



State of Hawaii

CONSOLIDATED PLAN
Consolidated Annual Performance and Evaluation Report
(CAPER)
Fifth Program Year

Program Year 2024
(July 1, 2024 - June 30, 2025)

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

September, 2025

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



Table of Contents

Introduction	1
CR-05 - Goals and Outcomes	1
CR-10 - Racial and Ethnic composition of families assisted	6
CR-15 - Resources and Investments 91.520(a)	7
CR-20 - Affordable Housing 91.520(b)	10
CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)	13
CR-30 - Public Housing 91.220(h); 91.320(j)	15
CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)	17
CR-40 - Monitoring 91.220 and 91.230	23
CR-50 - HOME 24 CFR 91.520(d)	24
CR-55 - HOPWA 91.520(e)	26
CR-56 - HTF 91.520(h)	27
CR-58 – Section 3	28

Attachments

- Attachment A: CR-05, Goals and Outcomes – HOME Program
- Attachment B: CR-05, Goals and Outcomes – HTF Program
- Attachment C: CR-05 & CR-55 – PY2023 HOPWA CAPER
- Attachment D: CR-40, Monitoring – HOME, HTF, and HOME-ARP Programs
- Attachment E: CR-40, Monitoring Procedures – HOPWA and ESG (RUSH) programs
- Attachment F: CR-50, On-Site Inspections – HOME and HTF Programs

This page was intentionally left blank.

Introduction

The State of Hawaii's (State) *Consolidated Plan* (ConPlan) is a planning document that ensures that jurisdictions receiving federal assistance under the U.S. Department of Housing and Urban Development's (HUD) formula grant programs (the HOME Investment Partnerships [HOME], National Housing Trust Fund [HTF], and Housing Opportunities for Persons with AIDS [HOPWA] programs) plan for the housing and related needs of low- and moderate-income families to improve the availability and affordability of decent, safe and sanitary housing in suitable living environments. The *Annual Action Plan* (AAP) identifies the objectives targeted to address priority needs for the program year. It is also an application for funds under HOME, HTF, ESG and HOPWA programs. The *Consolidated Annual Performance and Evaluation Report* (CAPER) is an annual report on the accomplishments and progress toward ConPlan goals under these four HUD programs.

The City and County of Honolulu (the City) receives its own allocation of HOME, ESG and HOPWA directly from HUD, so the State focuses its funds in the Neighbor Island counties of Hawaii, Kauai, and Maui. The HOME and HTF programs are administered by the State's Hawaii Housing Finance and Development Corporation (HHFDC), while the HOPWA program is administered by the State's Homeless Programs Office (HPO) of the Department of Human Services' Benefits, Employment and Support Services Division (DHS-BESSD). The State's HOME and HOWPA programs, described in the AAP, are focused on the Neighbor Island counties. The State's HTF funds serve both the Neighbor Island counties and the City.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

In Program Year (PY) 2024 (PY2024), HHFDC received \$3,084,611 in HOME funds, retained 5% for administration, and allocated the balance to the County of Hawaii (Hawaii County) in accordance with HHFDC's annual rotation among the three Neighbor Island counties. The PY2024 AAP anticipated that HOME funds would be used for activities that help to meet HUD's decent housing objective and included an additional \$84,611 in HOME program income. In general, HOME activities and projects are multi-year funded; therefore, funds committed during the current program year will produce results in a future program year. The results achieved during PY2024 are based on the commitments and expenditures of prior years' HOME fund allocations. In PY2024, Hawaii County completed the Kaloko Heights Affordable Housing project utilizing PY2018 HOME funds. Of the 100 total units, six (6) units are HOME-assisted. Hawaii County also completed its PY2018 Tenant-Based Rental Assistance (TBRA) program, which served a total of 93 households earning 80% of the Area Median Income (AMI) or below. In Kauai County, the Waimea Huakai Self-Help Subdivision Homebuyer Loan Assistance activity was completed, which contributed toward the financing of five (5) HOME-assisted homeowner housing units. **Attachment A** shows the PY2024 AAP anticipated HOME activities and the PY2024 CAPER outcomes for HOME.

In PY2024, HHFDC received \$3,144,833.37 under the HTF program and its Allocation Plan was approved for the distribution of funds to Hawaii County for the production or preservation of affordable rental housing to serve households earning at or below 30% of the area median income (AMI). In PY2024, Hawaii County completed its Kaloko Heights Affordable Housing project utilizing PY2018 HTF funds. Of the 100 total units, five (5) units are HTF-assisted. **Attachment B** shows the PY2024 AAP anticipated HTF activities and the PY2024 CAPER outcomes for HTF.

DHS-BESSD's HPO formally declined the PY2024 allocation of ESG funding; instead, the neighbor island counties accepted the State's share of PY2024 ESG funds. DHS has continued to seek guidance from HUD to transition administrative responsibilities of the HOPWA program to an alternative entity.

In August 2023, DHS-BESSD received \$1,339,404 in Rapid Unsheltered Survivor Housing (RUSH) funds under the ESG program to assist households experiencing homelessness or housing instability in certain areas impacted by the Maui wildfires. The ESG RUSH program provides time-limited housing support, financial assistance, and stabilization services. In February 2024, DHS-BESSD received a second allocation of ESG RUSH funds in the amount of \$6,925,832, which in addition to the activities undertaken using the first allocation, are being utilized toward additional housing support, street outreach services, Homeless Management Information System (HMIS) oversight responsibilities, and administrative costs.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
H-1 Transitional Housing Units	Affordable Housing	HOME: \$	Rental units rehabilitated	Household Housing Unit	500000	0	0.00%			
HA-1 Administration	Admin.	HOME: \$ / HTF: \$	Other	Other	3000000	0	0.00%			
HO-1 For Sale Housing - New Construction / Rehab.	Affordable Housing	HOME: \$	Homeowner Housing Added	Household Housing Unit	8	5	62.50%	3	5	166.67%
HO-2 For Sale Housing - Self Help Building Method	Affordable Housing	HOME: \$	Homeowner Housing Added	Household Housing Unit	25	0	0.00%			
HO-3 Homebuyer Financing	Affordable Housing	HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	2	0	0.00%			
HP-1 Emergency Shelter Operations	Homeless	ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	10000	1179	11.79%			
HP-10 Coordinated Entry System	Homeless Non-Homeless Special Needs		Other	Other	1615	250	15.48%			
HP-11 Administration	Homeless Non-Homeless Special Needs	HOPWA: \$30145	Other	Other	0	0				
HP-12 Homeless Management Information System	Homeless Non-Homeless Special Needs		Other	Other	0	0				
HP-13 Street Outreach	Homeless	ESG: \$	Other	Other	72	0	0.00%			
HP-2 Domestic Violence Emergency Shelter	Non-Homeless Special Needs	ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	1400	684	48.86%			
HP-3 Transition to Permanent Housing	Homeless		Other	Other	612	1002	163.73%			
HP-4 Rapid Re-housing Financial Assistance	Homeless	ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	875	298	34.06%			
HP-5 Rapid Re-housing Support Services	Homeless		Tenant-based rental assistance / Rapid Rehousing	Households Assisted	875	298	34.06%			
HP-6 Homelessness Prevention	At-risk of homelessness	ESG: \$	Homelessness Prevention	Persons Assisted	350	46	13.14%			

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Financial Assistance										
HP-7 Homelessness Prevention Support Services	At-risk of homelessness		Homelessness Prevention	Persons Assisted	350	46	13.14%			
HP-8 HOPWA Support Services	Non-Homeless Special Needs	HOPWA: \$59256	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	2395	95.80%	454	0	0.00%
HP-9 HOPWA Financial Assistance	Non-Homeless Special Needs	HOPWA: \$218513	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	75	0	0.00%	19	27	142.11%
HP-9 HOPWA Financial Assistance	Non-Homeless Special Needs	HOPWA: \$218513	Homelessness Prevention	Persons Assisted	45	0	0.00%	10	12	120.00%
HP-9 HOPWA Financial Assistance	Non-Homeless Special Needs	HOPWA: \$218513	Other	Other	0	0		5	8	160.00%
HR-1 Rental Housing - New Construction / Rehab	Affordable Housing	HOME: \$	Rental units constructed	Household Housing Unit	46	49	106.52%	9	6	66.67%
HR-1 Rental Housing - New Construction / Rehab	Affordable Housing	HOME: \$	Rental units rehabilitated	Household Housing Unit	2	0	0.00%			
HR-2 Tenant Based Rental Assistance	Affordable Housing	HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	201	228	113.43%			
HR-3 Rental Housing SpN – New Construction/ Rehab	Affordable Housing	HOME: \$	Rental units constructed	Household Housing Unit	22	0	0.00%			
HR-3 Rental Housing SpN – New Construction/ Rehab	Affordable Housing	HOME: \$	Rental units rehabilitated	Household Housing Unit	6	0	0.00%			
HR-4 HTF Rental Housing New Construction/ Acq/Rehab	Affordable Housing	HTF: \$	Rental units constructed	Household Housing Unit	59	58	98.31%	9	6	66.67%
HR-4 HTF Rental Housing New Construction/ Acq/Rehab	Affordable Housing	HTF: \$	Rental units rehabilitated	Household Housing Unit	2	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

HHFDC does not receive Community Development Block Grant (CDBG) funds; however, HHFDC’s HOME and HTF allocations are contributing to the development and preservation of much-needed affordable rental units and affordable home ownership units.

In PY2024, one (1) HOME-assisted, affordable rental housing project was completed in Hawaii County—the Kaloko Heights Affordable Housing project. Hawaii County also completed its PY2018 HOME TBRA program, and Kauai County completed its Waimea Huakai Self-Help Subdivision Homebuyer Loan program. Hawaii and Kauai Counties are in the project selection process, and Maui County has two (2) HOME projects underway— Hale Pilina and Hale O Piikea III. Results for projects under construction will be reported in a future CAPER.

Under the HTF program, in PY2024, Hawaii County completed its Kaloko Heights Affordable Housing project. Currently, there are HTF-assisted projects under construction or being selected in each of the counties. Maui County’s Hale O Piikea II and Hale O Piikea III are under construction, while Hawaii and Kauai counties are in the project selection process. As the projects are completed, results will be reported in a future CAPER.

Under the PY2021 HOME American Rescue Plan (HOME-ARP) program, Maui County allocated its share of HOME-ARP funds toward the Hale O Piikea III project, which is under construction; and the rehabilitation of Ka Hale A Ke Ola Building 3. Hawaii County is currently seeking a project to allocate its share of HOME-ARP funds toward. Once these projects are complete, HOME-ARP-assisted units will be reported in a future CAPER.

The HOPWA program provided supportive services, with and without housing assistance, to 497 persons living with AIDS and their families. Of these, 27 also received financial assistance through TBRA, 12 through Short Term Rent Mortgage Utility (STRMU), and eight (8) received services and support for permanent housing placement. Additional information and data are available in **Attachment C**, PY2024 HOPWA CAPER, for detailed information on the number of individuals served and the types of assistance provided.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)

Describe the clients assisted (including the racial and/or ethnicity of clients assisted with ESG)

	HESG
American Indian, Alaska Native, or Indigenous	0
Asian or Asian American	2
Black, African American, or African	0
Hispanic/Latina/e/o	0
Middle Eastern or North African	0
Native Hawaiian or Pacific Islander	22
White	3
Multiracial	0
Client doesn't know	0
Client prefers not to answer	0
Data not collected	15
Total	42

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

As shown in Table 2 above, in addition to the number of ESG RUSH program participants reported by “Race”, there were no persons of mixed races reported for a total of 42 ESG RUSH total households served.

Hawaii is an ethnically diverse state with many residents of multi-racial backgrounds. Under the HOME program, there were nine (9) families that identified as “Native Hawaiian or Pacific Islander,” one (1) that identified as “White,” and one (1) that identified as “Asian,” for a total of 11 families assisted in PY2024.

Under the HTF program, there were four (4) families that identified as “Native Hawaiian or Pacific Islander,” and two (2) families that identified as “White,” for a total of six (6) families assisted in PY2024. Under the HOPWA program, 299 additional persons identified themselves as multi-racial (of which 75 identified as Hispanic), for a total of 497 participants.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
HOME	public - federal	\$3,423,162	\$1,791,072
HOPWA	public - federal	\$307,914	\$298,676
ESG	public - federal	\$0	\$0
HTF	public - federal	\$3,150,233	\$2,906,706

Table 3 - Resources Made Available

Narrative

N/A

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Rural Counties	100	100	N/A
Statewide	100	100	N/A

Table 4 – Identify the geographic distribution and location of investments

Narrative

Under the State's allocation of HOME and HOPWA funds, 100% of the allocation for each program is expended in the counties of Hawaii, Kauai, and Maui. Under the State's HTF program, 100% of the allocation may be expended in all three counties and the City.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Match information under the HOME program is shown in Tables 5 and 6 below. HHFDC reports HOME match information to coincide with the federal fiscal year between October 1 and September 30.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$40,722,670
2. Match contributed during current Federal fiscal year	\$0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$40,722,670
4. Match liability for current Federal fiscal year	\$1,029,924
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$39,692,746

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
0	0	0	0	0	0	0	0	0

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$935,413	\$579,654	\$23,029	\$0	\$1,492,038

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	\$0	\$0	\$0	\$0	\$0	\$0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	\$0	\$0	\$0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	\$0	\$0	\$0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	21	17
Number of Special-Needs households to be provided affordable housing units	0	0
Total	21	17

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	93
Number of households supported through The Production of New Units	21	17
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	21	110

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

HOME and HTF activities planned for PY2024 will produce results in future program years. The results achieved during PY2024 are based on the commitments of prior years' HOME and HTF fund allocations. Historically, the HOME Community Housing Development Organization (CHDO) reserve requirement has proven challenging to meet. Even with the two-year planning period in HHFDC's HOME rotation, preparing for CHDO projects continues to be difficult due to the limited number of CHDOs statewide. Results from this activity will be reported in a future CAPER.

Timeliness in committing and expending HOME funds is closely monitored by HHFDC staff. Timeliness issues may be attributed in part to the prolonged affordable housing development process in Hawaii. While HOME funds may be subgranted to the counties based on an approved AAP, the funds can only be committed to projects after all financing has been secured, the project has been underwritten, and construction scheduled to start within 12 months. HHFDC's rotating allocation between the three Neighbor Island counties has somewhat improved the timeliness of expenditures, awarding one county the entire annual allocation, and allowing two years between funding years for a county to plan for specific projects.

Although HOME funds are ultimately being used to produce or preserve affordable housing, the counties must exercise diligence in underwriting proposals to ensure compliance with HOME deadlines and requirements.

To improve the overall performance of the HTF program and prevent funds from being recaptured by HUD / U.S. Treasury, HHFDC did not award HTF funds to the City since PY2020. Instead, HTF funds have been allocated to the selected county receiving the HOME allocation.

Overall, HHFDC’s State Recipients and Subgrantees are making progress toward major goals, despite challenges associated with both programs.

Discuss how these outcomes will impact future annual action plans.

As previously stated, HOME and HTF activities and projects use multiple sources of funds and are subject to a complex and prolonged development process, therefore, HOME and HTF funds committed during this reporting period will produce results in future program years. HOME and HTF results achieved during this reporting period are based on the commitments and expenditures of prior years’ HOME and HTF allocations.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual	HTF Actual
Extremely Low-income	0	0	6
Low-income	0	104	0
Moderate-income	0	0	0
Total	0	104	6

Table 13 – Number of Households Served

Narrative Information

To address the State's worst-case housing needs, the counties of Hawaii, Kauai, and Maui are in the process of selecting or have affordable rental housing projects underway. HTF-assisted units will serve extremely low-income individuals and families earning a maximum of 30% of the AMI or below. Each county will also utilize its share of PY2021 HOME American Rescue Plan (ARP) funds toward the construction of affordable rental units for individuals/households experiencing homelessness and other qualifying populations. Maui County’s Hale O Piikea III project, which is under construction, will contain six (6) HOME-ARP-assisted units. Maui County also intends to use HOME-ARP funds toward the rehabilitation of the Ka Hale A Ke Ola Building 3, and Hawaii County continues to seek an eligible HOME-ARP project. To further support the above efforts and leverage federal funding received, the counties utilize funding from other sources such as general funds and Affordable Housing Production funds.

Bridging The Gap (BTG), the Continuum of Care representing the counties of Hawaii, Maui, and Kauai oversees the Coordinated Entry System (CES), which includes policies and procedures that help establish connections with individuals who are least likely to apply for homeless assistance in the absence of special outreach. CES prioritizes those with the highest acuity of need through a standardized

assessment process where individuals experiencing a housing crisis are directed to defined entry/access points, assessed in a uniform, consistent manner, and linked to available interventions in accordance with the intentional service strategy (defined by BTG leadership). When using CES, the following elements are reviewed: 1) case notes, current living situation, and housing documents; 2) housing plans and goals guided by the client's preferences; and 3) critical housing placement and service barriers. A key goal of BTG's CES Oversight Committee is to improve CES operations, while maintaining the system's integrity.

In August 2023, DHS-BESSD received \$1,339,404 in RUSH funds under the ESG Program to assist households experiencing homelessness or housing instability in certain areas impacted by the Maui wildfires. A second allocation of \$6,925,832 was received by DHS-BESSD in February 2024. The ESG RUSH program is providing time-limited housing support, financial assistance, stabilization, and outreach services. As of June 30, 2025, nine (9) households have been provided TBRA and 33 households were provided project-based rental assistance through the Rapid Re-Housing services.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)
Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The State's Homeless Outreach Program continues to cover 100% of BTG's geography (Kauai, Hawaii, and Maui) in alignment with established Point-In-Time regions. Partnerships with a broad range of organizations help to ensure that the CES reaches individuals and families least likely to apply for homeless assistance. BTG providers frequently partner with licensed medical and mental health professionals to diagnose disabilities or treat wounds. Legal services obtained through the State Outreach program assist with procuring documents needed to transition individuals and families into permanent housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency and Transitional shelters throughout the state provide a secure environment for individuals and families to stabilize their lives, address needs, and strengthen their economic situations. These facilities provide homeless clients with a broad spectrum of services or referral to services, 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.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

ESG RUSH funds are being utilized to assist households experiencing homelessness or housing instability in certain areas impacted by the Maui wildfires. The program provides time-limited housing support, financial assistance, and stabilization services, including:

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, housing relocation costs (i.e., moving truck rental, hiring a moving company, up to three months of storage fees)
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair, street outreach, and HMIS data collection and analysis.

The State's Rapid Re-Housing (RRH) Program has two main components: RRH which targets homeless households and Homeless Prevention (HP), which provides financial assistance and support services for those imminently at risk of losing their home. RRH providers focus on permanent housing placement by

utilizing the Housing First (HF) approach, in which individuals and families experiencing homelessness are quickly connected with permanent housing without preconditions and barriers to entry. BTG aligns with State and Federal requirements by using RRH resources to help households obtain housing quickly, increase self-sufficiency, and remain housed. BTG employs essential activities to achieve these goals including landlord recruitment, rental/financial assistance, housing stabilization services, connections with community resources, and acquisition of underutilized properties for housing conversion. BTG also recognizes that increasing housing inventory for those transitioning out of homelessness is critical.

