


# CITIZEN PARTICIPATION PLAN

A Plan for Citizen Input and Involvement in the Administration of Certain Programs  
for  
the U.S. Department of Housing and Urban Development

Revised March, 2018

Prepared by: State of Hawaii  
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Approved by:

  
\_\_\_\_\_  
Craig K. Hirai  
Executive Director  
Hawaii Housing Finance and Development Corporation

3/16/18  
\_\_\_\_\_  
Date



STATE OF HAWAII  
CITIZEN PARTICIPATION PLAN

In 1995, the U.S. Department of Housing and Urban Development (HUD) consolidated into a single submission the planning and application aspects of the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) formula grant programs with the requirements of the Comprehensive Housing Affordability Strategy (CHAS). The consolidated submission replaced the CHAS and formula grant programs application process. In 2016, HUD implemented its National Housing Trust Fund (HTF) program. The State's Hawaii Housing Finance and Development Corporation (HHFDC) assumed the lead role in developing the Consolidated Plan (CP), and incorporated the HTF program into its CP and subsequent annual action plans.

The consolidated planning process requires the State to follow a Citizen Participation Plan which describes the State's policies and procedures for citizen participation in the administration of the HOME, HTF, ESG, and HOPWA Programs or other HUD formula grant programs. The following presents the State's Citizen Participation Plan and incorporates the new HTF program.

A. Applicability and Adoption of the Citizen Participation Plan

1. Adoption of the Citizen Participation Plan

The State adopted a citizen participation plan on May 11, 2000; amended in August, 2004; amended in October, 2005; amended in September, 2006; amended in December, 2010; and is being amended in March 2018 to include the HTF program. The citizen participation plan sets forth the State's policies and procedures for citizen participation.

2. Encouragement of Citizen Participation

Citizens are encouraged to participate in the development of the CP and any substantial amendments to the CP, and the Performance Report. The involvement of citizens who may be affected by HOME, HTF, ESG, HOPWA, or other HUD formula grant program funded activities is encouraged, particularly low- and moderate-income persons living in slum and blighted areas and neighborhoods that are predominantly comprised of low- and moderate-income households.

3. Citizen and Local Government Comment on the Citizen Participation Plan and Amendments

Prior to the adoption of substantial amendments to the Citizen Participation Plan, the State will notify the public and units of general local government of the availability of a thirty (30) day comment period on proposed substantial amendments to the Citizen Participation Plan. A public notice will be published in a newspaper(s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated to depository libraries and the county housing agencies in order to solicit input on substantial amendments to the Citizen Participation Plan. (Exhibit A)

The public notice will provide the following information:

- a. A summary of the proposed amendments to the Citizen Participation Plan;
- b. Where copies of the draft Citizen Participation Plan are available for public viewing or may be obtained;
- c. The deadline for submitting public comments;
- d. How persons with special needs may request reasonable accommodations to participate (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least seven (7) business days prior to the end of the public comment period; and
- e. Phone numbers for interested citizens to call if they have questions.

A reasonable number of free copies will be made available upon request by contacting the HHFDC.

## B. Development of the Five Year Consolidated Plan

1. During the development of the CP, the State will consult with other public and private agencies that provide assisted housing, health services, social services, and local governments during the preparation of the CP. The State, in collaboration with the counties, will conduct at least one public hearing in each county to obtain the views of citizens on housing and homeless needs in their counties to be considered in the development of the CP.

At least fourteen (14) days prior to the public hearing(s), a public notice will be published in a newspaper(s) of general circulation; posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc); and disseminated along with informational packets to the depository libraries and county housing agencies (Exhibit B).

The public notice will inform the public of the following:

- a. The location, date and time of the public hearing(s);
- b. The purpose of the CP;
- c. The purpose of the public hearing;
- d. Where HOME, HTF, ESG and HOPWA program descriptions are available for public viewing or may be obtained;
- e. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least seven (7) business days prior to the public hearing(s); and
- f. Phone numbers for interested citizens to call if they have questions.

The informational packet will include the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income and the plans to minimize displacement of persons and to assist any persons displaced.

The public hearing(s) will be held at a location that is accessible to persons with disabilities and at a time and location convenient to potential and actual beneficiaries. The public hearing(s) may be conducted via videoconferencing.

