaii***

- Salvation Army Family Intervention Services

***Kauai:***

- Hale Opio
- ALU LIKE

***Maui***

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

**FOOD**

***Hawaii***

- Under His Wing Ministries

***Kauai***

- Kaua'i Independent Food Bank
- Hawai'i Food Bank, Kaua'i Branch
- The Salvation Army

***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
- Salvation Army
- The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

## **VETERAN SERVICES**

### ***Hawaii***

- Salvation Army Family Intervention Services

### ***Kauai:***

- Hale Opio
- Veteran's Affairs
- Catholic Charities Hawai'i
- Mental Health Kokua (in partnership with U.S. Vets)

### ***Maui***

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

# **ATTACHMENT E**

## **EMERGENCY SOLUTIONS GRANT**

### **Standards for Providing Assistance**

### **Outcome Measures for Outreach, Shelter, Rapid Re-housing and Housing First**

Referenced in

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

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



## **Emergency Solutions Grant Standards for Providing Assistance**

### **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.

## **Outcome Measures**

### **Outcome measures for Homeless Outreach are as follows:**

1. Provider is responsible for placing 30% of Participants into permanent housing and 50% into temporary housing annually.
2. Less than 15% of Participants return to Homelessness within 2 years.
3. At least 15% of Participants increase earned income during a one-year reporting period.
4. At least 30% of Participants increase non-employment cash income during a one-year reporting period.
5. At least 45% of Participants increase total income during a one-year reporting period.
6. Maintain average monthly program enrollment that is at least 90% of the contracted commitment.

### **Outcome measures Homeless Outreach, Legal Services are as follows:**

1. 90% of all Participants who applied for vital documents within a one-year reporting period will obtain them.
2. 90% of all Participants who applied for ID cards within a one-year reporting period will obtain them.
3. 90% of all Participants who enrolled in landlord/tenant education classes will successfully complete the class.
4. Maintain average monthly program enrollment that is at least 90% of the contracted commitment.

### **Outcome measures for emergency shelters are as follows:**

1. Occupancy/ bed utilization will average 85% of the point in time capacity during quarterly and one-year reporting periods.
2. 50% of the Participants will stay 60 days or less during a one year reporting period.
3. 30% of Participants, who exit during a one-year reporting period, will exit to a permanent housing location.
4. Less than 25% of Participants who exit to a permanent housing location return to Homelessness within 2 years.
5. 20% of Participants increase earned income during a one-year reporting period.
6. 30% of Participants increase non-employment cash income during a one-year reporting period.
7. 45% of Participants increase total income during a one-year reporting period.

### **Outcome measures for transitional shelters are as follows:**

1. Occupancy/ bed utilization will average 85% of the point in time capacity during quarterly and one-year reporting periods.

2. 50% of the Participants will stay 90 days or less during a one year reporting period.
3. 75% of Participants, who exit during a one-year reporting period, will exit to a permanent housing location.
4. Less than 15% of Participants who exit to a permanent housing location return to Homelessness within 2 years.
5. 20% of Participants increase earned income during a one-year reporting period.
6. 30% of Participants increase non-employment cash income during a one-year reporting period.
7. 50% of Participants increase total income during a one-year reporting period.

**Outcome measures for Rapid Re-housing are as follows:**

1. 80% of all Participants are placed in a permanent housing unit within 45 days of program entry.
2. 90% of all Participants who exit during a one-year reporting period, will exit to a permanent housing location.
3. Less than 15% of all Participants return to Homelessness within 2 years.
4. 30% of residents increase earned income during a one-year reporting period.
5. 20% of all Participants increase non-employment cash income during a one-year reporting period.
6. 40% of all Adults increase total income during a one-year reporting period.
7. Maintain average monthly program enrollment that is at least 90% of the contracted commitment.

**Outcome measures for Housing First are as follows:**

1. 90% of all Participants are placed in a permanent housing unit within 30 days of program entry.
2. 85% of all Participants remained in or exited to other permanent housing within a one-year reporting period.
3. Less than 15% of all Participants return to Homelessness within 2 years.
4. 10% of all Adults increase earned income during a one-year reporting period.
5. 20% of all Adults increase non-employment cash income during a one-year reporting period.
6. 25% of all Adults increase total income during a one-year reporting period.
7. Maintain average monthly occupancy that is at least 90% of the program's unit capacity.

**ATTACHMENT F**

**EMERGENCY SOLUTIONS GRANT (ESG)**

**Performance Measurement Module**

**Referenced in**  
**AP-90 Program Specific Requirements - 91.320(k)(1,2,3)**



# FY20XX - Performance Measurement Module (Sys PM)

## Summary Report for HI-500 - Hawaii Balance of State CoC

### Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

*Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.*

*Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.*

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH								
1.2 Persons in ES, SH, and TH								

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 20XX.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/20XX to 9/30/20XX. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH								
1.2 Persons in ES, SH, and TH								

## FY20XX - Performance Measurement Module (Sys PM)

### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO			%		%		%		%
Exit was from ES			%		%		%		%
Exit was from TH			%		%		%		%
Exit was from SH									
Exit was from PH			%		%		%		%
TOTAL Returns to Homelessness			%		%		%		%

## FY20XX - Performance Measurement Module (Sys PM)

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	20XX PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons			
Emergency Shelter Total			
Safe Haven Total			
Transitional Housing Total			
Total Sheltered Count			
Unsheltered Count			

#### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons			
Emergency Shelter Total			
Safe Haven Total			
Transitional Housing Total			

### Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

#### Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)			
Number of adults with increased earned income			
Percentage of adults who increased earned income	%	%	%

## FY20XX - Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)			
Number of adults with increased non-employment cash income			
Percentage of adults who increased non-employment cash income	%	%	%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)			
Number of adults with increased total income			
Percentage of adults who increased total income	%	%	%

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)			
Number of adults who exited with increased earned income			
Percentage of adults who increased earned income	%	%	%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)			
Number of adults who exited with increased non-employment cash income			
Percentage of adults who increased non-employment cash income	%	%	%

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)			
Number of adults who exited with increased total income			
Percentage of adults who increased total income	%	%	%

## FY20XX - Performance Measurement Module (Sys PM)

### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
<p>Universe: Person with entries into ES, SH or TH during the reporting period.</p> <p>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</p> <p>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)</p>			

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
<p>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</p> <p>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</p> <p>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)</p>			

### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 20XX.

## FY20XX - Performance Measurement Module (Sys PM)

### Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

#### Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach			
Of persons above, those who exited to temporary & some institutional destinations			
Of the persons above, those who exited to permanent housing destinations			
% Successful exits	%	%	%

#### Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited			
Of the persons above, those who exited to permanent housing destinations			
% Successful exits	%	%	%

#### Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH			
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations			
% Successful exits/retention	%	%	%