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

On January 17, 2024, the State of Hawaii Med-Quest Division submitted a five-year extension request for its Medicaid section 1115(a) demonstration project (entitled the "Hawaii QUEST Integration"). The extension request is for the period of August 1, 2024, to July 31, 2029. The project is designed to improve health outcomes and maintain a managed care delivery system that leads to more appropriate utilization of health care while addressing health related social needs in ways that are culturally appropriate and nurture well-being. Current services include a managed care delivery system to multiple eligibility groups. This extension request also aims to implement new authorities, including continuous eligibility for children ages 0 through 5 and continuous two-year eligibility for children ages 6 through 18, pre-release services for justice-involved individuals, nutrition supports, and contingency management. The extension request will also build upon existing authorities, including expanding rental assistance and adding medical respite to the State's Community Integration Services (CIS) program. Specifically, this program provides Pre-Tenancy and Tenancy Services that support Medicaid members to be successful tenants in housing that is owned, rented or leased to the member. The goals of the program are to: (1) Support the members' transition to housing; (2) Increase long-term stability in housing in the community; and (3) Avoid future periods of homelessness and institutionalization for members. There are three primary target populations: (1) Homeless individuals; (2) Individuals at risk of homelessness (e.g., eviction); and (3) Individuals transitioning from institutions back to the community who do not have housing.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The State of Hawaii's Low-Income Public Housing Program is administered by the Hawaii Public Housing Authority (HPHA).

Public Housing Redevelopment

During PY2024, HPHA took significant steps toward its goal of rehabilitating and redeveloping its aging public housing inventory. HPHA continued to work with the Highridge Costa Development Company (HCDC), which is the Master Developer for the Ka Lei Momi Project. This project involves the development of approximately 12,000 new, affordable housing units across nine (9) existing public housing sites.

The redevelopment of Mayor Wright Homes will transform the 14.8-acre site into a vibrant mixed-use, mixed-income community, with approximately 2,448 new affordable units in ten buildings. During the 2025 Legislative Session, \$56,000,000 was appropriated to assist with the construction of 308 units in Phase 1A. Since the scope of work for Phase 1A includes demolition of existing, outdated public housing units, families who must relocate will be offered a one-for-one replacement of greatly affordable units. Kapaa Homes, which is situated along Kauai's eastern shoreline, consists of 4.33 acres located on three parcels. This redevelopment will produce 13 three-story buildings, and will provide a total of 123 new affordable housing units and one resident manager unit. There will be a one-for-one replacement of greatly affordable units offered to families who must relocate.

During PY2024 HPHA's Board of Directors and The Michaels Organization handed off the planned redevelopment of Kuhio Homes and Kuhio Low-Rises to HCDC. In late 2024, the relocation of 60 families began for Kuhio Park Low Rises Phase 1. The redevelopment will produce 304 new affordable rental units, including two managers' units. All the units will be leased to families at income levels at or below 80% of the AMI.

During the 2025 Legislative Session, HPHA received \$12,000,000 for predevelopment planning efforts to demolish functionally obsolete projects marked for major redevelopment and expansion. These efforts will contribute toward the Administration's and Legislature's goal of creating more affordable housing units. The total scope of predevelopment work includes, but is not limited to, planning and design for development and construction drawings, obtaining 201H entitlements, zoning and building permits, creating specifications, conducting inspections, performing surveys, and environmental studies. The final product will be a mixed-income and mixed-use, multi-phase project that will include affordable family and workforce housing.

During the 2025 Legislative Session, HPHA received \$10,000,000 in General Funds to rehabilitate, remodel, renovate, and repair housing units through the passage of Act 182, Session Laws of Hawaii (SLH) 2025.

HPHA Public Housing and Hawaiian Telcom Broadband Infrastructure Upgrade

A new public-private partnership between HPHA and Hawaiian Telcom will upgrade HPHA Public Housing properties with reliable, high-speed fiber internet service through a \$6 million in-kind contribution.

Hawaiian Telcom will install fiber optic cables at 81 HPHA Public Housing properties covering over 5,500 residential units. Families will be offered internet access at a discounted rate. Hawaiian Telcom will also provide 1 gigabit of internet service to 41 HPHA fiber-enabled shared community rooms with Wi-Fi capabilities for a 10-year period. The community rooms will serve as internet hubs at no cost to the families and state government.

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

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

HPHA also works with the Resident Advisory Board, which is made up of public housing property leaders to review and revise management processes in HPHA's Annual Plan and 5-Year Plan. These meetings also include discussion topics that affect all public housing residents and cover all issues related to redevelopment plans, safety and security, and legislative endeavors.

Actions taken to provide assistance to troubled PHAs

HPHA is not a troubled agency.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

Systemic barriers that impede housing development in Hawaii include insufficient infrastructure, restrictive land use and zoning policies, lengthy and complex regulatory processes, community opposition, and high construction and financing costs. HHFDC, the Hawaii Public Housing Authority (HPHA), and DHS-BESSD advocated for increasing State funding for affordable housing production and homeless shelters/ services.

Other actions taken by HHFDC, HPHA, DHS-BESSD, and the 2025 Legislature include legislation that:

- Establishes a five-year mixed-income subaccount within the Rental Housing Revolving Fund (RHRF) to finance rental housing for qualified residents, including projects in transit-oriented development (TOD) areas. Also directs the TOD Infrastructure Improvement District Board to consider transit-supportive density when identifying infrastructure needs and requires that the Hawaii Interagency Council for TOD to delineate TOD areas for each county's strategic plan.
- Streamlines historic preservation reviews by defining "complete submittals," setting response deadlines, and exempting certain low-risk TOD projects from further review. This may accelerate housing production in TOD zones with minimal risk to cultural resources.
- Requires HHFDC to establish a Government Employee Housing Program to facilitate the creation of affordable rental housing for government employees and the general public on State-owned lands. The program will begin with one pilot project on a TOD site and prioritize units for newly hired full-time state employees.
- Establishes the Keauhou Aquifer System Monitoring Pilot Project to collect groundwater and salinity data, assess coastal ecosystem impacts, and guide responsible water management. The pilot may unlock Kamakana Villages, a 1,600-home master planned community in North Kona, which has been stalled for a decade due to a lack of potable water.
- Requires the Department of Land and Natural Resources, State Historic Preservation Division to issue determinations within 90 days on whether proposed state or county housing projects affect historic properties, aviation artifacts, or burial sites. It also aims to reduce permitting delays for publicly supported affordable housing.
- Authorizes county planning directors to issue special management area use permits for redeveloping permanent affordable multi-family rental housing destroyed by certain natural disasters. Also exempts such projects from environmental impact statement requirements and directs agencies to prioritize permitting.
- Adds loan funds administered by certified nonprofit community development financial institutions to the list of loan priorities for the Affordable Homeownership Revolving Fund. Also allows monies to be

used as matching funds to attract federal, private, and philanthropic capital, expanding financing options for affordable for-sale housing.

- Authorizes HHFDC to secure revenue bonds as a line of credit or other instrument of indebtedness for the Bond Volume Cap Recycling Program. This is intended to provide liquidity and ensure continuity in bond financing for affordable housing.

- Extends the State Rent Supplement Program for kupuna experiencing or at risk of homelessness from June 30, 2026, to June 30, 2028, ensuring continued access to rental assistance for low-income seniors.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

In 2025, the Legislature appropriated the following funds for FY 2026:

- \$50,000,000 for infusion into RHRF, which provides equity gap, low-interest loans to qualified owners and developers for the development, construction, acquisition, preservation, and substantial rehabilitation of affordable rental housing units.

- \$50,000,000 for Tier II rental projects, subject to 60% to 100% AMI.

- \$68,000,000 for HPHA's Ka Lei Momi projects. This includes \$56,000,000 for Mayor Wright Homes development and \$12,000,000 for predevelopment for Ka Lei Momi projects.

- \$10,000,000 for public housing repairs.

- \$250,000 for HPHA Landlord Incentive Program, which expands landlord participation in the Section 8 program.

-\$250,000 for State Rent Supplement Program, which supports continued rental assistance for low-income seniors at risk of homelessness (as described above).

The counties, as State Recipients and Subgrantees of HHFDC's HOME and HTF programs:

- leverage other funding sources to subsidize and support the cost of developing affordable housing;
- encourage the development of affordable rental units targeting lower AMI housing and maintaining longer affordability periods in their respective selection processes;
- fund tenant-based rental assistance programs to assist households to not more than 30% of their household incomes for housing;
- provide information and education to landlords on the benefits of the Section 8 voucher and TBRA programs to encourage the rental of units to this population; and
- provide counseling services on topics such as credit repair, planning for homeownership, and foreclosure prevention.

Pursuant to Act 95, Session Laws of Hawaii 2023, the HPHA is partnering with the Statewide Office on Homelessness and Housing Solutions to roll out a Permanent Supportive Housing (PSH) Pilot Program. During PY2024, HPHA entered a contract with the Young Women's Christian Association (YWCA) to provide rent supplement payments to support their PSH Program at Ferhurst. HPHA's rent supplement

payments will support the affordable housing component for women from vulnerable populations such as those who have special needs such as being at-risk of homelessness, currently homeless, experiencing chronic homelessness, transitioning from incarceration, and substance abuse, with the goal to live more stable and productive lives.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Hawaii County distributes informational pamphlets to applicants and considers the hazards of lead-based paint (LBP) poisoning under two programs. The Residential Repair Program, which provides loans to low- and moderate-income homeowners to repair and improve their primary residence, requires that LBP risk assessments be conducted on homes built before 1978. When considering a loan for a home built before 1978, the county assesses the home and sends samples to a lab for testing.

Recommendations for abatement are made for positive LBP results, and homeowners choose a lead-certified contractor to address the lead issues. Hawaii County's Section 8 Rental Assistance Payments program prohibits rental subsidy for any unit that is built before 1978 if there is a family member under the age of six and the unit contains peeling paint.

Maui County's Housing Choice Voucher (HCV) program focuses on HUD's Lead Safe Housing Rule as it relates to units built pre-1978 that are occupied or will be occupied by families with children under six years of age. The Housing Inspector ensures compliance by completing training on and conducting visual assessments for deteriorated paint, and during Housing Quality Standards inspections. Maui County's HCV program is prepared to manage and respond quickly to an Elevated Blood Lead Level (EBLL) case while remaining compliant with regulations.

Kauai County continues to ensure that projects receiving federal funds adhere to lead-based paint requirements. No activities during PY2024 were subject to LBP requirements.

In PY2024, HPHA sites underwent comprehensive re-testing that had not been otherwise abated and tested positive in the Lead Risk Assessment of PY2019. Twelve (12) sites were inspected or re-tested per HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (2012 Edition). Of the current LBP positive sites, six (6) sites were/are in motion to being Lead-free. HPHA continues to relocate families with children under the age of 6 to lead-free dwelling units as LBP abatement projects are completed. HPHA continues to test for LBP during demolition and modernization work in buildings constructed before 1978, even if abatement has already been performed.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The State's strategy to reduce the number of poverty-level families is to: 1) meet basic subsistence requirements for those in need; 2) strengthen and preserve families; and 3) support self-empowerment. DHS continues to implement its Temporary Assistance for Needy Families (TANF) and Temporary Assistance for Other Needy Families (TAONF) programs, time-limited welfare reform programs for adults with children, which help families to achieve financial self-sufficiency. TANF and TAONF protect those who cannot work and require those who are able to work to do so, fostering self-reliance, responsibility, and family stability. Both TANF and TAONF include strong incentives and penalties, childcare support for working parents, and restructured welfare benefits so that it "pays to work." Eligible households are allowed to receive TANF or TAONF cash benefits for a maximum of five years in their lifetime.

HPHA administers the Family Self-Sufficiency (FSS) Program, which links public housing and Section 8 families to social services. These services help families gain economic independence and reduce reliance on government assistance. Participants sign an FSS contract, which sets goals and allows HPHA to track their progress. An interest-bearing escrow account is established for each participating family and as their income grows, their rent is held steady. Additional money that would have been used toward rent is deposited into the family's escrow account and funds may be accessed at the completion of the FSS contract. In PY2024, two (2) participant families graduated from the FSS Program, with approximately \$20,343 saved.

HHFDC administers HUD's National Housing Trust Fund program, which has been designated toward providing funds for the development of rental units targeting households earning incomes at or below 30% of the AMI. HHFDC subgrants these funds to the four counties, and all have invested in projects that will produce rental units serving households in their communities with extremely low incomes, including the homeless.

State and county housing agencies work to increase or preserve the inventory of affordable housing units by providing financial support and assistance in the form of low-income housing tax credits, low-interest loans, gap financing, and 201H exemptions.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Various government assistance programs have conflicting requirements that constrain the efficient delivery of affordable homes or support services. Efforts to overcome this gap continue through review of procedural and regulatory requirements and recommending amendments that simplify layering of financing sources. Programs to cut across financial "silos" for the provision of housing and supportive services also continue.

The counties of Hawaii, Kauai, and Maui, and the City continue to participate in quarterly Community Planning and Development (CPD) Coordinators' meetings to coordinate statewide strategies, activities and performance measures, statewide CoC group meetings held every other month to collaborate on homeless issues, Interagency Council on Homelessness meetings held every other month to mainstream programs and end chronic homelessness, monthly HOME and HTF recipient meetings to increase capacity, and quarterly fair housing meetings.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

HHFDC, DHS, HPHA, and the county housing agencies continue to participate in the Governor's Housing Stakeholders Group, which includes public and private housing and social service agencies, and legislators working on various issues that include, but are not limited to, affordable housing policy, legislative/budget priorities, Transit-Oriented Development (TOD), future housing development projects, infrastructure funding, historic preservation, fair housing issues, environmental issues and other housing-related topics. Directors from these agencies also meet monthly to work on resolving issues, share best practices, and collaborate on housing development initiatives and activities.

HHFDC continues to coordinate and conduct monthly HOME and HTF program meetings with its State Recipients and Subgrantees to improve communication and provide opportunities for open discussion

on the administration of the HOME and HTF programs. To encourage participation and utilization of funds under HUD's National Housing Trust Fund program, HHFDC has also provided education and informational sessions to developers of affordable housing.

To enhance and broaden coordination between public and private housing, health, and social services agencies, HHFDC's State Recipients of HOME funds (the counties of Hawaii, Kauai, and Maui) conduct community outreach through various means. Hawaii County includes request for proposals (RFP), public notices, and information on upcoming events and on- and off-site training in the County's weekly newsletter. Kauai County's Homeless Support Services Coordinator serves as a liaison on Kauai's Continuum of Care Committee (also known as the Kauai Community Alliance) and attends meetings to assist this community-based working group to address homeless priorities and concerns. Maui County's Coordinated Homeless Response Team meets monthly to coordinate proactive and immediate solutions to acute homelessness issues affecting public health and safety.

All counties hold applications workshops for their HOME and CDBG programs and participate in quarterly fair housing and CPD Coordinators' meetings. Under the ESG program, BTG continues to maintain the CES in each county, which organizes and prioritizes available housing resources, and matches these resources with the most vulnerable households in the community. BTG jurisdictions advocated for new affordable housing developments; increased local, state and federal funding for homeless prevention activities, Housing First, and Rapid Re-Housing programs; increased federal funding for the Housing Choice Voucher (Section 8) program; and continued to operationalize Housing First strategies.

HHFDC and HPHA are members of the Hawaii Interagency Council for Transit-Oriented Development (TOD Council) and collaborate with state and county governments and the community to coordinate and facilitate state agency TOD planning. The TOD Council also facilitates consultation and collaboration between the State and counties on smart growth, planning and policy development, and TOD initiatives. The 2022 Yes In My Backyard (YIMBY) statewide working group on affordable housing was established and is co-chaired by the executive directors of HHFDC and HPHA. The working group meets annually to 1) foster increased inter-agency coordination on housing and zoning issues, 2) raise public awareness of the ongoing efforts by the State and counties to reduce barriers to affordable housing development, and 3) propose legislation.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

Throughout PY2024, HHFDC and other government agencies continued to provide staff with fair housing education. In April 2025, fair housing training sessions were held virtually by the City with a panel of representatives from the Hawaii Civil Rights Commission (HCRC), and the Legal Aid Society of Hawaii (LASH). In the Analysis of Impediments to Fair Housing Choice (AI) report prepared jointly for government housing agencies in 2019, it was recommended that fair housing information and training be provided for the benefit of the public, landlords, and agency staff, who were among the attendees in 2025. The AI was updated in PY2025 and is available for viewing on HHFDC's website at: <https://dbedt.hawaii.gov/hhfdc/resources/reports/>.

To continue the expansion of fair housing education, Kauai County provides Fair Housing information via Section 8 briefings for new Housing Choice Voucher recipients and on the KCHA website. Maui County

partnered with HUD, HCRC, and LASH to address housing discrimination complaints; and in Hawaii County, a fair housing training was conducted by OHCD for Limited English Proficiency service providers.

All DHS/HPO staff and contracted service providers are required by DHS to participate in the annual Civil Rights Awareness training. The training consists of topics such as federal laws against discrimination, the State's discrimination complaint process, rules against retaliation, supervisor responsibilities, fair housing, language access, and other accommodations. HPO staff and homeless stakeholders are also required to attend Fair Housing training presented by each of the four counties when available.

Fair housing language is included in all housing-related DHS/HPO Requests for Proposals and/or contracts. Contracted providers are required to have policies and procedures (P&P) in place to ensure compliance with Fair Housing rules and regulations. The P&Ps must be made available upon request for review by DHS/HPO.

HPHA continues to address Americans with Disabilities Act (ADA) issues by carrying out its multi-phase strategy. The HPHA Needs Assessment and ADA Title II Transition Plan is under review and may be viewed at: <http://www.hpha.hawaii.gov/housingplans/index.htm>.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

In PY2024, HHFDC monitored all State Recipients, HOME CHDOs, and active HOME projects/activities using HUD's CPD Monitoring Handbook 6509.2, Rev. 6, Chapter 7 as its key monitoring tool. Monitoring included applicable HOME program-wide and project/program-specific compliance reviews as described in the Handbook. HHFDC conducted on-site program monitoring reviews, in addition to using IDIS reports, communications with county staff, report submittals and previous monitoring reports. Program monitoring focused on each county's administration of the HOME program. **Attachment D** describes the results of HHFDC's program monitoring.

The counties of Hawaii, Kauai, and Maui, as State Recipients under the HOME program, conduct outreach to Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) through the following activities:

- solicitations for the procurement of services and property by State Recipients, Subrecipients or other entities receiving funding under the HOME program include outreach efforts to the MBEs and WBEs (such as utilization of DOT's Disadvantaged Business Enterprise Directory);
- public notices of bid solicitations and requests for proposals include a statement that encourages participation by MBEs and WBEs; and
- State Recipients, Subrecipients, and other entities receiving HOME funds report annually on the type and number of contracts awarded, the names and addresses of the firms awarded bids, the dollar value of all contracts awarded, the dollar value of contracts awarded to MBEs and WBEs, names and addresses of MBEs/WBEs who submitted bids but were not awarded contracts, and the method of implementing the outreach requirements.

Section CR-15 of this CAPER provides data compiled during this reporting period on HOME contracts and subcontracts awarded to MBEs and WBEs. The State remains confident that MBEs and WBEs will continue to be given opportunities to participate in the State's HOME program.

Attachment E describes monitoring procedures for the HOPWA program.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

On August 13, 2025, HHFDC published a Notice of Public Comment (Notice) inviting the public to comment on the draft PY2025 CAPER and informing the public where copies of the draft CAPER were available for review. HHFDC published the Notice in the Honolulu Star-Advertiser, a newspaper of general circulation, and posted the Notice and draft CAPER on its website at <http://dbedt.hawaii.gov/hhfdc> or www.hawaii.gov/dbedt/hhfdc. The 15-day comment period expired on August 28, 2025; no comments were received.