2. Prior to the adoption of the CP, the State will notify the public and units of general local government of the availability of a thirty (30) day comment period for the draft CP. A public notice will be published in a newspaper (s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated along with the draft CP to the depository libraries and county housing agencies (Exhibit C). The public notice will provide the following information:
  - a. Where copies of the draft CP are available for public viewing or may be obtained;
  - b. The deadline for submitting public comments;
  - c. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least seven (7) business days prior to the end of the public comment period; and
  - d. Phone numbers for interested citizens to call if they have questions.

A reasonable number of free copies will be made available upon request by contacting the HHFDC.

3. The State will consider any comments or views of Hawaii residents, non-profit entities, and public and private entities in preparing the final CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the final CP.

#### C. Development of the Annual Action Plan

1. The State will consult with local governments and other interested parties in the development of the Annual Action Plan (AAP). The State, in collaboration with the counties, will conduct at least one public hearing in each county to obtain the views of citizens on housing and homeless needs in their counties to be considered in the development of the AAP.

At least fourteen (14) days prior to the public hearing(s), a public notice will be published in a newspaper(s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated along with informational packets to the depository libraries and county housing agencies (Exhibit D).

The public notice will inform the public of the following:

- a. The location, date and time of the public hearings(s);
- b. The purpose of the AAP;
- c. The purpose of the public hearing(s);

- d. The approximate amount of HOME, HTF, ESG and HOPWA formula grant funds that are anticipated to be available during the upcoming program year;
- e. Where HOME, HTF, ESG and HOPWA program descriptions are available for public viewing or may be obtained;
- f. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least seven (7) business days prior to the public hearing(s); and
- g. Phone numbers for interested citizens to call if they have questions.

The informational packet will include the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income, and the plans to minimize displacement of persons and to assist any persons displaced.

The public hearing(s) will be held at a location that is accessible to persons with disabilities and at a time and location convenient to potential and actual beneficiaries. The public hearing(s) may be conducted via videoconferencing.

2. Prior to the annual submittal of the State's Annual Action Plan to HUD, the State will notify the public and units of general local government of the availability of a thirty (30) day comment period for the draft AAP. A public notice will be published in a newspaper(s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated along with the draft AAP to the depository libraries and county housing agencies (Exhibit E). The public notice will provide the following information:
  - a. Where copies of the draft AAP are available for public viewing or may be obtained;
  - b. The deadline for submitting public comments;
  - c. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least seven (7) business days prior to the end of the comment period; and
  - d. Phone numbers for interested citizens to call if they have questions.

A reasonable number of free copies will be made available upon request by contacting the HHFDC.

3. The State will consider any comments or views of Hawaii Residents, non-profit entities, and public and private entities in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final AAP.

#### D. Development of the Consolidated Annual Performance and Evaluation Report (CAPER)

1. Prior to the annual submittal of the State's Consolidated Annual Performance and Evaluation Report (CAPER), the State will notify the public and units of general local government of the availability of a fifteen (15) day comment period for the draft CAPER. A public notice will be published in a newspaper(s) of general circulation, posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc), and disseminated along with the draft CAPER to the depository libraries and county housing agencies (Exhibit F). The public notice will provide the following information:
  - a. Where copies of the draft CAPER are available for public viewing or may be obtained;
  - b. The deadline for submitting public comments;
  - c. How persons with special needs may request reasonable accommodations to participate in the hearing(s) (e.g., large print, taped materials, sign language interpreter, or translator for non-English speaking participants) at least seven (7) business days prior to the public hearing(s); and
  - d. Phone numbers for interested citizens to call if they have questions.

A reasonable number of free copies will be made available upon request by contacting the HHFDC.

2. The State will consider any comments or views of citizens received in writing during the comment period in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final CAPER.

#### E. Amendments to the Consolidated Plan

1. Criteria for Amendment to the Consolidated Plan

Changes or amendments to the CP will occur if the State determines any change to be substantial. A substantial change includes a change in the method of distributing HOME, HTF, ESG or HOPWA funds; changes in allocation priorities from a "high" or "medium" priority need level to a "low" priority need level or vice versa; a decision to carry out an activity not previously described in the action plan; and a change of purpose, scope, location, or beneficiaries of an activity. A re-distribution of funds, the total of which is no greater than 25% of the State's annual grant amount received from HUD, from one approved activity to another approved activity, shall not constitute a substantial amendment provided that the reason for the re-distribution of funds, as determined by the State in its sole discretion, is to avoid the lapsing of such funds.