CR-50 - HOME 24 CFR 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

HHFDC contracted with Spectrum Seminars, Inc. to conduct on-site inspections and tenant file reviews of HOME- and HTF-assisted rental housing. In PY2024, Spectrum completed tenant file reviews for seven (7) HOME projects, including a TBRA program and three (3) HTF projects; and on-site inspections for seven (7) HOME projects, three (3) HTF projects. For the Mahani Hale project, which is HTF-assisted, a Summary Report dated 4/1/2025 noted continuing noncompliance in various areas. Additionally, the project is experiencing site foundation issues, which Mental Health Kokua, their insurance company, and an engineering firm are working to address. The units are currently not occupied. Unit inspections for the current program year are scheduled for Fall 2025. Additional program and project monitoring information is provided in **Attachment F**.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

The counties of Hawaii, Kauai, and Maui, as State Recipients under the State's HOME program, conduct affirmative marketing through their use of commercial media, community contacts, the Equal Housing Opportunity logos/slogan, and display of the Fair Housing poster.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Of the \$1,791,072 in HOME funds disbursed in PY2024, \$23,029 was program income/recaptured funds. HHFDC allows the counties of Hawaii, Kauai, and Maui, as State Recipients under the State's HOME program, to retain all program income/recaptured funds for re-distribution to other HOME-eligible activities. The counties are allowed to use up to 10% of program income received for administrative purposes.

The total program income/recaptured funds received during the program year was \$579,654. Total program income/recaptured funds expended on projects and administration was \$23,029, leaving a balance of \$1,492,037 available for future projects and administration. Table 7 on page 7 reflects the program income/recaptured funds received and disbursed by the counties during the reporting period.

**Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k)
(STATES ONLY: Including the coordination of LIHTC with the development of affordable
housing). 24 CFR 91.320(j)**

HHFDC continued to make available incentives for non-profit and for-profit entities to develop affordable housing. Incentives include low-interest loans, low-income housing tax credits, and exemptions from the State's general excise tax. HHFDC ensures that the organizations are aware of the benefits of the various state programs and of how equity may be obtained for affordable rentals. In PY2024, HHFDC awarded financing in the form of low-income housing tax credits, rental housing revolving fund loans, and/or revenue bonds for the construction or preservation of 425 affordable units. HHFDC also continues to promote homeownership in the State of Hawaii by providing financing, tools, and resources for the development of affordable for-sale housing.

CR-55 - HOPWA 91.520(e)

Identify the number of individuals assisted and the types of assistance provided

Number of Households Served Through:	One-year Goal	Actual
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	10	12
Tenant-based rental assistance	19	27
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0	0
TOTAL	29	37

Table 14 – HOPWA Number of Households Served

Narrative

The PY2024 HOPWA Program CAPER, with detailed information on the number of individuals served and the types of assistance provided, is included as **Attachment C**.

CR-56 - HTF 91.520(h)

Describe the extent to which the grantee complied with its approved HTF allocation plan and the requirements of 24 CFR part 93.

HHFDC, as the State Recipient of HTF funds, complied with its HTF Allocation Plan for PY2024. The HTF Plan provided for HHFDC's retention of 5% for program administration and the distribution of remaining funds to Hawaii County.

In PY2024, Hawaii County completed construction on its PY2018 Kaloko Heights Affordable Housing project.

The counties of Hawaii, Kauai, and Maui receive HTF funds on the same rotation as HHFDC's HOME rotation, and each has identified eligible HTF activities that will produce HTF units in the near future, targeting households earning incomes at or below 30% of the AMI. Maui County's PY2023 Hale O Piikea II and Hale O Piikea III are currently under construction, and Hawaii and Kauai Counties are in the solicitation or project selection process.

In PY2024, under each county's HTF program, there were no emergency transfer requests pertaining to victims of domestic violence, dating violence, sexual assault, or stalking.

Tenure Type	0 – 30% AMI	0% of 30+ to poverty line (when poverty line is higher than 30% AMI)	% of the higher of 30+ AMI or poverty line to 50% AMI	Total Occupied Units	Units Completed, Not Occupied	Total Completed Units
Rental	6	0	0	6	0	6
Homebuyer	0	0	0	0	0	0

Table 15 - CR-56 HTF Units in HTF activities completed during the period

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	1	0	0	0
Total Labor Hours		13,765	0	0	0
Total Section 3 Worker Hours		0	0	0	0
Total Targeted Section 3 Worker Hours		0	0	0	0

Table 15 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	N/A	0	0	0	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	N/A	0	0	0	0
Direct, on-the job training (including apprenticeships).	N/A	0	0	0	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	N/A	0	0	0	0
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	N/A	0	0	0	0
Outreach efforts to identify and secure bids from Section 3 business concerns.	N/A	0	0	0	0
Technical assistance to help Section 3 business concerns understand and bid on contracts.	N/A	0	0	0	0
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	N/A	0	0	0	0
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	N/A	0	0	0	0
Held one or more job fairs.	N/A	0	0	0	0
Provided or connected residents with supportive services that can provide direct services or referrals.	N/A	0	0	0	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	N/A	0	0	0	0
Assisted residents with finding child care.	N/A	0	0	0	0
Assisted residents to apply for, or attend community college or a four year educational institution.	N/A	0	0	0	0
Assisted residents to apply for, or attend vocational/technical training.	N/A	0	0	0	0
Assisted residents to obtain financial literacy training and/or coaching.	N/A	0	0	0	0
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	N/A	0	0	0	0
Provided or connected residents with training on computer use or online technologies.	N/A	0	0	0	0
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	N/A	0	0	0	0
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	N/A	0	0	0	0
Other.	N/A	0	0	0	0

Table 16 – Qualitative Efforts - Number of Activities by Program

Narrative

Under 24 Code of Federal Regulations (CFR) Part 75, Section 3 of the Housing and Urban Development Act of 1968 (Section 3) is a hiring requirement that applies to development projects and ensures that employment and other economic opportunities by certain HUD assistance goes toward the “greatest extent feasible” to low- and very low-income persons and businesses. Section 3 requirements apply to all HOME, HOME-ARP, HTF, ESG, and HOPWA program activities that involve housing construction, demolition, rehabilitation, or other public construction exceeding total HUD funding of \$200,000.

In PY2024, there was one (1) HOME activity and one (1) HTF housing construction activity exceeding total HUD funding of \$200,000 completed. Table 16 provides totals for the number of activities, labor hours, Section 3 worker hours, and targeted Section 3 worker hours by program; and Table 17 reflects qualitative efforts, also by program in PY2024. The amounts provided are for the Kaloko Heights Affordable Housing Project. Since the project was set up in IDIS prior to the Section 3 reporting requirement being introduced, the information in the tables do not appear on the IDIS Section 3 reports. No ESG RUSH or HOPWA grant funds were expended on activities involving housing construction, demolition, rehabilitation or other public construction. However, many of the participants of both programs were offered employment and/or training classes provided by the agencies or were referred to the classes provided by partner service providers including State and County government, non-profit and private organizations.

This page was intentionally left blank.

NOTICE OF PUBLIC COMMENT

Pursuant to Title 24 Code of Federal Regulations Part 91, notice is given that a draft *Consolidated Annual Performance and Evaluation Report* (CAPER) for Program Year 2024-2025 is available for review and comment. The CAPER is an annual review of the progress made in carrying out the Strategic and Action Plan components of the State of Hawaii's *Consolidated Plan*. It includes an assessment of the State's performance in meeting its affordable and supportive housing objectives under the HOME Investment Partnerships, National Housing Trust Fund, and Housing Opportunities for Persons with AIDS programs.

A copy of the draft CAPER is available on the Hawaii Housing Finance and Development Corporation (HHFDC) website at <http://hawaii.gov/dbedt/hhfdc>, and at the following depository libraries (subject to their respective hours of operation): Hilo, Hawaii Island; Lihue, Kauai; Kahului, Maui; and Kaimuki, Kaneohe, Hawaii State Library's Documents Center, and UH Library's Serials Receiving; Oahu. You may email a request for a copy to HHFDC.ConsolidatedPlan@hawaii.gov. Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. and 4:30 p.m. from Monday through Friday (except for weekends and State holidays). To be mailed copies, interested parties may call (808) 587-0577; Neighbor Island residents may call the toll-free numbers below, ext. 70577:

From Kauai, (808) 274-3141
From Maui, (808) 984-2400

From Hawaii Island, (808) 974-4000
From Molokai and Lanai, 1-800-468-4644.

AGENCIES:

Office of Housing & Community Development
1990 Kinoole Street, Suite 102; Hilo, Hawaii

County of Maui, Department of Housing
2200 Main Street, Suite 205; Wailuku, Maui

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

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

Department of Community Services
City & County of Honolulu
925 Dillingham Blvd., Suite 200; Honolulu, Oahu

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

Written comments on the draft CAPER may be submitted to HHFDC at the above address or via email at HHFDC.ConsolidatedPlan@hawaii.gov no later than 4:30 p.m. on August 28, 2025. All comments will be considered in preparing the final CAPER.

Persons with special needs (e.g., large print, taped materials, sign language interpreter, or translator) shall make all requests for assistance by contacting HHFDC's Personnel Office at 587-0610, by written request, or by email to hhfdchr@hawaii.gov by August 19, 2025. Prompt requests help to ensure the availability of appropriate accommodations. Persons on the Neighbor Islands may call the toll-free numbers listed above, ext. 70610.

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

Dean Minakami, HHFDC Executive Director
Department of Business, Economic Development & Tourism
State of Hawaii

August 13, 2025
Honolulu Star-Advertiser



AFFIDAVIT OF PUBLICATION

IN THE MATTER OF
NOTICE OF PUBLIC COMMENT

STATE OF HAWAII
City and County of Honolulu

Doc. Date: AUG 13 2025 # Pages: 1
Notary Name: COLLEEN E. SORANAKA First Judicial Circuit
Doc. Description: Affidavit of Publication
Notary Signature: [Signature] Date: AUG 13 2025
Notary Public Seal: COLLEEN E. SORANAKA, No. 90-263

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

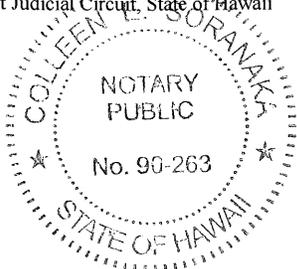
Honolulu Star-Advertiser 1 times on: 08/13/2025
MidWeek 0 times on:
The Garden Island 0 times on:
Hawaii Tribune-Herald 0 times on:
West Hawaii Today 0 times on:
Other Publications: 0 times on:

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

[Signature]
Kimberly Masu
Subscribed to and sworn before me this 13th day of August A.D. 2025

Colleen E. Soranaka, Notary Public of the First Judicial Circuit, State of Hawaii
My commission expires: Jan 06 2028

Ad # 0001501459



}
}
}
}
}
}
}
}
}
}
}

NOTICE OF PUBLIC COMMENT

Pursuant to Title 24 Code of Federal Regulations Part 91, notice is given that a draft Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year 2024-2025 is available for review and comment. The CAPER is an annual review of the progress made in carrying out the Strategic and Action Plan components of the State of Hawaii's Consolidated Plan. It includes an assessment of the State's performance in meeting its affordable and supportive housing objectives under the HOME Investment Partnerships, National Housing Trust Fund, and Housing Opportunities for Persons with AIDS programs.

A copy of the draft CAPER is available on the Hawaii Housing Finance and Development Corporation (HHFDC) website at http://hawaii.gov/dbedt/hhfdc, and at the following depository libraries (subject to their respective hours of operation): Hilo, Hawaii Island; Lihue, Kauai; Kahului, Maui; and Kaimuki, Kaneohe, Hawaii State Library's Documents Center, and UH Library's Serials Receiving; Oahu. You may email a request for a copy to HHFDC.ConsolidatedPlan@hawaii.gov. Copies may also be picked up at the agencies listed below between the hours of 7:45 a.m. and 4:30 p.m. from Monday through Friday (except for weekends and State holidays). To be mailed copies, interested parties may call (808) 587-0577; Neighbor Island residents may call the toll-free numbers below, ext. 70577:

From Kauai, (808) 274-3141
From Maui, (808) 984-2400
From Hawaii Island, (808) 974-4000
From Molokai and Lanai, 1-800-468-4644.

- AGENCIES:
Office of Housing & Community Development
1990 Kinoole Street, Suite 102; Hilo, Hawaii
County of Maui, Department of Housing
2200 Main Street, Suite 205; Wailuku, Maui
Kauai County Housing Agency
4444 Rice Street, Suite 330, Lihue, Kauai
Department of Human Services, Homeless Programs
Benefits, Employment & Support Services Division
1010 Richards Street, Suite 312; Honolulu, Oahu
Department of Community Services
City & County of Honolulu
925 Dillingham Blvd., Suite 200; Honolulu, Oahu
Hawaii Housing Finance and Development Corporation
677 Queen Street, Suite 300; Honolulu, Oahu

Written comments on the draft CAPER may be submitted to HHFDC at the above address or via email at HHFDC.ConsolidatedPlan@hawaii.gov no later than 4:30 p.m. on August 28, 2025. All comments will be considered in preparing the final CAPER.

Persons with special needs (e.g., large print, taped materials, sign language interpreter, or translator) shall make all requests for assistance by contacting HHFDC's Personnel Office at 587-0610, by written request, or by email to hhfdcpr@hawaii.gov by August 19, 2025. Prompt requests help to ensure the availability of appropriate accommodations. Persons on the Neighbor Islands may call the toll-free numbers listed above, ext. 70610.

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

Dean Minakami, HHFDC Executive Director
Department of Business, Economic Development & Tourism
State of Hawaii
(SA1501459 8/13/25)



ICSP.NO.: _____



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

Honolulu Field Office – Region IX
1003 Bishop Street, Suite 2100
Honolulu, Hawaii 96813-4918
www.hud.gov
espanol.hud.gov

Sent via Electronic Email

January 6, 2026

The Honorable Josh Green
Governor, State of Hawaii
State Capitol
Executive Chambers
Honolulu, HI 96813

Subject: State of Hawaii Annual Performance Assessment
HOME Investment Partnerships Program (HOME), Housing Trust Fund (HTF),
and Housing Opportunities for Persons with AIDS (HOPWA)
Program Year 2024

Dear Governor Green:

As a recipient of grant funds provided by the U.S. Department of Housing and Urban Development (HUD), each jurisdiction that has an approved Consolidated Plan shall annually review and report to HUD on the progress it has made in carrying out its Consolidated Plan and Annual Action Plan. The performance report is submitted to HUD's Office of Community Planning and Development (CPD) in the form of the Consolidated Annual Performance and Evaluation Report (CAPER). Furthermore, the Consolidated Plan regulations at 24 CFR § 91.525 require the Department to evaluate and report to the public on a community's overall progress in the management of its program funds, compliance with the Consolidated Plan, the accuracy of performance reports, and the extent to which progress has been achieved toward the statutory goals identified in Section 91.1.

This letter serves to acknowledge your Program Year 2024 CAPER submission and to apprise you of our assessment of State of Hawaii's overall progress. HUD acknowledges the State of Hawaii's programmatic accomplishments during the program year. Based on our Office's review of your Program Year 2024 CAPER, we have concluded that the State of Hawaii has the capacity to carry out its CPD programs and has met its reporting requirements.

Thank you for your continued commitment to strengthen your community through CPD programs. Please submit any comments regarding the contents of this letter to this Office within 30 days of the date of this letter. If you have any questions concerning the progress summary or wish to request additional consultation regarding your performance, please contact Stephanie

Kaimana On, Senior Community Planning and Development Representative at (808) 457-4676
or stephanie.w.kaimanaon@hud.gov.

Sincerely,

**REBECCA
BLANCO**

Digitally signed by: REBECCA BLANCO
DN: CN = REBECCA BLANCO C = US O
= U.S. Government OU = Department of
Housing and Urban Development, Office
of Community Planning and Development
Date: 2026.01.06 07:55:50 -08'00'

Rebecca Blanco
Director
Office of Community Planning and
Development

CPD Program Progress Summary

This section summarizes State of Hawaii's program progress during the assessment period July 1, 2024 – June 30, 2025, with special focus on compliance with and progress towards expenditure requirements for CPD programs.

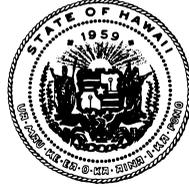
Summary of Programs Administered and 2024 Funding Amounts:

Allocations	2024 Funding Amounts	Total Available 2024 Balance	Total Available Balance – All Years
HOME	\$3,000,000	\$2,850,000.00	\$9,125,951.99
HOME-ARP	\$6,720,952 (2021)	\$4,654,890.54 (2021)	\$4,654,890.54
HTF	\$3,144,833.37	\$3,144,833.37	\$9,237,798.93
HOPWA	\$307,914	\$7,192.84	\$190,273.84

Summary of Program Deadlines and Baseline Requirements:

Program	Requirement	Progress
HOME	Compliance with <i>last</i> September 30 th Treasury cancelling funds deadline	Last Deadline: 9/30/2025 Balance of undisbursed funds: \$0.00
	Progress towards <i>next</i> September 30 th Treasury cancelling funds deadline	Next Deadline: 9/30/2026 Balance of undisbursed funds: \$113,215
HTF	Compliance with 24-month HTF commitment requirement	Last 24-month deadline: 7/6/2025 Uncommitted Balance: \$0.00 Next 24-month deadline: 9/6/2026 Uncommitted Balance: \$3,144,833.37
	Compliance with Five-year HTF expenditure requirement	Last Expenditure Deadline: 9/12/2025 Grant Balance: \$0.00 Next Expenditure deadline: 7/12/2026 Grant Balance: \$0.00

This page was intentionally left blank.



EXECUTIVE CHAMBERS
KE KE'ENA O KE KIA'ĀINA

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA

FEB 04 2026

Mr. Mark A. Chandler
Director, Office of Community Planning and Development
Honolulu Field Office – Region IX
United States Department of Housing and Urban Development
1003 Bishop Street, Suite 2100
Honolulu, Hawai'i 96813

Dear Mr. Chandler:

Re: Annual Performance Assessment for Program Year 2024

This letter provides comments on your *Annual Performance Assessment* dated January 6, 2026, which determined that the State of Hawaii (the State) has the capacity to carry out its United States Department of Housing and Urban Development's (HUD) Community Planning and Development (CPD) programs and has met its reporting requirements.

I am pleased that the Hawaii Housing Finance and Development Corporation (HHFDC) and Department of Human Services (DHS) have been successfully leveraging the funds made available through HUD's CPD programs to address the needs of low-, very low-, and extremely low-income households in our community.

In partnership with HUD, the State will continue to improve its administration of CPD programs to ensure that activities comply with HUD requirements and that funds are spent in a timely manner to support the needs of our residents and communities. I look forward to this continued partnership to address the housing needs of Hawai'i's homeless, special needs, and lower-income populations.

Mr. Mark Chandler
Page Two of Two

If you have any questions, please contact Keri Higa at keri.higa@hawaii.gov.

Mahalo,

A handwritten signature in black ink, appearing to read "Josh Green".

Josh Green, M.D.
Governor of Hawai'i

c: Dean Minakami, Executive Director, HHFDC, Attn: Keri Higa
Ryan Yamane, Director of Human Services, Attn: Harold Brackeen, III
Hakim Ouansafi, Executive Director, HPHA, Attn: Benjamin Park
CPDHonolulu@HUD.gov

ATTACHMENT A

CR-05: Goals and Outcomes

HOME Investment Partnerships Program

This page was intentionally left blank.