2. Public Notice

The State will publish a public notice in a newspaper(s) of general circulation requesting comments on the proposed changes or amendments to the CP which are determined by the State to be substantial in nature. Comments will be accepted by the HHFDC for a thirty-day period.

3. Public Comments

The State will consider any comments or views of Hawaii residents, non-profit entities, and public and private entities in preparing the amended CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the amended CP.

4. Disasters

An amendment(s) to the CP in response to a disaster will not be considered to be a substantial amendment. Due to the immediate urgency of the disaster situation, the State will publish a notice at a later date to inform its citizens of a reallocation of funds.

F. Availability of the Consolidated Plan to the Public

The State will make available to Hawaii residents, non-profit entities, and public and private entities the Consolidated Plan as adopted, substantial amendments, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report. The materials will be available in a form accessible to persons with disabilities upon request. The materials will be posted on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc) and disseminated to depository libraries and county housing agencies.

G. Access to Records

The State will provide Hawaii residents, non-profit entities, and public and private entities with reasonable and timely access to information and records relating to the State CP and the State's use of assistance under the programs covered by this part during the preceding five years.

H. Complaints

The State will provide a timely, substantive written response to every written complaint, within 15 working days, where practical. Interim written responses will be provided within this time frame where the nature of the complaint would not permit a response in a timely fashion.

I. Use of the Citizen Participation Plan

The State shall follow its Citizen Participation Plan.



## EXHIBIT A

### NOTICE OF PUBLIC COMMENT on Proposed Amendments to the Citizen Participation Plan

The Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, prepares the Consolidated Plan, a housing strategy that enables the State to receive funding under certain U.S. Department of Housing and Urban Development (HUD) programs. The Consolidated Plan ensures that funding received under the HOME Investment Partnerships, National Housing Trust Fund, Emergency Shelter Grant, and Housing Opportunities for Persons with AIDS programs are used for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe, and sanitary housing in suitable living environments.

The HHFDC encourages public input in developing the Consolidated Plan. The policies and procedures for citizen participation are set forth in the Citizen Participation Plan (CPP).

Pursuant to 24 CFR Part 91, HHFDC gives notice that proposed amendments to the Citizen Participation Plan have been prepared and copies of the amendments are available for review and comment. Proposed amendments include:

- 1) *Summarize and list proposed amendments here.*
- 2)
- 3)

Copies of the proposed amendments to the CPP are available for public viewing at depository libraries; on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc); and at the following agencies between the hours of 7:45 a.m. to 4:30 p.m., Monday through Friday, excluding holidays and furlough days:

- HHFDC; 677 Queen Street, Suite 300, Honolulu, Oahu;
- Department of Human Services, Benefits, Employment and Support Services Division, Homeless Programs Office, 1010 Richards Street, Suite 312, Honolulu, Oahu;
- County of Hawaii, Office of Housing & Community Development, 50 Wailuku Drive, Hilo, Hawaii;
- City and County of Honolulu, Department of Community Services, 925 Dillingham Boulevard, Suite 200, Honolulu, Oahu;
- County of Maui, Department of Housing & Human Concerns, 35 Lunalilo Street, Suite 102, Wailuku, Maui;
- County of Kauai, Kauai County Housing Agency, 4444 Rice Street, Suite 330, Lihue, Kauai.

Interested persons may call 587-0634; Neighbor Island residents may call toll free, extension 70634, at the numbers listed below to be mailed copies:

From Kauai: 274-3141

From Hawaii:

974-4000

From Maui: 984-2400

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

Interested persons are invited to provide written comments on the proposed amendments to the CPP to HHFDC at the above address no later than *(date which is 30 days after publication of this Notice)* at 4:30 pm. Comments may be submitted via fax to (808) 587-0600 or via email to [hhfdc.consolidatedplan@hawaii.gov](mailto:hhfdc.consolidatedplan@hawaii.gov) by 4:30 p.m. on *(date which is 30 days after publication of this Notice)*. All comments received by the deadline will be considered in preparing the final State CPP.