ATTACHMENT A
PY2024 HOME ACTIVITIES
CR-05: Goals & Outcomes

PY2024 AAP GOALS/ACTIVITIES:

PY2024 Anticipated HOME Projects	Project Name	County	No. of HOME-Assisted Units	TOTAL UNITS
HR-1: Rental Housing – New Construction or Rehabilitation	TBD	Hawaii	TBD	TBD
HR-1: Rental Housing – New Construction or Rehabilitation, HO-1: For Sale Housing – New Construction or Rehabilitation, or HO-2: For Sale Housing – Self Help Building Method	TBD	Hawaii	TBD	TBD
TOTAL:			TBD	TBD

PY2024 CAPER OUTCOMES:

PY2024 HOME Completions	Project Name	County	AAP Year	No. of HOME-assisted Units	TOTAL UNITS
HR-1: Rental Housing – New Construction or Rehabilitation	Kaloko Heights Affordable Housing	Hawaii	2018	6	100
HR-2: Tenant Based Rental Assistance	County of Hawaii Tenant Based Rental Assistance	Hawaii	2018	93	93
HO-1: For Sale Housing – New Construction or Rehabilitation	Waimea Huakai Self-Help Subdivision Homebuyer Loan Program	Kauai	2019	5	30
TOTAL:				104	223

This page was intentionally left blank.

ATTACHMENT B

CR-05: Goals and Outcomes

National Housing Trust Fund Program

This page was intentionally left blank.

ATTACHMENT B
PY2024 NATIONAL HOUSING TRUST FUND PROGRAM
CR-05: Goals & Outcomes

PY2024 AAP GOALS / ACTIVITIES:

PY2024 Anticipated HTF Projects	Project Name	County	No. of HTF Assisted Units	TOTAL UNITS
HR-4: Construct New or Rehabilitate Existing Affordable Rental Housing	TBD	Hawaii	TBD	TBD
TOTAL:			TBD	TBD

PY2024 CAPER OUTCOMES:

PY2024 HTF Completions	Project Name	County	AAP Year	No. of HTF-assisted Units	TOTAL UNITS
HR-4: Construct New or Rehabilitate Existing Affordable Rental Housing	Kaloko Heights Affordable Housing	Hawaii	2018	5	100
				5	100

This page was intentionally left blank.

ATTACHMENT C

CR-05 and CR-55: HOPWA CAPER

This page was intentionally left blank.

**HOUSING OPPORTUNITES FOR PERSONS WITH
AIDS (HOPWA) PROGRAM**

**PY2024 CONSOLIDATED APR/CAPER – HOPWA
PROVIDER (GRANTEE)**

This page was intentionally left blank.

Housing Opportunities for Persons With AIDS (HOPWA) Program

Revised: 05/01/2025

Consolidated APR/CAPER - HOPWA Grantee

OMB Approval No. 2506-0133 (Expiration Date: 12-31/2027).

Burden Statement

The purpose of this information collection is to meet the Housing Opportunities for Persons With AIDS (HOPWA) annual reporting requirements. Reporting is required for all HOPWA grantees pursuant to 42 U.S.C. § 12911; 24 CFR §§ 574.520(a) and (b); and 24 CFR § 91.520(f). The information collected on this form is required to obtain a benefit. It will not be confidential. The public reporting burden for this collection of information is estimated to average 40 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. This includes the time for collecting, reviewing, and reporting the data. HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a currently valid OMB control number. OMB Approval No. 2506-0133 (Expiration Date: 12/31/2027).

Term	Definition
Viral Suppression	When the load or volume of HIV virus present in a person's blood is measured at less than 200 copies per milliliter of blood.
Adjustment for Duplication	Removal of duplicate entries when a household/unit received more than one type of HOPWA assistance, which enables the calculation of unduplicated output totals. For example, if a household received both HOPWA TBRA and HOPWA PHP from the same project sponsor, adjusting for duplication would ensure that household was only counted once when calculating the HOPWA housing subsidy assistance household total.
Administrative Agent	An entity the grantee has selected to carry out administrative activities on behalf of the grantee. When a grantee utilizes another organization to carry out some or all of the grantee's administrative functions, the administrative activities, costs, and terms of payment should be clearly delineated in a contract or other written agreement between the parties. All costs associated with administering the grant, whether incurred by the grantee or the other organization, are subject to the 3% administrative cost limit. For the purposes of HOPWA annual performance reporting, the administrative agent would not complete a separate "Provider Workbook."
Administrative Costs	Costs for general management, oversight, coordination, evaluation, and reporting (24 CFR § 574.3). By statute, grantee administrative costs are limited to 3% of the total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive (42 U.S.C. § 12911).
Anti-Retroviral Therapy	A use of a combination of medications to treat HIV.
Area Median Income (AMI)	The Department of Housing and Urban Development (HUD) sets income limits that determine eligibility for assisted housing programs including the HOPWA program. HUD develops income limits based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. AMI values vary by location and are published at https://www.huduser.gov/portal/datasets/il.html
Beneficiary(ies)	All members of a household (with or without HIV) who benefitted from HOPWA assistance during the operating year, not including the HOPWA-eligible individual (see definition).
Chronically Homeless Person	A person defined as chronically homeless under 24 CFR 578.3. ((1) A homeless individual with a disability as defined in section 401(9) of the McKinney-Vento Assistance Act (42 U.S.C. 11360(9)) who: a) lives in a place not meant for human habitation, a safe haven, or in an emergency shelter, and b) has been homeless and living as described for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive night of not living as described; (2) An individual who has been residing in an institutional care facility, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria 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 of this definition, including a family whose composition has fluctuated while the head of household has been homeless.)
Contractor	A contractor is an entity that receives a legal instrument (contract) by which a grantee or project sponsor purchases property or services needed to carry out the project or program under a Federal award. The purpose of the contract is to obtain goods and services for the grantee/project sponsor's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the grantee and a contractor are when the contractor: provides the goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; provides goods or services that are ancillary to the operation of the HOPWA program; and is not subject to compliance requirements of the HOPWA program as a result of the agreement, though similar requirements may apply for other reasons (2 CFR 200.331(b)). For purposes of HOPWA annual performance reporting, contractors do not submit a separate "Provider Workbook."
Facility-Based Housing Assistance	Leasing, operating, and hotel/motel expenditures to support units or facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.
Faith-Based Organization	Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.
Grassroots Organization	An organization that is headquartered in the local community where it provides services, has a social services budget of \$300,000 or less annually, and has six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered "grassroots."
HOPWA-Eligible Individual	The one low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered "Head of Household." A child may also qualify the household for HOPWA assistance. When the annual performance report asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).
Housing Information Services	Costs to provide counseling, information, or referral services to assist an eligible person to locate, acquire, finance, and maintain housing (24 CFR § 574.300(b)(1)). Some eligible costs under Housing Information Services include staff time to assist eligible clients in searching for or locating appropriate housing whether HOPWA-subsidized or not; staff time to provide fair housing guidance for eligible households who may encounter discrimination on the basis of race, color, religion, sex, age, national origin, familial status, or disability; staff time to provide housing counseling to acquire and finance housing; and development and use of Homeless Management Information System (HMIS) elements to coordinate housing assistance for eligible households. HMIS costs billed to housing information services must be pro-rated and not include HMIS reporting. Use of HMIS for reporting purposes is considered an administrative activity and must be billed to administrative costs.
HOPWA Housing Subsidy Assistance Total	The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the program year for formula grantees and the operating year for competitive grantees.

Household	A single individual or a family, as defined in 24 CFR 574.3. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-household members (e.g., a shared housing arrangement with a roommate) who resided in the unit are not reported in the annual performance report.
Improved HIV Viral Load	A reduction in the load or volume of HIV present in the HOPWA-eligible individual's blood at the end of the operating year compared to the beginning of the operating year. Most people with HIV/AIDS (PWH) who are engaged in medical care have routine laboratory tests. The HOPWA-eligible individual's two most recent laboratory reports can be used to determine viral load improvement, even if the first laboratory test was performed in a prior operating year.
In-kind Leveraged Resources	These are additional types of support provided to assist HOPWA-eligible individuals such as volunteer services, materials, use of equipment, and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the criteria described in 2 CFR part 200. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sale, advertised prices, appraisals, or other information for comparable property similarly situated.
Leasing Costs	Costs used to lease all or a portion of a building as needed to provide housing to eligible households. For eligible individuals or families unable to hold leases in their names, funding may be used to "master lease" units, where the eligible households choose the units, the grantee or project sponsor leases the units and pays the full rent to the landlord, and the eligible households pay the grantee or project sponsor the amount required by 24 CFR 574.310(d). This type of master leasing can be administered as "turn-key" housing assistance, to be replaced with Tenant-Based Rental Assistance (TBRA) if the landlord agrees to transfer the lease to the eligible person. Funding may also be used to master lease units to be operated as transitional housing for eligible households. For example, post-incarceration programs often lease a unit to temporarily house an eligible household returning to the community until other more permanent housing arrangements can be made. The lease is always in the organization's name. The furniture, housing equipment, and supplies, eligible under the operating budget line item, belong to the organization and remain in the unit for the next household's use. Eligible leasing costs include the cost to lease a housing facility or scattered-site units, staff time to negotiate lease terms with lessor or landlord, and annual housing inspections to ensure HOPWA habitability standards are met for scattered-site units assisted with Leasing.
Leveraged Funds	The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources. Leveraged funds are used to further support HOPWA clients receiving assistance during the operating year for formula grants, or under the applicable competitive grant.
Live-In Aide	A person who resides with the HOPWA-Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See 24 CFR 5.403 and the HOPWA Grantee Oversight Resource Guide for additional reference.
Master Leasing	Applies to the leasing of units of housing (scattered-sites or entire buildings) from a landlord by a nonprofit or public agency that subleases the units to HOPWA-eligible tenants. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.
Minimum Use Periods	Grantees that used HOPWA funding for new construction, acquisition, conversion, lease, or substantial rehabilitation of a building or structure are required to operate the building or structure for HOPWA-eligible individuals for a 10-year period. In the case of non-substantial rehabilitation or repair of a building or structure, the minimum use period is not less than 3 years. If no further HOPWA funds are used to support the facility, in place of completing the "CAP DEV" tab in the Performance Report Worksheet, the grantee must complete an "Annual Report of Continued Project Operation" throughout the required use periods. This report is found on the "STEWARD" tab of the Grantee Workbook.
Medically Assisted Living Facilities	HOPWA facility-based housing that assists residents with most or all activities of daily living, such as meals, bathing, dressing, and toileting. Regular medical care, supervision, and rehabilitation are also often available.
Operating Costs	Costs of operating a housing facility owned or leased by the grantee or project sponsor, to the extent the costs are necessary to house eligible households. Eligible operating costs include utilities, property insurance, minor repairs, and upkeep of the facility, maintenance both inside and outside the facility, procurement and contracting of services for facility operation or maintenance, furniture and appliances that will remain with the facility, food purchases and kitchen operation for HOPWA household at the facility, and staff time for directing any of the eligible operating costs mentioned above at the facility for eligible households (24 CFR §574.300(b)(8)).
Operating Year – Competitive grantees	HOPWA competitive grants are awarded for a 3-year period of performance with annual performance reports submitted for each of the 3 operating years. The information contained in this performance report should reflect the grantee's operating year with the beginning date determined at the time the grant agreement is signed. Project sponsor accomplishment information must coincide with the operating year this Performance Report covers. Any change to the period of performance requires the approval of HUD by amendment, such as an extension for one additional operating year. A PSH renewal/replacement grant start date would be coordinated with the close out of the existing grant. Grantees with an approved extension period of less than 6 months must submit the Performance Report for the third year of the grant term at the end of the approved extension period and incorporate data from the additional months. Grantees with an approved extension period of 6 months or more must turn in a Performance Report at the end of the operating year and submit a separate extension Performance Report at the end of the extension period.
Operating Year – Formula grantees	HOPWA Formula Grantees follow the Grantee Program Year as established by the Consolidated Planning Processes. All CPD Programs (HOME/ESG/CDBG/HOPWA) use the same 12-month period as their Operating Year for performance reporting. The information contained in each annual performance report must represent a one-year time period of HOPWA program operation that coincides with the grantee's program year. HOPWA Formula Grantees are annually awarded grants with a 3-year period of performance, as established by the Grantee signature date on the Grant Agreement. Since Grant period of performances vary from Fiscal Year to Fiscal Year, and do not necessarily coincide with a Grantee's Operating Year, funds from more than one HOPWA formula grant awarded to the same grantee may be used during an operating year and the annual performance report must capture all formula grant funding used during the operating year. Project sponsor accomplishment information must also align with the operating year the annual performance report covers.
Outcome	The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness and improve access to HIV treatment and other health care and support.
Output	The number of units of housing or households that receive HOPWA assistance during the operating year.

Permanent Housing Placement (PHP)	Eligible costs under PHP include security deposits not to exceed two months of rent, rental application fees, credit checks, one-time utility hook-up fees paid directly to the utility company, utility arrears only if the cost is creating a barrier to establishing permanent housing in a new unit, rent arrears only if past due rent debt at a prior unit is a barrier to accessing a new unit, initial housing inspections, reasonable travel costs to units for initial housing inspections, staff time to review and identify causes for eviction and responsibilities of the tenant within the least, staff time for assisting clients with executing the lease, and staff time for resolving landlord issues directly related to the PHP assistance being provided. PHP can be used in conjunction with TBRA where PHP pays the security deposit and TBRA covers ongoing monthly rent payments starting with the first month. PHP must only be used to assist the client in entering permanent housing. PHP must never be used for monthly rent or on-going utility costs where a client is already in permanent housing. Although PHP is included as a supportive service under 24 CFR 574.300(b)(7), HUD has established a dedicated BLI for PHP to distinguish it from other supportive services.
Program Income	As defined in 2 CFR 200.1, program income is income earned by the grantee or project sponsor that is directly generated by a supported activity or earned as a result of the grant during the period of performance (except as provided by 2 CFR 200.307). See grant administration requirements on program income at 2 CFR 200.307 and the Federal award.
Project-Based Rental Assistance (PBRA)	A rental subsidy program that is tied to specific facilities or units owned or controlled by a project sponsor. Assistance is tied directly to the properties and is not portable or transferable.
Project Sponsor Organizations	Per HOPWA regulations at 24 CFR 574.3, any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended.
Resource Identification	Resource identification funds may be used to establish, coordinate, and develop permanent housing assistance resources for eligible persons (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing-related initiatives) (24 CFR § 574.300(b)(2)). Activities can include increasing coordination with local initiatives, systems, or strategies (such as the local Continuum of Care or Ryan White Planning Council) to house HOPWA-eligible individuals, development of new housing resources, and conducting community needs assessments to inform system design.
Rural	For purposes of HOPWA reporting, a rural county is a county in which: (1) Has no part of it within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or (2) Is within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area and at least 75% of its population is local on U.S. Census blocks classified as non-urban; or (3) is located in a state that has a population density of less than 30 persons per square mile (as reported in the most recent decennial census), and of which at least 1.25% of the total acreage of such State is under Federal jurisdiction.
Short-Term Rent, Mortgage, and Utility (STRMU) Assistance	Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling (24 CFR 574.300(b)(6)). Eligible STRMU costs include up to 21 weeks of the HOPWA-eligible individual's rent, mortgage, and/or utility costs, and the costs of staff time to review and determine household's need for STRMU assistance and make the STRMU payments. For the purposes of STRMU assistance, to the extent that taxes, insurance, condominium fees, or other building operation costs are included in the monthly mortgage payment either by federal regulation or the terms of the mortgage, these expenses are eligible to be included in the STRMU mortgage assistance payments. STRMU mortgage assistance for taxes, insurance, or condo fees that are not included on the monthly mortgage statement are not eligible.
Stewardship Units	Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction, and/or rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the 3-year use agreement if rehabilitation is non-substantial and to the 10-year use agreement if rehabilitation is substantial.
Sub-Recipient	For the purposes of the HOPWA program, a sub-recipient is an organization that receives funds under a contract with the project sponsor to carry out eligible HOPWA activities. For the purposes of HOPWA annual performance reporting, a sub-recipient organization does not need to submit a separate "Provider Workbook." The sub-recipient's HOPWA activities should be included in the "Provider Workbook" of the project sponsor with whom they have a contract.
Supportive Services	Costs include providing housing stability services, assistance in gaining access to mainstream resources, public benefits, healthcare and support positive health outcomes. However, health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals. Eligible supportive services costs include staff time to develop, update and review individualized housing and service plans for clients; staff time to connect households to appropriate services and treatment in accordance with their housing and service plans, management-level consultation (case staffing); health and mental health assessment services; direct outpatient treatment by licensed professionals of mental health services; substance use disorder services provided by licensed or certified professionals; individual, family, or group therapy to address co-occurring disorders; nutritional services including food banks, nutritional supplements, and counseling by certified nutrition specialists; life skills trainings such as budgeting resources, resolving conflict, using public transportation, unit maintenance; credit counseling; education services including instruction or training in consumer education, health education, substance use prevention, literacy, English as a Second Language, and General Educational Development (GED); job training or job coaching including resume development; client transportation to and from medical care, employment, child care, or other eligible essential services facilities; and HOPWA provider transportation to meet with clients for supportive service needs (24 CFR §574.300(b)(7)).
Tenant-Based Rental Assistance (TBRA)	TBRA is a rental subsidy program that grantees can provide to help low-income households access affordable housing. HOPWA does not place restrictions on the length of time eligible persons may receive TBRA. Grantees should provide the opportunity for eligible households to transition in place to self-sufficiency or another subsidy. Eligible TBRA costs include rental payments, staff time to verify household income for TBRA assistance, calculation of resident rent payment, monthly rental payments, processing a TBRA rental payment on behalf of the HOPWA-eligible individual, annual housing inspections to ensure HOPWA habitability standards are met for units being assisted with TBRA, reasonable travel costs to units for housing inspections, review of a client's selected unit for rent reasonableness and rent standard, annual recertification for households receiving ongoing TBRA, and staff time for resolving landlord issues directly related to providing the TBRA assistance.
VAWA Internal Emergency Transfers	Per 24 CFR 5.2005e, an internal emergency transfer under the Violence Against Women Act (VAWA) protections refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.
VAWA External Emergency Transfers	Per 24 CFR 5.2005e, an external emergency transfer under the VAWA protections refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.
Veteran	A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Instructions for Completing the HOPWA Grantee Performance Report Workbook

What is the HOPWA Grantee Performance Report Workbook?

This workbook provides information at the Grantee Administration level, including grantee contact information, annual performance report narratives, and stewardship unit information. This data will be compiled by the HOPWA Formula or Competitive Grantee, as part of providing annual performance reporting to HUD.

Who completes this form?

This workbook will be completed by the HOPWA Formula or Competitive **Grantee ONLY**.

Reminder:

ANY entity that provides DIRECT HOPWA services - including the HOPWA Grantee - must also complete a separate HOPWA Provider Performance Report Workbook.

What tabs should be completed for this report?

EVERY GRANTEE USER should complete these tabs:

- **GRANTEE**
- **CONTACT**
- **Narrative**

STEWARDSHIP: The Stewardship tab should only be completed if the Grantee is reporting on HOPWA Stewardship Units.

Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation of a building or structure are required to operate the building or structure for HOPWA-eligible beneficiaries for a ten (10) years period.

If no further HOPWA funds are used to support the facility, in place of completing the "CAP DEV" tab in the Provider Performance Report workbook, the grantee must complete an Annual Report of Continued Project Operation throughout the required use periods found on the "STEWARDSHIP" tab of this workbook. The required use period is three (3) years if the rehabilitation is non-substantial.

Important Information:

To ensure the integrity of this workbook, please to not DELETE or ALTER any rows, columns, tabs, or the NAME of the report.

This workbook requires the entry of data only where applicable, with no other actions required.

- 1 Enter text in empty cells next to questions.
- 2 Enter numbers where the entry reads "0" and the answer is an amount.

The workbook **MUST** be submitted in this Excel format. The Grantee will be **unable to submit it** to HUD if it has been converted to any other format, such as a Word or PDF file.

HOPWA Grantee Performance Report Submission Instructions:

HOPWA Annual Performance reporting is collected and submitted at both the Grantee and Project Provider levels.

HUD or a HUD contractor will provide HOPWA Grantees annually with an advance set of named Grantee and Project Sponsor files, based on Project Sponsor activity logged in HUD's IDIS. Grantees complete this high-level *Grantee* workbook covering: Grantee organizational information, Grantee contact information, a narrative of all activities provided by the Grantee and Project Sponsors (and any Grantee that provides direct HOPWA activities) will complete a separate detailed annual report, called the "Provider Performance Report Workbook," with

The Grantee will then:

- Review all Provider Performance Report Workbooks for accuracy and will request that the Project Sponsor correct any missing or incorrect information.
- Collect all of the Grantee and Project Sponsor workbooks together.
- Submit the collection of all separate workbook files in a **single transmission** to HOPWAReports@HUD.gov.
- The entire collection of HOPWA workbook files is considered the Grantee's submission of annual performance reporting under its HOPWA grant agreement.
- Grantees shall submit their annual collection of workbooks within 90 days of the completion of their operating (or Accomplishment) year (except competitive Grantees submitting their grant's 3rd year report have 120 days to submit).
- Submission of the collection of separate workbook files satisfies the HOPWA annual performance reporting submission requirements to HUD. No additional uploads or submission methods (i.e., eCon Planning Suite, SharePoint, etc.) are required.

Once submitted, the Grantee will receive confirmation regarding the submitted files and may be contacted by HUD or a HUD contractor to confirm or correct reported information, as

For assistance with this process, please submit a query to HOPWAReports@HUD.gov.

Grantee
HAWAII

Grant ID **Sponsor(s)**
FHI28922 S00328A_Maui AIDS Foundation

File ID
25162_5736649

GRANTEE SUMMARY

Complete the chart below to provide more detailed information about the agencies and organizations responsible for the administration and implementation of the HOPWA program.

Question	Responses
<i>For Competitive Grantees Only</i>	
For Competitive Grantees only, what is the grant number?	
For Competitive Grantees only, which year (1, 2, or 3) of the grant does this report cover?	
Is the Competitive Grantee a nonprofit organization? Yes or No.	
Is the Competitive Grantee a grassroots organization? Yes or No.	
For Competitive Grantees only, how much was expended on an "Other Housing Activity" (as approved in the grant agreement)?	
<i>For All HOPWA Grantees</i>	
What is the name of the Grantee organization?	State of Hawaii Housing Finance and Development Corporation
What is the Grantee's Unique Entity Identifier (UEI)?	M3BRJ2STMTE4
What is the Employer ID Number (EIN) or Tax ID Number (TIN) of the Grantee?	141967871
For formula grantees only, are there any changes to your program year? Yes or No.	No
<i>Note: HUD must be notified of consolidated program year changes at least two months before the date the program year would have ended if it had not been lengthened, or at least two months before the end of a proposed shortened program year.</i>	
If yes above, what is the revised program start date?	
If yes above, what is the revised program end date?	
What is the street address of the Grantee's office?	677 Queen Street, Suite 300
In what city is the Grantee's business address?	Honolulu
In what county is the Grantee's business address?	Oahu
In what state is the Grantee's office located?	Hawaii
What is the zip code for the Grantee's business address?	96813
What is the parent company of the Grantee (if applicable)?	Dept. of Business, Economic Development & Tourism
What department at the Grantee organization administers the grant?	Dept. of Human Services
What is the Grantee organization's website address?	https://dbedt.hawaii.gov/hhfdc/
What is the Facebook name or page of the Grantee?	https://www.facebook.com/profile.php?id=100077455278840
What is the Twitter handle of the Grantee?	@hhfdchi
What are the cities of the primary service area of the Grantee?	All cities besides Honolu
What are the counties of the primary service area of the Grantee?	Hawaii, Kauai, and Maui

What is the congressional district of the Grantee's business address?	1
What is the congressional district of the Grantee's primary service area?	2
Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service area? Yes or No.	No
Is the Grantee's System for Award Management (SAM) status currently active for this report? Yes or No.	Yes
What is the Grantee's SAM registration number for this report?	M3BRJ2STMTE4
Does the Grantee provide HOPWA-funded services directly to clients? Yes or No.	No
Does the Grantee take the allowable 3% Grantee Administration allowance? Yes or No.	Yes
How much was expended on Grantee Administration?	\$0.00

Contact Information for your Organization	
Question	Responses
Contact Information for Authorizing Official	
What is the Authorizing Official contact name?	Ryan I. Yamane
What is the Authorizing Official contact title?	Director
In what department does the Authorizing Official contact work?	Dept. of Human Services (DHS)
What is the Authorizing Official contact email?	ryamane@dhs.hawaii.gov
What is the Authorizing Official contact phone number (including extension)?	(808)586-4997
What is the Authorizing Official contact fax number?	
Contact Information for Reporting (APR/CAPER) Contact	
What is the Reporting contact name?	Harold Brackeen III
What is the Reporting contact title?	Homeless Programs Administrator
In what department does the Reporting contact work?	DHS, Homeless Programs Office
What is the Reporting contact email?	hbrackeeniii@dhs.hawaii.gov
What is the Reporting contact phone number (including extension)?	(808)586-7082
What is the Reporting contact fax number?	(808)586-5239
Contact Information for HMIS User	
What is the HMIS User contact name?	Clint Tanaka
What is the HMIS User contact title?	Homeless Programs Specialist
In what department does the HMIS User contact work?	DHS, Homeless Programs Office
What is the HMIS User contact email?	ctanaka@dhs.hawaii.gov
What is the HMIS User contact phone number (including extension)?	(808)586-5234
What is the HMIS User contact fax number?	(808)586-5239
Contact Information for IDIS User	
What is the IDIS User contact name?	Harold Brackeen III
What is the IDIS User contact title?	Homeless Programs Administrator
In what department does the IDIS User contact work?	DHS, Homeless Programs Office
What is the IDIS User contact email?	hbrackeeniii@dhs.hawaii.gov
What is the IDIS User contact phone number (including extension)?	(808)586-7082
What is the IDIS User contact fax number?	(808)586-5239
Contact Information for Primary Program Contact	
What is the Primary Program contact name?	Harold Brackeen III
What is the Primary Program contact title?	Homeless Programs Administrator
In what department does the Primary Program contact work?	DHS, Homeless Programs Office
What is the Primary Program contact email?	hbrackeeniii@dhs.hawaii.gov
What is the Primary Program contact phone number (including extension)?	(808)586-7082
What is the Primary Program contact fax number?	(808)586-5239
Contact Information for Secondary Program Contact	
What is the Secondary Program contact name?	Clint Tanaka
What is the Secondary Program contact title?	Homeless Programs Specialist
In what department does the Secondary Program contact work?	DHS, Homeless Programs Office
What is the Secondary Program contact email?	ctanaka@dhs.hawaii.gov
What is the contact Secondary Program phone number (including extension)?	(808)586-5234

What is the Secondary Program contact fax number?	(808)586-5239
Contact Information for Individuals Seeking Services	
What is the Services contact name?	Carla Ebube
What is the Services contact title?	Housing Director
In what department does the Services contact work?	808-242-5638
What is the Services contact email?	Carla@mauiids.org
What is the Services contact phone number (including extension)?	808-242-5638
What is the Services contact fax number?	808-242-1968

<p>Narrative Questions: Any information provided in this tab could be used for monitoring grant compliance with HOPWA requirements and Executive Orders.</p> <p>Provide a maximum of 4,000 characters narrative summarizing major achievements and highlights that were proposed and completed during the program year. Include a brief description of the grant organization, area of service, and an overview of the range/type of housing activities provided. This overview may be used for public information, including posting on HUD's website</p>	<p>Response - Maximum 4,000 characters for each question.</p>	<p>Character Count</p>
<p>Assess your program's success in enabling HOPW beneficiaries to establish and/or better maintain a stable living environment in housing that is safe, decent, and sanitary, and improve access to care. Compare current year results to baseline results for clients. Describe how program activities/projects contributed to meeting stated goals. If program did not achieve expected targets, please describe how your program plans to address challenges in program implementation and the steps currently being taken to achieve goals in next operating year. If your program exceeded targets, please describe strategies in the program utilized and how those contributed to program successes.</p>	<p>The Hawaii State Department of Human Services (DHS), Homeless Programs Office (HPO) administers the Housing Opportunity for Persons with AIDS (HOPWA) formula grant program. DHS/HPO develops, implements and manages a variety of state and federal programs for homeless and at-risk individuals and families. State-manages programs include Outreach service, which provide comprehensive coverage throughout the state; Emergency and Transitional Shelters, which provide a secure environment where individuals and families can stabilize their lives and address their needs; and housing-focused services such as State Homeless Emergency Grants, Housing Placement Program, Housing First, and Rapid Re-Housing. HPO administers federal programs for the neighbor island counties of Hawaii, Kauai, and Maui, including the Department of Housing and Urban Development's (HUD) HOPWA program. All services are required to follow a Housing First approach with the goal of obtaining/retaining permanent housing.</p> <p>Foundation (MAF) was created as a grassroots agency in 1986 in the height of the AIDS pandemic to assist the HOPWA population, free from stigma. Currently, Linda Puppulo is MAF's Executive Director. MAF is the project sponsor and lead administrative agency for the lead administrative agency for the Neighbor Island Housing Program (NIHP). This program was created to provide housing and supportive services, forming a cooperative effort of the two community-based AIDS Service Organizations (ASOs) serving the islands of Kauai, Molokai, Lanai, Maui, and Hawaii. Established in 1988, the cooperating agencies of NIHP are Maui AIDS Foundation (MAF) with a satellite office on Kauai, and the Hawaii Island HIV/AIDS Foundation (HIHAF). Out of this coalition arose the housing program of today, which is funded by formula and competitive HOPWA grants. Carla Ebuhe is the Housing Director of NIHP. The coalition provides TBRA (Tenant Based Rental Assistance), STRMU (Short-Term Rent, Mortgage, Utilities), Housing Placement Assistance services as well as supportive services/case management at the respective island ASOs and satellite office. NIHP program serves three counties in the State of Hawaii located on five separate islands. With HOPWA formula grant funds, MAF was able to support TBRA services for 27 households, STRMU services for 12 households, Housing Placement services for 8 households and Support Services for 497 households.</p>	<p>2415</p>
<p>Assess your program's success in enabling HOPW beneficiaries to establish and/or better maintain a stable living environment in housing that is safe, decent, and sanitary, and improve access to care. Compare current year results to baseline results for clients. Describe how program activities/projects contributed to meeting stated goals. If program did not achieve expected targets, please describe how your program plans to address challenges in program implementation and the steps currently being taken to achieve goals in next operating year. If your program exceeded targets, please describe strategies in the program utilized and how those contributed to program successes.</p>	<p>TBRA was provided to 27 individuals/households, surpassing its goal of 19. STRMU provided 12 individuals/households with the ability to stay in their current housing situations, exceeding the goal of 10. 8 households were provided with PHP, surpassing the goal of 5. Supportive services delivering HOPWA case management were provided to 497 individuals/households. MAF report that the continue to focus on addressing housing stability and health care accessibility needs. The majority of NIHP's housing clients are either living on a fixed income or are employed to their highest level their situation will allow. HOPWA funding assists them with moving to or remaining in a stable housing situation, which is crucial to health preservation. NIHP's housing coordinators and case managers assist them in the search for available, qualified units, whether online or directly with property management companies. Once housed, housing coordinators and case managers assist in resolving tenant/landlord issues that may occur periodically. Case managers provide assistance with clients' other life issues, such as medical needs, employment, transportation, etc., to ensure retention of their current rental home. Recovery from the Maui Wildfires continues to be a challenge as rent has more than doubled since before the fires. Despite this challenge, MAF continued to surpass their annual goals for the HOPWA program and helped with the overall goal of helping households attain and retain permanent housing.</p>	<p>1522</p>

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

Overall, the housing program consistently achieves a high stability rate, which is a significant achievement in Hawaii's high-cost housing market. NHP's case managers and housing coordinators work with clients to help them retain their current housing situation or to find alternative stable housing situations. By working with the clients, finding out their needs, helping them solve their problems, and easing them through these periods of transition, case managers and housing coordinators were able to stabilize clients' housing situations and lives.

The scarcity of HIV primary care support on the islands, including medical, dental, nutritional, and mental health care, continues to be concerning for persons living with HIV/AIDS and supportive care providers. NHP maintains partnerships with affordable providers in each county, as well as utilizing leveraged funds to assist the clients with transportation to facilitate activities of daily living and preservation of health. Other major challenges in Hawaii include low wages and the overall high cost of living, and exorbitant housing prices. Hawaii is one of the most expensive states in which to live, and housing costs, for purchase or rent, are not affordable for most middle-income wage earners, much less low-income persons living with HIV/AIDS. This was further exacerbated by the Maui Wildfires as the rental market more than doubled since the fires. In addition, the lack of public transportation in the rural counties makes client access to services more challenging. The availability of funding and services provided through the grants, as well as the dedication, commitment, and hard work of the staff (including case managers and housing coordinators), helps to achieve and maintain the high rate. Despite the geographic challenges presented by the non-contiguous nature of the counties, essential communication between the ASOs has been consistently achieved. The Executive Directors of the ASOs meet throughout the year, giving them opportunities to discuss any new housing needs. Meetings are also conducted through electronic means such as Zoom, phone and email to effectively communicate with the other islands.

The distribution of HOPWA funds is based on geographic need, unmet housing needs and acuity levels of individuals/households. Funds can be re-allocated throughout the grant cycle to meet changing needs. Unmet housing needs are monitored by the Housing Director at Maui AIDS Foundation/Neighbor Island Housing Program for all 5 of the islands. Clients are processed in order of date and needs. The final determination is made with coordination between the housing coordinators and case managers in all three counties, and dependent on the ability to find qualifying units. Neighbor islands do not maintain a wait list and funding is on a first come first serve basis. The HOPWA program continues to prioritize Housing First concepts, which is the reason why the bulk of the funds are used on rental assistance and short term rent, mortgage and utility assistance.

<p>Report on program coordination with other mainstream housing and supportive services resources, including the use of committed leveraging from other public and private sources that helped to address needs for eligible persons identified in the Consolidated Plan/Strategic Plan.</p>	<p>NIHP is a part of Bridging the Gap, the neighbor island Continuum of Care (Coc) organization for Maui, Kauai, and Hawaii counties. Maui AIDS Foundation is a member of the local chapter CoC Maui Homeless Alliance, and Hawaii Island HIV/AIDS Foundation is with Community Alliance Partners. As such, NIHP partners/collaborates with Family Life Center (Maui and Kauai), Ka Hale A Ke Ola Homeless Resource Centers, the Maui County Department of Housing and Human Concerns and the Department of Human Services (State), HOPE Services Hawaii, the Bay Clinic, Gregory House and numerous other agencies in each county. Funds are leveraged through Ryan White and Department of Health grants, as well as other government and private funding sources. NIHP's supportive services address and help eligible HOPWA and Ryan White participants. Many HOPWA participants have very low incomes (SSI or SSDI), which limit their housing choices, and clients often have multiple diagnoses, such as substance abuse and mental health issues, in addition to being diagnosed with HIV/AIDS. Case managers and housing directors are working on issues of behavior that are jeopardizing client housing. Clients are assisted with connections to mental health services through leveraged Ryan White funds for unreimbursed costs associated with these services.</p>	<p>1324</p>
<p>Describe any trends in the community that may affect the way in which the needs of persons living with HIV/AIDS are being addressed, and provide any other information important to the future provision of services to this population. Identify any evaluations, studies, or other assessments of the HOPWA program that are available to the public.</p>	<p>There are many trends both regulatory and non-regulatory that hinder access to services. The HUD FMR's are much lower than the market rates for rentals in NIHP's jurisdiction, making qualified housing extremely difficult for HOPWA participants to attain especially considering that market rates for rentals increased significantly since the Maui Wildfires.</p> <p>The clients' income levels, as well as poor credit history, are also issues with obtaining rental housing. In this competitive market, many landlords will not choose a tenant who participates in a rental subsidy program, and/or has deficient credit. With Hawaii being a tourist destination, many homes are only available for rent during certain times of the year or for a certain length of time, as landlords can demand a higher rate depending on the tourist season. Despite these challenges, NIHP has worked steadily with landlords who are willing to help HOPWA participants. By developing outstanding relationships with these landlords, when a vacancy occurs, they will notify the agency so the vacancy can be filled. In addition, the neighbor island CoCs have held landlord summits to educate and encourage landlords to rent to participants in housing assistance programs. MAF has reported that when Housing Choice (Section 8) increases their rental caps, landlords follow to meet the new subsidy amounts. One suggestion to overcome this issue is if HUD and Section 8 rates mirrored each other, while also increasing the income rates to allow more people to qualify for services. Another recommendation is to use applicants' net wages (actual take-home pay) rather than gross wages to qualify them for services. In addition, the lack of public transportation in the rural counties makes client access to services and employment more challenging. Many working clients are in the resort industry and must travel a further distance from affordable housing to their place of work. The State DHS funding provided much-needed gas cards and bus passes to resolve transportation issues, as well as access to community food banks and grocery cards for nutritional assistance. More recently, Maui has suffered from many crisis's, one being a wildfire that destroyed one side of the island, with many fatalities. Many residents had to move to other islands and have not returned. Many residents who acquired housing prior to the fire are still seeking housing or are homeless due to fire assistance winding down, resulting in a many Maui residents becoming homeless. Those that are currently housed are struggling to afford the market rate for rents. Hawaii Department of Health HIV/AIDS Surveillance: https://health.hawaii.gov/harmreduction/hiv-aids-surveillance/ HIV Surveillance Reports: CDC/HIV.gov Point in Time Count: https://www.btghawaii.org/reports/housing-inventory-counts-point-in-time/ 2024 Hawaii Housing Planning Study: https://dbedt.hawaii.gov/hhfdc/resources/reports/</p>	<p>2958</p>

This page was intentionally left blank.

**HOUSING OPPORTUNITES FOR PERSONS WITH
AIDS (HOPWA) PROGRAM**

**PY2024 CONSOLIDATED APR/CAPER – HOPWA
PROVIDER
(AIDS SERVICE ORGANIZATIONS)**

This page was intentionally left blank.

Housing Opportunities for Persons With AIDS (HOPWA) Program

Revised: 05/01/2025

Consolidated APR/CAPER – HOPWA Grantee

OMB Approval No. 2506-0133 (Expiration Date: 12/31/2027)

Burden Statement

The purpose of this information collection is to meet the Housing Opportunities for Persons With AIDS (HOPWA) annual reporting requirements. Reporting is required for all HOPWA grantees pursuant to 42 U.S.C. § 12911; 24 CFR §§ 574.520(a) and (b); and 24 CFR § 91.520(f). The information collected on this form is required to obtain a benefit. It will not be confidential. The public reporting burden for this collection of information is estimated to average 40 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. This includes the time for collecting, reviewing, and reporting the data. HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a currently valid OMB control number. OMB Approval No. 2506-0133 (Expiration Date: 12/31/2027).