Persons with special needs (e.g., needing materials in large print, taped materials, sign language interpreter, or translator) shall make all requests for access and communication assistance by contacting HHFDC's Personnel Office at 587-0501, by written request, or by email to [hhfdchr@hawaii.gov](mailto:hhfdchr@hawaii.gov) by *(date which is at least 7 days before the deadline for public comments, to allow citizens enough time to receive the special accommodations and provide comments to the proposed amendments)*. Prompt requests help to ensure the availability of appropriate accommodations. Persons on the neighbor islands may call extension 70501 at the above-listed toll free numbers.

The HHFDC does not discriminate against any person because of race, color, religion, sex, including gender identity or expression, sexual orientation, disability, familial status, ancestry, age, marital status, or HIV infection.

Craig K. Hirai, HHFDC Executive Director

*(Newspaper Name: Date of Publication)*



## EXHIBIT B

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

Pursuant to 24 CFR Part 91, notice is hereby given that the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, will hold public hearings to consult with local governments and residents on the housing needs to be considered in the State Consolidated Plan (CP) for program years (*program years*). The public hearing in the County of (*Neighbor Island County*) will be held on (*day*), (*date*) at (*time*) a.m./p.m. at (*location*).

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

The CP describes the State's housing needs, funding plans, and certified program compliance with the CP, HOME Investment Partnerships (HOME), National Housing Trust Fund (HTF), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs, for use primarily in the Counties of Hawaii, Kauai and Maui. HTF may also be used in the City and County of Honolulu. These HUD programs provide funding to expand the supply of affordable housing for low- and moderate-income families, restrict increases in homelessness, and provide preventative programs and activities for the homeless in the State.

Copies of an informational packet describing the HOME, HTF, ESG and HOPWA programs are available for public viewing at depository libraries and on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc). Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. to 4:30 p.m. To receive a copy by mail, interested persons may call (*name*) at 587-0634; (*Neighbor Island County*) residents may call toll free at (*Choose applicable Neighbor Island County toll free phone number: From Kauai: 274-3141; From Maui: 984-2400; From Molokai/Lanai: 1-800-468-4644; From Hawaii: 974-4000*), ext. 70634.

#### AGENCIES:

(*Choose applicable county housing agency:*  
*Office of Housing and Community Development*  
*50 Wailuku Drive, Hilo, Hawaii*

*Department of Housing and Human Concerns*  
*35 Lunalilo Street, Suite 102, Wailuku, Maui*

*Kauai County Housing Agency*  
*4444 Rice Street, Suite 330, Lihue, Kauai)*  
*City and County of Honolulu, Department of Community Services*

*925 Dillingham Boulevard, Suite 200, Honolulu, Oahu*

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

Department of Human Services, Homeless Programs  
Benefits, Employment and Support Services Division  
1010 Richards Street, Suite 312, Honolulu, Oahu

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

Please make five copies of written testimony available to the presiding officer at the hearing. Written comments may be submitted to HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813 or submitted via email to [hhfdc.consolidatedplan@hawaii.gov](mailto:hhfdc.consolidatedplan@hawaii.gov) or via fax to (808) 587-0600 by 4:30 p.m. on *(date of public hearing)*. All comments and testimony received by the deadline will be considered in preparing the State CP.

If access or communication assistance and/or services (e.g., large print, taped materials, sign language interpreter, or translator) are required to participate in this public hearing, please contact the HHFDC's Personnel Office at 587-0501, by written request, or by email to [hhfdchr@hawaii.gov](mailto:hhfdchr@hawaii.gov) by *(date which is at least seven (7) business days before the public hearing)*. Persons in the County of *(Neighbor Island county)* may call *(Choose applicable Neighbor Island County toll free phone number: From Kauai: 274-3141; From Maui: 984-2400; From Molokai/Lanai: 1-800-468-4644; From Hawaii: 974-4000)*, ext. 70501. Prompt requests help to ensure the availability of appropriate accommodations.

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Craig K. Hirai, HHFDC Executive Director

*(Newspaper Name: Date of Publication)*



## EXHIBIT C

### NOTICE OF PUBLIC COMMENT

Pursuant to 24 CFR Part 91, notice is hereby given that a draft Consolidated Plan (CP) for program years (*program years*) has been prepared by the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii. The State is making copies of the proposed CP available for review and comment.

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

The proposed CP consists of 1) the State's housing and homeless needs assessment and housing market analysis; 2) a strategic plan to address the provision of affordable housing, prevention of homelessness, responding to the special needs of Hawaii residents, and resources available to meet the needs; and 3) an action plan including the resources (federal, private, and public funds) available, and a description of the State's method for distributing funds to local governments and non-profit organizations to carry out activities to address the priority of needs.