Term	Definition
Viral Suppression	When the load or volume of HIV virus present in a person's blood is measured at less than 200 copies per milliliter of blood.
Adjustment for Duplication	Removal of duplicate entries when a household/unit received more than one type of HOPWA assistance, which enables the calculation of unduplicated output totals. For example, if a household received both HOPWA TBRA and HOPWA PHP from the same project sponsor, adjusting for duplication would ensure that household was only counted once when calculating the HOPWA housing subsidy assistance household total.
Administrative Agent	An entity the grantee has selected to carry out administrative activities on behalf of the grantee. When a grantee utilizes another organization to carry out some or all of the grantee's administrative functions, the administrative activities, costs, and terms of payment should be clearly delineated in a contract or other written agreement between the parties. All costs associated with administering the grant, whether incurred by the grantee or the other organization, are subject to the 3% administrative cost limit. For the purposes of HOPWA annual performance reporting, the administrative agent would not complete a separate "Provider Workbook."
Administrative Costs	Costs for general management, oversight, coordination, evaluation, and reporting (24 CFR § 574.3). By statute, grantee administrative costs are limited to 3% of the total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive (42 U.S.C. § 12911).
Anti-Retroviral Therapy	A use of a combination of medications to treat HIV.
Area Median Income (AMI)	The Department of Housing and Urban Development (HUD) sets income limits that determine eligibility for assisted housing programs including the HOPWA program. HUD develops income limits based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. AMI values vary by location and are published at https://www.huduser.gov/portal/datasets/il.html
Beneficiary(ies)	All members of a household (with or without HIV) who benefitted from HOPWA assistance during the operating year, not including the HOPWA-eligible individual (see definition).
Chronically Homeless Person	A person defined as chronically homeless under 24 CFR 578.3. ((1) A homeless individual with a disability as defined in section 401(9) of the McKinney-Vento Assistance Act (42 U.S.C. 11360(9)) who: a) lives in a place not meant for human habitation, a safe haven, or in an emergency shelter, and b) has been homeless and living as described for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive night of not living as described; (2) An individual who has been residing in an institutional care facility, including jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria 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 of this definition, including a family whose composition has fluctuated while the head of household has been homeless.)
Contractor	A contractor is an entity that receives a legal instrument (contract) by which a grantee or project sponsor purchases property or services needed to carry out the project or program under a Federal award. The purpose of the contract is to obtain goods and services for the grantee/project sponsor's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the grantee and a contractor are when the contractor: provides the goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; provides goods or services that are ancillary to the operation of the HOPWA program; and is not subject to compliance requirements of the HOPWA program as a result of the agreement, though similar requirements may apply for other reasons (2 CFR 200.331(b)). For purposes of HOPWA annual performance reporting, contractors do not submit a separate "Provider Workbook."
Facility-Based Housing Assistance	Leasing, operating, and hotel/motel expenditures to support units or facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.
Faith-Based Organization	Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.
Grassroots Organization	An organization that is headquartered in the local community where it provides services, has a social services budget of \$300,000 or less annually, and has six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered "grassroots."
HOPWA-Eligible Individual	The one low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered "Head of Household." A child may also qualify the household for HOPWA assistance. When the annual performance report asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).
Housing Information Services	Costs to provide counseling, information, or referral services to assist an eligible person to locate, acquire, finance, and maintain housing (24 CFR § 574.300(b)(1)). Some eligible costs under Housing Information Services include staff time to assist eligible clients in searching for or locating appropriate housing whether HOPWA-subsidized or not; staff time to provide fair housing guidance for eligible households who may encounter discrimination on the basis of race, color, religion, sex., age, national origin, familial status, or disability; staff time to provide housing counseling to acquire and finance housing; and development and use of Homeless Management Information System (HMIS) elements to coordinate housing assistance for eligible households. HMIS costs billed to housing information services must be pro-rated and not include HMIS reporting. Use of HMIS for reporting purposes is considered an administrative activity and must be billed to administrative costs.
HOPWA Housing Subsidy Assistance Total	The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the program year for formula grantees and the operating year for competitive grantees.
Household	A single individual or a family, as defined in 24 CFR 574.3. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-household members (e.g., a shared housing arrangement with a roommate) who resided in the unit are not reported in the annual performance report.
Improved HIV Viral Load	A reduction in the load or volume of HIV present in the HOPWA-eligible individual's blood at the end of the operating year compared to the beginning of the operating year. Most people with HIV/AIDS (PWH) who are engaged in medical care have routine laboratory tests. The HOPWA-eligible individual's two most recent laboratory reports can be used to determine viral load improvement, even if the first laboratory test was performed in a prior operating year.
In-kind Leveraged Resources	These are additional types of support provided to assist HOPWA-eligible individuals such as volunteer services, materials, use of equipment, and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the criteria described in 2 CFR part 200. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sale, advertised prices, appraisals, or other information for comparable property similarly situated.

Leasing Costs	Costs used to lease all or a portion of a building as needed to provide housing to eligible households. For eligible individuals or families unable to hold leases in their names, funding may be used to "master lease" units, where the eligible households choose the units, the grantee or project sponsor leases the units and pays the full rent to the landlord, and the eligible households pay the grantee or project sponsor the amount required by 24 CFR 574.310(d). This type of master leasing can be administered as "turn-key" housing assistance, to be replaced with Tenant-Based Rental Assistance (TBRA) if the landlord agrees to transfer the lease to the eligible person. Funding may also be used to master lease units to be operated as transitional housing for eligible households. For example, post-incarceration programs often lease a unit to temporarily house an eligible household returning to the community until other more permanent housing arrangements can be made. The lease is always in the organization's name. The furniture, housing equipment, and supplies, eligible under the operating budget line item, belong to the organization and remain in the unit for the next household's use. Eligible leasing costs include the cost to lease a housing facility or scattered-site units, staff time to negotiate lease terms with lessor or landlord, and annual housing inspections to ensure HOPWA habitability standards are met for scattered-site units assisted with Leasing.
Leveraged Funds	The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources. Leveraged funds are used to further support HOPWA clients receiving assistance during the operating year for formula grants, or under the applicable competitive grant.
Live-In Aide	A person who resides with the HOPWA-Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See 24 CFR 5.403 and the HOPWA Grantee Oversight Resource Guide for additional reference.
Master Leasing	Applies to the leasing of units of housing (scattered-sites or entire buildings) from a landlord by a nonprofit or public agency that subleases the units to HOPWA-eligible tenants. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.
Minimum Use Periods	Grantees that used HOPWA funding for new construction, acquisition, conversion, lease, or substantial rehabilitation of a building or structure are required to operate the building or structure for HOPWA-eligible individuals for a 10-year period. In the case of non-substantial rehabilitation or repair of a building or structure, the minimum use period is not less than 3 years. If no further HOPWA funds are used to support the facility, in place of completing the "CAP DEV" tab in the Performance Report Worksheet, the grantee must complete an "Annual Report of Continued Project Operation" throughout the required use periods. This report is found on the "STEWARDSHIP" tab of the Grantee Workbook.
Medically Assisted Living Facilities	HOPWA facility-based housing that assists residents with most or all activities of daily living, such as meals, bathing, dressing, and toileting. Regular medical care, supervision, and rehabilitation are also often available.
Operating Costs	Costs of operating a housing facility owned or leased by the grantee or project sponsor, to the extent the costs are necessary to house eligible households. Eligible operating costs include utilities, property insurance, minor repairs, and upkeep of the facility, maintenance both inside and outside the facility, procurement and contracting of services for facility operation or maintenance, furniture and appliances that will remain with the facility, food purchases and kitchen operation for HOPWA household at the facility, and staff time for directing any of the eligible operating costs mentioned above at the facility for eligible households (24 CFR §574.300(b)(8)).
Operating Year – Competitive grantees	HOPWA competitive grants are awarded for a 3-year period of performance with annual performance reports submitted for each of the 3 operating years. The information contained in this performance report should reflect the grantee's operating year with the beginning date determined at the time the grant agreement is signed. Project sponsor accomplishment information must coincide with the operating year this Performance Report covers. Any change to the period of performance requires the approval of HUD by amendment, such as an extension for one additional operating year. A PSH renewal/replacement grant start date would be coordinated with the close out of the existing grant. Grantees with an approved extension period of less than 6 months must submit the Performance Report for the third year of the grant term at the end of the approved extension period and incorporate data from the additional months. Grantees with an approved extension period of 6 months or more must turn in a Performance Report at the end of the operating year and submit a separate extension Performance Report at the end of the extension period.
Operating Year – Formula grantees	HOPWA Formula Grantees follow the Grantee Program Year as established by the Consolidated Planning Processes. All CPD Programs (HOME/ESG/CDBG/HOPWA) use the same 12-month period as their Operating Year for performance reporting. The information contained in each annual performance report must represent a one-year time period of HOPWA program operation that coincides with the grantee's program year. HOPWA Formula Grantees are annually awarded grants with a 3-year period of performance, as established by the Grantee signature date on the Grant Agreement. Since Grant period of performances vary from Fiscal Year to Fiscal Year, and do not necessarily coincide with a Grantee's Operating Year, funds from more than one HOPWA formula grant awarded to the same grantee may be used during an operating year and the annual performance report must capture all formula grant funding used during the operating year. Project sponsor accomplishment information must also align with the operating year the annual performance report covers.
Outcome	The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness and improve access to HIV treatment and other health care and support.
Output	The number of units of housing or households that receive HOPWA assistance during the operating year.
Permanent Housing Placement (PHP)	Eligible costs under PHP include security deposits not to exceed two months of rent, rental application fees, credit checks, one-time utility hook-up fees paid directly to the utility company, utility arrears only if the cost is creating a barrier to establishing permanent housing in a new unit, rent arrears only if past due rent debt at a prior unit is a barrier to accessing a new unit, initial housing inspections, reasonable travel costs to units for initial housing inspections, staff time to review and identify causes for eviction and responsibilities of the tenant within the least, staff time for assisting clients with executing the lease, and staff time for resolving landlord issues directly related to the PHP assistance being provided. PHP can be used in conjunction with TBRA where PHP pays the security deposit and TBRA covers ongoing monthly rent payments starting with the first month. PHP must only be used to assist the client in entering permanent housing. PHP must never be used for monthly rent or on-going utility costs where a client is already in permanent housing. Although PHP is included as a supportive service under 24 CFR 574.300(b)(7), HUD has established a dedicated BLI for PHP to distinguish it from other supportive services.
Program Income	As defined in 2 CFR 200.1, program income is income earned by the grantee or project sponsor that is directly generated by a supported activity or earned as a result of the grant during the period of performance (except as provided by 2 CFR 200.307). See grant administration requirements on program income at 2 CFR 200.307 and the Federal award.
Project-Based Rental Assistance (PBRA)	A rental subsidy program that is tied to specific facilities or units owned or controlled by a project sponsor. Assistance is tied directly to the properties and is not portable or transferable.
Project Sponsor Organizations	Per HOPWA regulations at 24 CFR 574.3, any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended.
Resource Identification	Resource identification funds may be used to establish, coordinate, and develop permanent housing assistance resources for eligible persons (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing-related initiatives) (24 CFR § 574.300(b)(2)). Activities can include increasing coordination with local initiatives, systems, or strategies (such as the local Continuum of Care or Ryan White Planning Council) to house HOPWA-eligible individuals, development of new housing resources, and conducting community needs assessments to inform system design.
Rural	For purposes of HOPWA reporting, a rural county is a county in which: (1) Has no part of it within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or (2) Is within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area and at least 75% of its population is local on U.S. Census blocks classified as non-urban; or (3) is located in a state that has a population density of less than 30 persons per square mile (as reported in the most recent decennial census), and of which at least 1.25% of the total acreage of such State is under Federal jurisdiction.
Short-Term Rent, Mortgage, and Utility (STRMU) Assistance	Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling (24 CFR 574.300(b)(6)). Eligible STRMU costs include up to 21 weeks of the HOPWA-eligible individual's rent, mortgage, and/or utility costs, and the costs of staff time to review and determine household's need for STRMU assistance and make the STRMU payments. For the purposes of STRMU assistance, to the extent that taxes, insurance, condominium fees, or other building operation costs are included in the monthly mortgage payment either by federal regulation or the terms of the mortgage, these expenses are eligible to be included in the STRMU mortgage assistance payments. STRMU mortgage assistance for taxes, insurance, or condo fees that are not included on the monthly mortgage statement are not eligible.
Stewardship Units	Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction, and/or rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the 3-year use agreement if rehabilitation is non-substantial and to the 10-year use agreement if rehabilitation is substantial.
Sub-Recipient	For the purposes of the HOPWA program, a sub-recipient is an organization that receives funds under a contract with the project sponsor to carry out eligible HOPWA activities. For the purposes of HOPWA annual performance reporting, a sub-recipient organization does not need to submit a separate "Provider Workbook." The sub-recipient's HOPWA activities should be included in the "Provider Workbook" of the project sponsor with whom they have a contract.

Supportive Services	Costs include providing housing stability services, assistance in gaining access to mainstream resources, public benefits, healthcare and support positive health outcomes. However, health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals. Eligible supportive services costs include staff time to develop, update and review individualized housing and service plans for clients; staff time to connect households to appropriate services and treatment in accordance with their housing and service plans, management-level consultation (case staffing); health and mental health assessment services; direct outpatient treatment by licensed professionals of mental health services; substance use disorder services provided by licensed or certified professionals; individual, family, or group therapy to address co-occurring disorders; nutritional services including food banks, nutritional supplements, and counseling by certified nutrition specialists; life skills trainings such as budgeting resources, resolving conflict, using public transportation, unit maintenance; credit counseling; education services including instruction or training in consumer education, health education, substance use prevention, literacy, English as a Second Language, and General Educational Development (GED); job training or job coaching including resume development; client transportation to and from medical care, employment, child care, or other eligible essential services facilities; and HOPWA provider transportation to meet with clients for supportive service needs (24 CFR §574.300(b)(7)).
Tenant-Based Rental Assistance (TBRA)	TBRA is a rental subsidy program that grantees can provide to help low-income households access affordable housing. HOPWA does not place restrictions on the length of time eligible persons may receive TBRA. Grantees should provide the opportunity for eligible households to transition in place to self-sufficiency or another subsidy. Eligible TBRA costs include rental payments, staff time to verify household income for TBRA assistance, calculation of resident rent payment, monthly rental payments, processing a TBRA rental payment on behalf of the HOPWA-eligible individual, annual housing inspections to ensure HOPWA habitability standards are met for units being assisted with TBRA, reasonable travel costs to units for housing inspections, review of a client's selected unit for rent reasonableness and rent standard, annual recertification for households receiving ongoing TBRA, and staff time for resolving landlord issues directly related to providing the TBRA assistance.
VAWA Internal Emergency Transfers	Per 24 CFR 5.2005e, an internal emergency transfer under the Violence Against Women Act (VAWA) protections refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.
VAWA External Emergency Transfers	Per 24 CFR 5.2005e, an external emergency transfer under the VAWA protections refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.
Veteran	A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Instructions for Completing the HOPWA Provider Performance Report Workbook

What is the HOPWA Provider Performance Report Workbook?

This workbook provides annual performance data for HOPWA activities. This includes outputs (e.g., households served and demographic). This data will be compiled by the HOPWA Formula or Competitive Grantees, as part of providing annual performance reporting to HUD.

Who completes this form?

This workbook will be completed by **any organization** that conducts any HOPWA activities other than administrative activities. This includes There should be one organization's HOPWA activities reported in each workbook. Each organization should complete a separate performance

What tabs should be completed for this report?

The Performance Report Workbook requires the completion of the following tabs:

- *DEM (Demographics) & Prior Living (see Note)*
- *Leveraging*
- *ATC (Access to Care) & Totals*

ONLY PROJECT SPONSORS* should complete these tabs:

- *HOPWA Provider*
- *CONTACT*

* For *Grantees* that are approved to conduct Resource Identification or Technical Assistance activities, please report your expenditure

Note: Complete Prior Living information only for individuals served by TBRA, P-FBH, ST-TFBH or PHP.

The remaining tabs should **ONLY** be completed based on HOPWA services provided by the organization completing this workbook. Leave

- *TBRA (Tenant-Based Rental Assistance)*
- *P-FBH (Permanent Facility-Based Housing)*
- *ST-TFBH (Short-Term or Transitional Facility-Based Housing)*
- *STRMU (Short-Term Rent, Mortgage and Utilities Assistance)*
- *PHP (Permanent Housing Placement Assistance)*
- *Housing Info (Housing Information Services)*
- *Supp Svcs (HOPWA Supportive Services)*
- *Other Competitive Activity*
- *CAP DEV (Capital Development)*
- *VAWA (Housing Transfers for Households Covered by the Violence Against Women Act)*

Important Information

To ensure the integrity of this reporting form, please do not DELETE or ALTER any rows, columns, tabs, or the NAME of the report.

This form requires the entry of data only where applicable, with no other actions required.

- 1 Enter text in empty cells next to questions.
- 2 Enter numbers where the entry reads "0" and the answer is an amount greater than zero.

SUBMISSION INSTRUCTIONS

- Once complete, the Project Sponsor should return the entire workbook to the Grantee in the manner and timeline prescribed by the Grantee.
- The report **MUST** be submitted in this Excel format.
- DO NOT alter the name of this file; return it to the Grantee with the file name as provided.
- The Grantee is responsible for reviewing this report and submitting it to HUD. Project Sponsors **should not** submit this report to HUD; only to the Grantee.
- The Grantee may be contacted by HUD or a HUD contractor regarding the accuracy of this report.
- Please contact the Grantee if you require support submitting this form.
- Submission of the collection of separate workbook files satisfies the HOPWA annual performance reporting submission requirements to HUD. No additional uploads or submission methods (i.e., eCon Planning Suite, SharePoint, etc.) are required.

Grant ID	Grantee	Sponsor ID	Sponsor	File ID
FHI28922	HAWAII	S00328A	S00328A_Maui AIDS Foundation	25162_5736229

Optional Data Quality Notes

Use the space below to add notes about the data provided in the workbook that you would like communicated to your HOPWA grantee or HUD's Office of HIV/AIDS Housing staff. Use the ALT+enter keys to create a return in this section.

GENERAL PROVIDER DATA COMMENTS:

No comments

HOPWA PROVIDER TAB DATA COMMENTS:

No comments

CONTACT TAB DATA COMMENTS:

No comments

DEMOGRAPHICS & PRIOR LIVING TAB (DEM & Prior Living) DATA COMMENTS:

No comments

LEVERAGING AND PROGRAM INCOME TAB DATA COMMENTS:

For rows 29-33, MAF does not collect rent payments or generate program income from the HOPWA Formula Grant.

TENANT-BASED RENTAL ASSISTANCE TAB (TBRA) DATA COMMENTS:

No comments

PERMANENT FACILITY-BASED HOUSING TAB (P-FBH) ASSISTANCE DATA COMMENTS:

No comments

SHORT-TERM/TRANSITIONAL FACILITY-BASED HOUSING TAB (ST-TFBH) ASSISTANCE DATA COMMENTS:

No comments

PERMANENT HOUSING PLACEMENT TAB (PHP) DATA COMMENTS:

No comments

HOUSING INFORMATION TAB DATA COMMENTS:

No comments

SUPPORTIVE SERVICES TAB DATA COMMENTS:

No comments

OTHER COMPETITIVE ACTIVITY TAB DATA COMMENTS:

No comments

ACCESS TO CARE TAB (ATC & Totals) DATA COMMENTS:

No comments

CAPITAL DEVELOPMENT TAB (CAP DEV) DATA COMMENTS:

No comments

VIOLENCE AGAINST WOMENT ACT TAB (VAWA) DATA COMMENTS:

No Comments

Please complete for organizations designated to serve as project sponsor, i.e., organizations involved in the direct delivery of services for client households, as defined by 24 CFR 574.3.