Copies of the proposed CP are available for public viewing at depository libraries and on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc). Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. to 4:30 p.m. Interested persons may call 587-0634; Neighbor Island residents may call toll free, extension 70634, at the numbers listed below to be mailed copies:

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

#### AGENCIES:

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

Department of Human Services, Homeless Programs Office  
Benefits, Employment and Support Services Division  
1010 Richards Street, Suite 312, Honolulu, Oahu

County of Hawaii, Office of Housing and Community Development  
50 Wailuku Drive, Hilo, Hawaii

County of Maui, Department of Housing and Human Concerns

35 Lunalilo Street, Suite 102, Wailuku, Maui

County of Kauai, Kauai County Housing Agency  
4444 Rice Street, Suite 330, Lihue, Kauai

City and County of Honolulu, Department of Community Services  
925 Dillingham Boulevard, Suite 200, Honolulu, Oahu

Interested persons are invited to provide written comments on the proposed CP to HHFDC at the above address no later than *(date which is 30 days after publication of this Notice)* at 4:30 pm. Comments may be submitted via email to [hhfdc.consolidatedplan@hawaii.gov](mailto:hhfdc.consolidatedplan@hawaii.gov) or via fax to (808) 587-0600 by 4:30 p.m. on *(date which is 30 days after publication of this Notice)*. All comments received by the deadline will be considered in preparing the final State CP.

Persons with special needs (e.g., needing materials in large print, taped materials, sign language interpreter, or translator) shall make all requests for access and communication assistance by contacting HHFDC's Personnel Office at 587-0501, by written request, or by email to [hhfdchr@hawaii.gov](mailto:hhfdchr@hawaii.gov) by *(date which is at least 7 days before the deadline for public comments, to allow citizens enough time to receive the special accommodations and provide comments to the proposed amendments)*. Prompt requests help to ensure the availability of appropriate accommodations. Persons on the neighbor islands may call extension 70501 at the above-listed toll free numbers.

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Craig K. Hirai, HHFDC Executive Director

*(Newspaper Name: Date of Publication)*



## EXHIBIT D

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

Pursuant to 24 CFR Part 91, notice is hereby given that the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii, will prepare an Annual Action Plan (AAP), as part of the Consolidated Plan (CP) process. In preparation of this AAP, the State will consult with local governments and residents at a public hearing to be held on *(day)*, *(date)* at *(time)* a.m./p.m. at *(location)*.

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

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

The State anticipates receiving approximately \$XXXXXX.00 in HUD funding through the HOME, ESG and HOPWA programs in *(program years)* for use primarily in the Counties of Hawaii, Kauai and Maui. Approximately \$XXXXXX is expected under the HTF program, for use in the Counties of Hawaii, Kauai and Maui, and the City and County of Honolulu. These HUD programs provide funding to expand the supply of affordable housing for low- and moderate-income families, restrict increases in homelessness, and provide preventative programs and activities for the homeless in the State.

Copies of an informational packet describing the HOME, HTF, ESG and HOPWA programs are available for public viewing at depository libraries and on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc). Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. to 4:30 p.m. To receive a copy by mail, interested persons may call *(name)* at 587-0634; *(Neighbor Island County)* County residents may call toll free at *(Choose applicable Neighbor Island County toll free phone number: From Kauai: 274-3141; From Maui: 984-2400; From Molokai/Lanai: 1-800-468-4644; From Hawaii: 974-4000)*, ext. 70634.

#### AGENCIES:

*(Choose applicable county housing agency:*

*County of Hawaii, Office of Housing and Community Development  
50 Wailuku Drive, Hilo, Hawaii*

*County of Maui, Department of Housing and Human Concerns*

*35 Lunalilo Street, Suite 102, Wailuku, Maui*

*County of Kauai, Kauai County Housing Agency  
4444 Rice Street, Suite 330, Lihue, Kauai)*

*City and County of Honolulu, Department of Community Services  
925 Dillingham Boulevard, Suite 200, Honolulu, Oahu*

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

Department of Human Services, Homeless Programs  
Benefits, Employment and Support Services Division  
1010 Richards Street, Suite 312, Honolulu, Oahu

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

Please make five copies of written testimony available to the presiding officer at the hearing. Written comments may be submitted to HHFDC, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813, submitted via email to [hhfdc.consolidatedplan@hawaii.gov](mailto:hhfdc.consolidatedplan@hawaii.gov) or via fax to (808) 587-0600 by 4:30 p.m. on *(date of public hearing)*. All comments and testimony received by the deadline will be considered in preparing the final State AAP.