Project Sponsor Questions	Responses
What is the organization's name?	Maui A.I.D.S Foundation
What is the organization's Unique Entity Identifier (UEI)?	KTGDSNEW8KKS
What is the organization's Employer ID Number (EIN) or Tax ID Number (TIN)?	9-0256926
What is the HOPWA contract amount for this organization?	\$298,676.00
What is the organization's business street address?	1935 Main St Ste 101
In what city is the organization's business address?	Wailuku
In what county is the organization's business address?	Maui
In what state is the organization's business address?	HI
What is the organization's business address zip code?	96793
What is the organization's parent company, if applicable?	
What department administers the organization's grant?	Housing
What is the organization's phone number (including extension)?	808-242-5638
What is the organization's fax number?	808-242-1968
What is the organization's website?	MauiAids.org
What is the organization's Facebook page?	
What is the organization's Twitter handle?	
Is this a faith-based organization? Yes or No.	No
Is this a nonprofit organization? Yes or No.	Yes
Is this a grassroots organization? Yes or No.	Yes
What are the cities of the organization's primary service area?	Ualapue, Haiku, Haliimaile, Hana, Honokowai, Kaanapali, Kaanapali Landing, Kahului, Kapalua, Kaunakakai, Keokea, Kihei, Kualapuu, Lahaina, Lanai City, Launiupoko, Maalaea, Makawao, Makena, Maunaloa, Napili, Olowalu, Pauwela, Paia, Pukalani, Waiehu AND MORE
What are the counties of the organization's primary service area?	Honaunau, Honokaa, Honomu, Kahaluu, Kailua, Kalaoa, Kapaa, Keaa, Kealahou, Kealahou, Kukuihaele, Kurtistown, Laupahoehoe, Leilani Estates, Mountain View, Naalehu, Nanawale Estates, Napaopoo, Orchidlands Estates, Paaulo, Pahala, Paho, Papaikou, Paukaa, Pepekeo, Pusko, Volcano AND MORE
In what congressional district is the organization located?	2
In what congressional district is the primary service area?	2
Is there a waiting list for HOPWA housing subsidy assistance services in the organization's service area? Yes or No.	No
Provider Non-Direct Service Expenditures	
What were the total HOPWA funds expended for Administration costs?	\$20,907.00
How much was expended on Technical Assistance?	0
How much was expended on Resource Identification?	0

General data note: Do not enter "N/A" or "Not Applicable" - If a row does not apply, please skip and leave blank.

NOTE: The amount in Row 6 should be the amount of HOPWA funds the project sponsor receives from this grantee. It should not include any HOPWA funds received from other grantees.

NOTE: For HOPWA GRANTEES ONLY who **ALSO** provide direct HOPWA services to HOPWA-eligible individuals:
You do not need to complete Rows 3 - 28; skip and complete Rows 29 & 30 only as applicable, and enter all HOPWA Grantee Admin expenditures in the Grantee workbook only; do not report any Admin expenditures in Row 28 of this tab.

Data Check for Project Sponsors: Rows 12, 15, 17, 18, 28, 29, & 30 need only be filled in if applicable. All other questions are mandatory.

NOTE: for HOPWA Project Sponsors: if Row 28 is "0", please provide a comment to confirm no Admin expenditures in the "HOPWA Provider" section of "Data Quality Notes" Tab.

Percentage of Total Grant amount expended on Admin:	7%
---	----

NOTE: Project sponsor administrative costs are limited to 7% of the total HOPWA grant award amount they receive. If your administrative costs for the reporting period as calculated in Cell G30 are greater than 7% of the award amount reported for the period, please provide an explanation in "HOPWA Provider" section of the "Data Notes" Tab

Contact Information for your Organization
Only organizations designated as project sponsors (see definition of "Project Sponsor Organization" in Performance Report Cover tab) should complete this tab.

Question	Responses
Contact Information for Primary Program Contact	
What is the Primary Program contact name?	Carla Ebube
What is the Primary Program contact title?	Housing Director
In what department does the Primary Program contact work?	808-242-5638
What is the Primary Program contact email?	Carla@maui aids.org
What is the Primary Program contact phone number (including extension)?	808-242-5638
What is the Primary Program contact fax number?	808-242-1968
Contact Information for Secondary Program Contact	
What is the Secondary Program contact name?	Kimberly Craig
What is the Secondary Program contact title?	Director Finance
In what department does the Secondary Program contact work?	Fiscal
What is the Secondary Program contact email?	Kimberly@maui aids.org
What is the Secondary Program contact phone number (including extension)?	808-242-4900
What is the Secondary Program contact fax number?	808-242-1968
Contact Information for Individuals Seeking Services	
What is the Services contact name?	Carla Ebube
What is the Services contact title?	Housing Director
In what department does the Services contact work?	808-242-5638
What is the Services contact email?	Carla@maui aids.org
What is the Services contact phone number (including extension)?	808-242-5638
What is the Services contact fax number?	808-242-1968

General data note: Do not enter "N/A" or "Not Applicable" - If a row does not apply, please skip and leave blank.

For HOPWA **GRANTEES ONLY** who ALSO provided direct HOPWA services: You do not need to complete this tab.

Data Check for **Project Sponsors** : Rows 9, 16, & 23 need only be completed if applicable. All other contact information is mandatory. Complete even if a contact is duplicated across multiple roles.

This information may be published on HUD websites as a resource for clients seeking services.

Total number of HOPWA-eligible individuals served with HOPWA assistance (rows 4-13):	0
Total number of other household members (beneficiaries) served with HOPWA assistance (rows 16-25):	0
How many other household members (beneficiaries) are HIV+?	0
How many other household members (beneficiaries) are HIV negative or have an unknown HIV status?	24
eligible Individuals served by TBRA, P-FBH, ST-	
How many HOPWA-eligible individuals continued receiving HOPWA assistance from the previous year?	10
How many individuals newly receiving HOPWA assistance came from:	
A place not meant for human habitation?	4
An emergency shelter?	0
A transitional housing facility for formerly homeless persons?	0
A permanent housing situation for formerly homeless persons?	0
A psychiatric hospital or other psychiatric facility?	0
A substance abuse facility?	0
A non-psychiatric hospital?	0
A foster care home?	0
Jail, prison, or a juvenile detention facility?	0
A rented room, apartment or house?	17
A house the individual owned?	2
Staying at someone else's house?	2
A hotel or motel paid for by the individual?	0
Any other prior living situation?	0
How many individuals newly receiving HOPWA assistance didn't report or refused to report their prior living situation?	0
How many individuals newly receiving HOPWA assistance during this program year reported a prior living situation of homelessness (place not for human habitation, emergency shelter, transitional housing):	4
Also meet the definition of experiencing chronic homelessness?	0
Also were veterans?	3

Data Check: The total in Row 27 must = unduplicated household count across all activities.

Data Check: Sum of 29 & 30 must be = to Row 28

Data Check: SUM of rows 32 + 34 through 48 must equal your unduplicated household count for TBRA, P-FBH, ST-TFBH & PHP activities (Do not include Supportive Services or STRMU households in this section).

Data Checks: Row 50 cannot be > Row 49
Row 51 cannot be > Row 49

Report the source(s) of cash or in-kind leveraged federal, state, local or private resources identified in either the Consolidated or Annual Plan (for formula grantees) or the grant proposal/application (for competitive grantees) and used in the delivery of the HOPWA program and the amount of leveraged dollars.

What is the amount and type of leveraged funding that was provided by any of these sources?	Funding for this Report	Was this a Housing Subsidy Assistance? Yes or No.
ESG	0	
HOME	0	
Ryan White	0	
Continuum of Care (CoC)	0	
Low-Income Housing Tax Credit	20,800	No
Housing Choice Voucher Program	36,317	Yes
Private grants	0	
In-kind resources	0	
Grantee cash	0	
Other types of private or public funding:		
Other FUNDING_1	19,082	Yes
Other FUNDING_2	409,478	No
Other FUNDING_3	481,333	Yes
Other FUNDING_4	53,894	No
Other FUNDING_5	1,110,943	No
Other FUNDING_6	597,302	No
Other FUNDING_7	1,183,101	No
Other FUNDING_8	0	
Other FUNDING_9	0	
Other FUNDING_10	0	
Other FUNDING_11	0	
Other FUNDING_12	0	
Other FUNDING_13	0	
Other FUNDING_14	0	
Other FUNDING_15	0	
Program Income	0	
What was the amount of program income collected from resident rent payments in the program year?	0	
What was the amount of program income collected from other sources (non-resident payments) in the program year?	0	
Uses of Program Income	0	
What was the amount of total program income that was spent on housing assistance in the program year?	0	
What was the amount of total program income that was spent on supportive services or other non-housing costs in the program year?	0	
Rent Payments Made by HOPWA Housing Subsidy Assistance Recipients Directly to Private Landlords		
What was the amount of resident rent payment that residents paid directly to private landlords?	52,395	

Scroll to the bottom of this tab for required Program Income reporting questions.

Complete Rows 3-11 for specific leveraging sources listed in Column A.
Column B: Should be a single dollar amount.
Column C: Should be a "Yes" or "No" response only to indicate whether any of the reported funds were for Housing Subsidy Assistance. Do not add explanations on this tab.

NOTE: Enter any leveraged project sponsor cash in row 11, "Grantee cash."

In rows 13-27, enter other leveraged funds not included in the sources listed Rows 3-11.

Column A: Do not enter anything; you do not need to report the specific source of the leveraged funds.

Column B: Should be a single dollar amount.

Column C: Should have "Yes" or "No" response only as to whether any of the reported funds were for Housing Subsidy Assistance. Do not add explanations or other text.

If P-FBH or ST-TFBH activity reported and Row 29 is "0", provide an explanation in "Leveraging" section of the "Data Quality Notes" Tab

If Subsidy Assistance activity reported and Row 30 is "0", provide an explanation in "Leveraging" section of the "Data Quality Notes" Tab

If TBRA activity reported and Row 35 is "0", provide an explanation in "Leveraging" section of the "Data Quality Notes" Tab

Complete this section for all Households served with HOPWA Tenant Based Rental Assistance (TBRA) by your organization in the reporting year.

Question	This Report
TBRA Households Served and Expenditures	
How many households were served with HOPWA TBRA assistance?	27
What were the total HOPWA funds expended for TBRA rental assistance?	179,643
Other (Non-TBRA) Rental Assistance Households Served and Expenditures (Other Non-TBRA Rental Assistance activities must be approved in the grant agreement).	
How many total households were served with Other (non-TBRA) Rental Assistance?	0
What were the total HOPWA funds expended for Other (non-TBRA) Rental Assistance, as approved in the grant agreement?	0
Describe the Other (non-TBRA) Rental Assistance provided. (150 characters).	
TBRA Household Total (TBRA + Other)	27
Income Levels for Households Served by this Activity	27
What is the number of households with income below 30% of Area Median Income?	27
What is the number of households with income between 31% and 50% of Area Median Income?	0
What is the number of households with income between 51% and 80% of Area Median Income?	0
Sources of Income for Households Served by this Activity	
How many households accessed or maintained access to the following sources of income in the past year?	27
Earned Income from Employment	5
Retirement	0

General Data Check: If you report expenditures you must report corresponding households. If you report households, you must report expenditures.

Note: This total should include overhead (staff costs, fringe, etc.).

NOTE: Rows 7-9 should not be completed unless you have been approved by HUD in your grant agreement to carry out these activities. Facilities-based Housing, STRMU & PHP activities should not be reported here.

Income Levels in Rows 12-14:
Data Check: Sum of 12-14 as shown in Row 11 must be = to Row 10.

Sources of Income in Rows 17-29: Report ALL sources of income to HOPWA-eligible households (including those for other household members).
Data Check: Sum of 17-29 as shown in Row 16 must be = or > than

Row 10.

SSI	10
SSDI	5
Other Welfare Assistance (Supplemental Nutrition Assistance Program, WIC, TANF, etc.)	0
Private Disability Insurance	0
Veteran's Disability Payment (service or non-service connected payment)	1
Regular contributions or gifts from organizations or persons not residing in the residence	0
Worker's Compensation	0
General Assistance (GA), or local program	2
Unemployment Insurance	0
Other Sources of Income	0
How many households maintained no sources of income?	4
Medical Insurance/Assistance for Households Served by this Activity	
How many households accessed or maintained access to the following sources of medical insurance in the past year?	
MEDICAID Health Program or local program equivalent	17
MEDICARE Health Insurance or local program equivalent	8
Veterans Affairs Medical Services	2
AIDS Drug Assistance Program	27
State Children's Health Insurance Program (SCHIP) or local program equivalent	0
Ryan White-funded Medical or Dental Assistance	27
Health Outcomes for HOPWA-Eligible Individuals Served by this Activity	
How many HOPWA-eligible individuals served with TBRA this year have ever been prescribed Anti-Retroviral Therapy?	27

Medical Insurance in Rows 32-37: Report ALL of the specific insurance types listed that were accessed by HOPWA-eligible households (including those for other household members). The sum of this section does NOT have to match your household total.

Data Check: If 32-37 are all "0", provide explanation in TBRA section of Data Quality Notes Tab..

NOTE: Health outcomes do NOT have to be supported by labs or other medical documentation. It can be self-report from clients.

Data Check: If an individual is "0", provide

How many HOPWA-eligible persons served with TBRA have shown an improved viral load or achieved viral suppression?	27	27
Longevity for Households Served by this Activity		
How many households have been served with TBRA for less than one year?	5	
How many households have been served with TBRA for more than one year, but less than five years?	5	
How many households have been served with TBRA for more than five years, but less than 10 years?	7	
How many households have been served with TBRA for more than 10 years, but less than 15 years?	10	
How many households have been served with TBRA for more than 15 years?	0	
Housing Outcomes for Households Served by this Activity	27	
How many households continued receiving HOPWA TBRA assistance into the next year?	16	
How many households exited to other HOPWA housing programs?	5	
How many households exited to other housing subsidy programs?	0	
How many households exited to an emergency shelter?	0	
How many households exited to private housing?	2	
How many households exited to transitional housing (time limited - up to 24 months)?	0	
How many households exited to an institutional arrangement expected to last less than six months?	0	
How many households exited to institutional arrangement expected to last more than six months?	0	

Data Check: If any of the above are 0, provide explanation in TBRA section of Data Quality Notes Tab.

Longevity in Rows 42-46:

Data Check: Sum of 42-46 as shown in Row 41 Must be = to Row 10.

Housing Outcomes in Rows 48-61:

Data Check: Sum of 48-61 as shown in Row 47 Must be = to Row 10.

How many households exited to a jail/prison term expected to last less than six months?	0
How many households exited to a jail/prison term expected to last more than six months?	0
How many households exited to a situation that isn't transitional, but is not expected to last more than 90 days and their housing situation after those 90 days is uncertain?	0
How many households exited to a place not meant for human habitation?	0
How many households were disconnected from care?	0
How many of the HOPWA eligible individuals died?	4

Complete this section for all Households served with HOPWA Short-Term Rent, Mortgage, and Utilities Assistance (STRMU) by your organization in the reporting year.		This Report
Question		
Households Served by this Activity - STRMU Breakdown		
a. How many households were served with STRMU mortgage assistance only?		2
b. How many households were served with STRMU rental assistance only?		9
c. How many households were served with STRMU utilities assistance only?		1
d. How many households received more than one type of STRMU assistance?		0
STRMU Households Total		12
STRMU Expenditures		
What were the HOPWA funds expended for the following budget line items?		
STRMU mortgage assistance	4,200	
STRMU rental assistance	27,289	
STRMU utility assistance	251	
Total STRMU Expenditures		31740
Income Levels for Households Served by this Activity		12
What is the number of households with income below 30% of Area Median Income?		12
What is the number of households with income between 31% and 50% of Area Median Income?		0
What is the number of households with income between 51% and 80% of Area Median Income?		0
Sources of Income for Households Served by this Activity		
How many households accessed or maintained access to the following sources of income in the past year?		12
Earned Income from Employment		0
Retirement		0
SSI		2
SSDI		1
Other Welfare Assistance (Supplemental Nutrition Assistance Program, WIC, TANF, etc.)		0

General Data Check: If you report expenditures you must report corresponding households. If you report households, you must report expenditures.

This total should include overhead (staff costs, fringe, etc.). **NOTE:** The grantee determines how to report/distribute overhead costs (i.e., all overhead included in one row, or divided across categories with expenditures). All sponsors should report in the same manner.

Income Levels in Rows 16-18:
Data Check: Sum of 16-18 as shown in Row 15 must be = to Row 8

Income Sources in Rows 21-33:
 Report ALL sources of income for HOPWA-eligible households (including those for other household members).

Data Check: Sum of 21-33 as shown in Row 20 must be = to or > than Row 8

Private Disability Insurance	0
Veteran's Disability Payment (service or non-service connected payment)	0
Regular contributions or gifts from organizations or persons not residing in the residence	0
Worker's Compensation	0
General Assistance (GA), or local program	2
Unemployment Insurance	0
Other Sources of Income	4
How many households maintained no sources of income?	3
Medical Insurance/Assistance for Households Served by this Activity	
How many households accessed or maintained access to the following sources of medical insurance in the past year?	
MEDICAID Health Program or local program equivalent	11
MEDICARE Health Insurance or local program equivalent	1
Veterans Affairs Medical Services	0
AIDS Drug Assistance Program	12
State Children's Health Insurance Program (SCHIP) or local program equivalent	0
Ryan White-funded Medical or Dental Assistance	12
Longevity for Households Served by this Activity	12
How many households have been served by STRMU for the first time this year?	12
How many households also received STRMU assistance during the previous STRMU eligibility period?	0
How many households received STRMU assistance more than twice during the previous five eligibility periods?	0
How many households received STRMU assistance during the last five consecutive eligibility periods?	0
Housing Outcomes for Households Served by this Activity	12
How many households continued receiving this type of HOPWA assistance into the next year?	0
How many households exited to other HOPWA housing programs?	8
How many households exited to other housing subsidy programs?	0
How many households exited to an emergency shelter?	4

Medical Insurance in Rows 36-41: Report ALL of the specific insurance types listed that were accessed by HOPWA-eligible households (including those for other household members). The sum of this section does NOT have to match your household total.
Data Check: If 36-41 are all "0", provide explanation in TBRA section of Data Quality Notes Tab.

Longevity in Rows 43-46:
The total of this section does NOT have to match your household total for this activity.

Housing Outcomes in Rows 48-61:
Data Check: Sum of 48-61 as shown in Row 47 must be = to Row 8

How many households served with STRMU were able to maintain a private housing situation without subsidy?	0
How many households exited to transitional housing (time limited - up to 24 months)?	0
How many households exited to institutional arrangement expected to last less than six months?	0
How many households exited to institutional arrangement expected to last more than six months?	0
How many households exited to a jail/prison term expected to last less than six months?	0
How many households exited to a jail/prison term expected to last more than six months?	0
How many households exited to a situation that isn't transitional, but is not expected to last more than 90 days and their housing situation after those 90 days is uncertain?	0
How many households exited to a place not meant for human habitation?	0
How many households were disconnected from care?	0
How many of the HOPWA eligible individuals died?	0

Complete this section for all Households served with HOPWA Permanent Housing Placement (PHP) assistance by your organization in the reporting year.		This Report
Question		
Households Served by this Activity		
How many households were served with PHP assistance?		8
PHP Expenditures for Households Served by this Activity		
What were the HOPWA funds expended for PHP?		6,733
Sources of Income for Households Served by this Activity		
How many households accessed or maintained access to the following sources of income in the past year?	8	
Earned Income from Employment		0
Retirement		0
SSI		1
SSDI		0
Other Welfare Assistance (Supplemental Nutrition Assistance Program, WIC, TANF, etc.)		3
Private Disability Insurance		0
Veteran's Disability Payment (service or non-service connected payment)		0
Regular contributions or gifts from organizations or persons not residing in the residence		0
Worker's Compensation		0
General Assistance (GA), or local program		1
Unemployment Insurance		0
Other Sources of Income		
How many households maintained no sources of income?		3
Medical Insurance/Assistance for Households Served by this Activity		
How many households accessed or maintained access to the following sources of medical insurance in the past year?		
MEDICAID Health Program or local program equivalent		6

General Data Check: If you report expenditures you must report corresponding households. If you report households, you must report expenditures.