If access or communication assistance and/or services (e.g., large print, taped materials, sign language interpreter, or translator) are required to participate in this public hearing, please contact the HHFDC's Personnel Office at 587-0501, by email at [hhfdchr@hawaii.gov](mailto:hhfdchr@hawaii.gov) or by written request by *(seven business days before date of public hearing)*. Prompt requests help to ensure the availability of appropriate accommodations. Persons in *(neighbor island county)* County may call extension 70501, toll free at *(Choose applicable Neighbor Island County toll free phone number: From Kauai: 274-3141; From Maui: 984-2400; From Molokai/Lanai: 1-800-468-4644; From Hawaii: 974-4000)*.

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Craig K. Hirai, HHFDC Executive Director

*(Newspaper Name: Date of Publication)*





## EXHIBIT E

### NOTICE OF PUBLIC COMMENT

Pursuant to 24 CFR Part 91, notice is hereby given that a draft Annual Action Plan (AAP) for program year (*year*) has been prepared by the Hawaii Housing Finance and Development Corporation (HHFDC), Department of Business, Economic Development and Tourism, State of Hawaii. The State is making copies of the proposed AAP available for review and comment.

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

The proposed AAP consists of 1) a strategic plan to address the provision of affordable housing, prevention of homelessness, responding to the special needs of Hawaii residents, and resources available to meet the needs; and 2) an action plan including the resources (federal, private, and public funds) available, and a description of the State's method for distributing funds to local governments and non-profit organizations to carry out activities to address the priority of needs.

Copies of the proposed AAP are available for public viewing at depository libraries and on the HHFDC's website at [www.hawaii.gov/dbedt/hhfdc](http://www.hawaii.gov/dbedt/hhfdc). Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. to 4:30 p.m. Interested persons may call 587-0634; Neighbor Island residents may call extension 70634, toll free at the numbers listed below to be mailed copies:

From Kauai: 274-3141  
From Maui: 984-2400

From Hawaii: 974-4000  
From Molokai/Lanai: 1-800-468-4644

#### AGENCIES:

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

Department of Human Services, Homeless Programs  
Benefits, Employment and Support Services Division  
1010 Richards Street, Suite 312, Honolulu, Oahu

County of Hawaii, Office of Housing and Community Development  
50 Wailuku Drive, Hilo, Hawaii

County of Maui, Department of Housing and Human Concerns  
35 Lunalilo Street, Suite 102, Wailuku, Maui

County of Kauai, Kauai County Housing Agency  
4444 Rice Street, Suite 330, Lihue, Kauai

City and County of Honolulu, Department of Community Services  
925 Dillingham Boulevard, Suite 200, Honolulu, Oahu.

Interested persons are invited to provide written comments on the proposed AAP to HHFDC at the above address no later than *(date which is 30 days after publication of this Notice)* at 4:30 p.m. Comments may be submitted via email to [hhfdc.consolidatedplan@hawaii.gov](mailto:hhfdc.consolidatedplan@hawaii.gov) or via fax to (808) 587-0600 by 4:30 p.m. on *(date which is 30 days after publication of this Notice)*. All comments received by the deadline will be considered in preparing the final State AAP.

Persons with special needs (e.g., needing materials in large print, taped materials, sign language interpreter, or translator) shall make all requests for access and communication assistance by contacting HHFDC's Personnel Office at 587-0501, by written request, or by email to [hhfdchr@hawaii.gov](mailto:hhfdchr@hawaii.gov) by *(date which is at least 7 days before the deadline for public comments, to allow citizens enough time to receive the special accommodations and provide comments to the proposed amendments)*. Prompt requests help to ensure the availability of appropriate accommodations. Persons on the neighbor islands may call extension 70501 at the above-listed toll free numbers:

The HHFDC does not discriminate against any person because of race, color, religion, sex, including gender identity or expression, sexual orientation, disability, familial status, ancestry, age, marital status, or HIV infection.

Craig K. Hirai, HHFDC Executive Director

*(Newspaper Name: Date of Publication)*