The total in Row 6 should include overhead (staff costs, fringe, etc.).

Income Sources in Rows 9-21:
Report ALL sources of income for HOPWA-eligible households (including those for other household members).
Data Check: Sum of 9-21 as shown in Row 8 must be = to or > than Row 4

Medical Insurance in Rows 24-29: Report ALL of the specific insurance types listed that were accessed by HOPWA-eligible households (including those for other household members). The sum of this section does NOT have to match your household total.

MEDICARE Health Insurance or local program equivalent	1
Veterans Affairs Medical Services	1
AIDS Drug Assistance Program	8
State Children's Health Insurance Program (SCHIP) or local program equivalent	0
Ryan White-funded Medical or Dental Assistance	8
Housing Outcomes for Households Served by this Activity	8
<i>In the context of PHP, "exited" means the housing situation into which the household was placed using the PHP assistance.</i>	
How many households exited to other HOPWA housing programs?	6
How many households exited to other housing subsidy programs?	0
How many households exited to private housing?	2

Data Check: If 24-29 are all "0", provide explanation in "PHP" section of "Data Quality Notes" Tab.

Housing Outcomes in Rows 32-34:
Data Check: Sum of 32-34 as shown in Row 30 must be = to Row 4: if not, provide explanation in "PHP" section of "Data Quality Notes" Tab.

Complete for all households served with HOPWA-funded Housing Information Services by your organization in the reporting year.

See definition of "Housing Information Services" on "Performance Report Cover" tab.

Question	This Report
<i>Households Served by this Activity</i>	
How many households were served with housing information services?	497
<i>Housing Information Services Expenditures</i>	
What were the HOPWA funds expended for Housing Information Services?	497

General Data Check: If you report expenditures you must report corresponding households. If you report households, you must report expenditures.

NOTE: The total in Row 6 should include overhead (staff costs, fringe, etc.).

Complete for all households served with HOPWA funded Supportive Services by your organization in the reporting year.

Note that this table also collects HOPWA Supportive Service expenditures.

Questions	This Report	
	Number of Households	Expenditures
Households and Expenditures for Supportive Service Types		
What were the expenditures and number of households for each of the following types of supportive services in the program year?		
Adult Day Care and Personal Assistance	0	0
Alcohol-Drug Abuse	0	0
Child Care	0	0
Case Management	497	59,653
Education	0	0
Employment Assistance and Training	0	0
Health/Medical Services	0	0
Legal Services	0	0
Life Skills Management	0	0
Meals/Nutritional Services	0	0
Mental Health Services	0	0
Outreach	0	0
Transportation	0	0
Any other type of HOPWA funded, HUD approved supportive service?	0	0
What were the other type(s) of supportive services provided? (150 characters)		
Deduplication of Supportive Services		
How many households received more than one of any type of Supportive Services?	0	
Deduplicated Supportive Services Household Total (based on amounts reported in Rows 5-21 above):	497	

General Data Check: If you report expenditures you must report corresponding households. If you report households, you must report expenditures.

Column B: enter the unduplicated number of households served by each type of **HOPWA-FUNDED** Supportive Services

Column C: Report all HOPWA expenditures associated with delivering each type of **HOPWA-FUNDED** Supportive Services. This total should include overhead (staff costs, fringe, etc.).

NOTE: The grantee can determine how to report/distribute overhead costs (i.e., all overhead included in one row, or divided across categories with expenditures. All sponsors should report in the same manner.

Data Check: If your unduplicated household total calculated in Cell B23 appears incorrect, adjust Row 21.

Only Competitive Grantees with an "Other Housing Activity" approved in their grant agreement should complete this tab.

"Other" Housing Activities -- Households and Expenditures Served by this Activity	This Report
How many households were served with "Other Housing Activity" assistance?	0
What were the HOPWA funds expended for "Other Housing Activity" assistance?	0
What is the "Other" HOPWA budget line item approved in the grant agreement? (150 characters)	0

General Data Check: If you report expenditures you must report corresponding households. If you report households, you must report expenditures.

Complete this tab ONLY if you have been approved by HUD in your grant agreement to carry our "Other Housing Activities."

The total in Row 4 should include overhead (staff costs, fringe, etc.).

Activity Review	TBRA	P-FBH	ST-TFBH	STRMU	PHP	Housing Info	SUPP SVC	Other Competitive Activity
Total Households Served in ALL Activities from this report for each Activity .	27	0	0	12	8	497	497	0
Housing Subsidy Assistance Household Count Deduplication								
<i>Total Housing Subsidy Assistance (from the TBRA, P-FBH, ST-TFBH, STRMU, PHP, Other Competitive Activity counts above)</i>	47							
How many households received more than one type of HOPWA Housing Subsidy Assistance for TBRA, P-FBH, ST-TFBH, STRMU, PHP, Other Competitive Activity?	0							
Total Unduplicated Housing Subsidy Assistance Household Count	47							
Access to Care (ATC)								
Complete HOPWA Outcomes for Access to Care and Support for all households served with HOPWA housing assistance and "other competitive activities" in the reporting year.								
Questions	This Report							
How many households had contact with a case manager?	47							
How many households developed a housing plan for maintaining or establishing stable housing?	47							
How many households accessed and maintained medical insurance and/or assistance?	47							
How many households had contact with a primary health care provider?	45							
How many households accessed or maintained qualification for sources of income?	31							
How many households obtained/maintained an income-producing job during the program year (with or without any HOPWA-related assistance)?	9							
Subsidy Assistance with Supportive Service, Funded Case Management								
Questions	This Report							
How many households received any type of HOPWA Housing Subsidy Assistance and HOPWA Funded Case Management?	47							
How many households received any type of HOPWA Housing Subsidy Assistance and HOPWA Supportive Services?	47							
<p>Data Check: The highest unduplicated activity total shown in row 2 on this ATC tab must be equal to or less than the HOPWA-Eligible individual total reported in row 27 on the DEM & Prior Living Tab. The HOPWA-Eligible individual total from row 27 is also shown directly to the right for your reference.</p> <p>DEM tab, row 27: 497</p>								
<p>Rows 10-15: Data Checks: The values entered in each of these rows individually cannot be greater than the value calculated in Row 6. If insurance or income were reported on any of the activity tabs, Rows 12 & 14 should be completed accordingly. If all Rows are "0", provide explanation in Access to Care section of Data Quality Notes Tab. Reminders: 1. Contact with a case manager does not have to be a HOPWA-funded case manager. 2. Access to medical insurance can include those who accessed other types of insurance not included in the activity tabs.</p>								
<p>Data Check: Individually, Rows 18 & 19 cannot be > than the Lesser of Cells H2 or B6. In Rows 18 & 19, report on Housing Subsidy Assistance households as calculated in Row 6 ONLY. Case management is a supportive service; therefore, all individuals reported in Row 18 should be included in total reported in Row 19.</p>								

For all Facilities	Total Units Designated for the Chronically Homeless	Total Units Designated to Assist the Homeless	Total Units Energy-Star Compliant	Total Units Accessible – Mobility Units – Sensory Units					
For units constructed (new) and/or acquired with or without rehab:	0	0	0	0					
For rental units rehabbed:	0	0	0	0					
For homeownership units constructed (if approved):	0	0	0	0					

Complete for all households who requested Violence Against Women Act (VAWA) protections per 24 CFR 5.2005 with your organization in the reporting year.

Question	This Report
How many internal emergency transfers were requested?	0
How many internal emergency transfers were granted?	0
How many external emergency transfers were requested?	0
How many external emergency transfers were granted?	0
How many emergency transfers were denied?	0

If you have this data, please complete Rows 3-7. If you do not have this data, it is currently NOT an error to leave this chart blank.

This page was intentionally left blank.

ATTACHMENT D

CR-40: Monitoring

HOME, HOME-ARP and HTF Programs

This page was intentionally left blank.

ATTACHMENT D

HHFDC's PY2024 HOME, HOME-ARP and HTF PROGRAMS

CR-40: MONITORING

In PY2024, HHFDC conducted on-site program monitoring. The results of HHFDC's monitoring for its HOME and HTF, and HOME-ARP programs in PY2024 are as follows:

COUNTY OF HAWAII

HOME Investment Partnerships Program:

- Reprogrammed TBRA Funds (FY18) – \$113,214.84 in TBRA funds were reprogrammed toward a PY24 affordable housing project. To accommodate the selection of a project and the expenditure of funds, the contract between HHFDC and the County has been extended through July 31, 2026. Funds will lapse if not utilized by July 31, 2026.
-
- Program Administration (FY21) – No findings or concerns. The County has program funds available for commitment to eligible program activities.
- Hale Na Koa O Hanakahi (FY21) – No findings or concerns.
- Reprogrammed CHDO Funds (FY21) – \$450,000 in FY21 CHDO funds were reprogrammed toward a PY24 affordable housing project. To prevent these funds from lapsing, funds must be utilized by September 30, 2029. Since the contract period between HHFDC and the County expires on July 28, 2026, an extension request must be submitted to extend the period of performance.
- Project/CHDO/Administration (FY24) – The County is the State Recipient for PY24 HOME funds totaling \$2,850,000 (\$2,250,000 for regular project, \$450,000 for CHDO activity, and \$150,000 for program administration). The County also has \$84,611 in accumulated program income that must be committed and expended prior to the disbursement of regular project funds. The County is in the process of selecting a regular project and a CHDO; when a project is selected, the County will submit its Program Description to HHFDC, and the State Recipient Agreement will be executed for the administration of the selected project(s).

National Housing Trust Fund Program:

- Program Administration (FY21) – No findings or concerns. The County has program funds available for commitment to eligible program activities.
- Hale Na Koa O Hanakahi (FY21) – No findings or concerns.
- Project/Administration (FY24) – The County is the subgrantee of PY24 HTF funds totaling \$2,987,592 (\$2,830,351 for a project and \$157,241 for program administration). The County submitted its Program Description for the selected project, Kuakini Heights in April 2025. HHFD and the County are coordinating execution of the subgrantee agreement for the administration of the selected project.

HOME-ARP Program:

- Project Funds (FY21) – The County has \$1,817,225 in uncommitted HOME-ARP project funds. A State Recipient Agreement (SRA) between HHFD and the County was executed on February 3, 2023. In accordance with the SRA terms, the County's deadline to commit the funds to an eligible project is September 30, 2025. In April 2025, the County submitted a Program Description for its selected

ATTACHMENT D

HHFDC's PY2024 HOME, HOME-ARP and HTF PROGRAMS

CR-40: MONITORING

HOME-ARP project, Kuakini Heights. The Program Description is currently under review. Once approved by HHFDC, an amendment to the SRA will be executed to integrate the selected project.

- Program Administration (FY21) – The County has \$160,343 in administrative funds available.

COUNTY OF KAUAI

HOME Investment Partnerships Program:

- Waimea Huakai Self-Help Subdivision Homebuyer Loan Program – No findings. This project has met its four-year HOME completion deadline and assisted five (5) eligible homebuyers.
- Homebuyer Loan Program (FY22) – No findings. The project must be completed and funds must be disbursed by April 15, 2027. Since the current inventory of affordable homes is low, the County is having difficulty assisting eligible homebuyers. The County may consider reallocating funds toward its PY25 affordable housing project.
- Lima Ola Phase I, Multi-Family Affordable Housing Project (FY22) – No findings. This project is funded with HTF and HOME funds. The completion deadline for this project is June 9, 2027.
- Program Administration (FY22) – No findings or concerns. The County has program funds available for commitment to eligible program activities.
- Reprogrammed CHDO Funds (FY22) – The County reprogrammed \$450,005.85 in FY22 CHDO funds to a PY25 affordable housing project. The contract between HHFDC and the County expires on September 30, 2027. To prevent funds from lapsing, reprogrammed funds must be used by September 30, 2030.
- Project/CHDO/Administration (FY25) – The County is the State Recipient of PY25 HOME funds totaling \$2,863,653.65 (\$2,260,729.20 for a regular project, \$452,155.84 for a CHDO activity, and \$150,718.61 for program administration). The County also has \$450,219.86 in accumulated program income that must be committed and expended prior to the disbursement of regular project funds. The County is in the process of selecting a regular project and a CHDO project. When a project is selected, a Program Description will be submitted to HHFDC to be included in the Subgrantee Agreement.

National Housing Trust Fund Program:

- Program Administration (FY22) – No findings or concerns. The County has funds available for commitment to eligible program activities.
- Lima Ola Phase I, Multi-Family Affordable Housing Project – No findings. The project is expected to close out in late 2025.

ATTACHMENT D
HHFDC's PY2024 HOME, HOME-ARP and HTF PROGRAMS
CR-40: MONITORING

HOME-ARP Program:

- Program Administration (FY21) – No findings or concerns. The County's HOME-ARP funds must be expended by December 31, 2029.
- Lima Ola Permanently Supportive Housing Project – No findings. The project is expected to close out in late 2025.
- Project/Administration (FY24) – The County is the subgrantee of PY25 HTF funds totaling \$2,977,654.54 (\$2,820,935.88 for project and \$156,718.66 for program administration). The County also has \$10,800 in accumulated program income that must be committed and expended prior to disbursement of regular project funds. The County is in the process of selecting a project; once a project is selected, the County will submit its Program Description to HHFDC to be included in the Subgrantee Agreement.

COUNTY OF MAUI

HOME Investment Partnerships Program:

- Program Administration (FY17/FY20/FY23) – No findings. HHFDC encourages the County to utilize the full amount of the oldest year of administration funds before the newer years' funds to ensure timely expenditure.
- Hale Pilina (FY23) – No findings.
- Hale O Piikea, Phase III – No findings.

National Housing Trust Fund Program:

- Program Administration (FY20/FY23) – No findings; however, the County is encouraged to utilize the full amount of the oldest year of administration funds before the more recent years' funds to ensure timely expenditure.
- Hale O Piikea, Phase II (FY23) – No findings.
- Hale O Piikea, Phase III (FY23) – No findings.

HOME-ARP Program:

- Program Administration (FY21) – No findings.
- Hale O Piikea, Phase III (FY21) – No findings.
- Uncommitted Project Funds (FY21) – The County is considering a rehabilitation project for the use of remaining HOME-ARP funds. The deadline to commit remaining funds is September 30, 2025.

This page was intentionally left blank.

ATTACHMENT E

CR-40: Monitoring ESG and HOPWA Programs

This page was intentionally left blank.

ATTACHMENT E
PY2024 ESG & HOPWA PROGRAM MONITORING PROCEDURES
CR-40 MONITORING

All monitoring activities are conducted in accordance with the HUD regulations and include the following:

1. Utilization of a subrecipient risk assessment tool. This instrument assesses a variety of subrecipient factors (experience with federal contracts, staffing, other capacity issues) and assists the State in monitoring subrecipients according to these risk factors;
2. Explanation of grant contract requirements and deadlines to all subrecipients through an annual orientation meeting;
3. Desk reviews and/or field visits as appropriate to monitor current and completed projects;
4. Remote monitoring of compliance to cost eligibility parameters through review of payment requests and associated supporting documents;
5. Offer of telephone, field visit, or office conference assistance to subrecipients as needed;
6. Summary review and assistance to improve grant administration procedures if a subrecipient is not meeting contract requirements, timely reporting, spend-down, and/or service objectives;
7. Contact and consultation with HUD CPD local field representatives concerning program information, regulations, reporting requirements, approval for modification of program components, other HUD related activities; and
8. On-Site Visits:
 - a. Site visits to the applicable agencies will be determined and prioritized by risk assessment elements, including:
 - i. agency is new to administering federal grants;
 - ii. agency is new to permanent housing and support service activities for homeless individuals with a serious mental illness, or co-occurring serious mental illness and substance abuse or other disabling condition;
 - iii. key staff turnover;
 - iv. previous compliance or performance concerns registered/multiple complaints by clients, other agencies, and/or media;
 - v. problems with accuracy or timeliness of invoicing;
 - vi. problems with accuracy or timeliness of reporting; and
 - vii. administering grants from multiple grantees with limited capacity.
 - b. On-site visits will include an in-depth review of multiple randomly selected client files at each site to ensure compliance with federal and State program rules, and health and safety regulations. Procedures are as follows:

ATTACHMENT E
PY2024 ESG & HOPWA PROGRAM MONITORING PROCEDURES
CR-40 MONITORING

- i. Agency is notified two weeks before the pending site visit.
 - ii. The site visit will include random participant file review, emergency shelter tour as applicable, and review of required documents.
 - iii. After a site visit is conducted, the State's Homeless Program staff will complete a Program Compliance Review (PCR), which shows any deficiencies found during the site visit.
 - iv. The PCR will be sent to the affected provider agency with a letter requesting the agency's Corrective Action Plan (CAP) to address any deficiencies. The letter will also state the findings of an internal review of the agency's contract file. (See PCR Letter template attached)
 - v. The State's Homeless Program staff will review the CAP and, if acceptable, will notify the provider agency of the approval of the CAP. (See CAP Response Letter template attached)
 - vi. Agencies will be advised that the implementation of the corrective actions should be immediate when possible, and in a timely manner for more comprehensive plans.
9. HPO will continue to monitor compliance to the corrective actions plans once implemented. Failure to submit and/or comply with the CAP will include, without limitation, the following consequences:
- a. Delayed or non-payment of invoices until CAP is fulfilled.
 - b. Re-allocation of remaining funds.
 - c. Documentation of non-compliance for subsequent evaluation of grant applications.

ATTACHMENT F

CR-50: On-Site Inspections HOME, HTF, and NSP Programs

This page was intentionally left blank.

ATTACHMENT F
HHFDC'S PY2024 HOME, HTF & NSP PROGRAMS
CR-50 – ON-SITE INSPECTIONS

HHFDC contracted with Spectrum Seminars, Inc. (Spectrum) to conduct the following on-site inspections and tenant file reviews of HOME- and HTF-assisted rental housing projects, and HOME TBRA.

In PY2024, Spectrum completed physical inspections of 53 units and conducted file reviews of 55 tenants in 10 HOME and HTF projects and one TBRA program. In one HTF project, Mahani Hale, the Owner's Report dated 10/6/2024 was issued listing findings as a result of the review; and the Summary Report dated 4/1/2025 reported continuing noncompliance for: (1) Violation of the NSPIRE physical inspections standards, (2) Household income above income limit upon initial occupancy, (3) Owner failed to correctly complete or document tenant's annual income certification. Mental Health Kokua has since shares that the group home sits on a slope, the ground seems to be shifting and compromising the foundation. Mental Health Kokua is working with their insurance company and continues to assess the situation with an engineering firm. The units are currently not occupied.

A summary of inspections and file reviews completed in PY2024:

	HOME/NSP Project	Program	No. of Units Inspected	No. of Tenant Files Reviewed
1	Kaiaulu O Halelea Phase IA	HOME	5	4
2	Kaiaulu O Halelea Phase IA	HTF	6	5
3	Kaiaulu O Halelea Phase IB	HOME	7	7
4	Kaiaulu O Halelea Phase IB	HTF	6	6
5	Kamuella Senior Housing	HOME	8	8
6	Kulamalu (DBA Kulamalu Hale)	HOME	6	6
7	Mahani Hale	HTF	5	5
8	Mohouli Heights Senior Neighborhood Ph. I	HOME	7	7
9	TBRA Hawaii County	HOME	-	3
10	Waimea Huakai	HOME	4	4
TOTAL UNIT INSPECTIONS AND TENANT FILE REVIEWS			54	55

This page was intentionally left blank.