AMENDED TWENTY-FOURTH YEAR ACTION PLAN

Program Year
2018 - 2019

Prepared By
Department of Budget & Fiscal Services
City and County of Honolulu

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Presented By
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City and County of Honolulu

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Executive Summary

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

1. Introduction

The Twenty-Fourth (24th) Year Action Plan for the City and County of Honolulu (City) represents a blueprint for the planning and application aspects of HUD's Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons With AIDS (HOPWA), and Housing Trust Fund (HTF) programs. The purpose of the Action Plan is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe and sanitary housing and a suitable living environment.

2. Summarize the objectives and outcomes identified in the Plan

The Action Plan priorities are based on the results of conducting needs assessments and market analyses, consultations with community groups, an on-line survey and collaborations with other agencies. Through the consultation process the City identified a range of housing and community development needs as listed below. It is anticipated that high priority needs will receive funding during the five-year Consolidated Plan period and lower priority needs may be funded, based on the availability of funds.

<u>Homelessness</u>

- Acquisition, construction and renovation of emergency and transitional shelters.
- Acquisition, development or renovation of buildings/housing to support the City's Housing First Initiative.
- Services and outreach programs to persons/families experiencing homelessness.
- Operating costs to existing transitional housing facilities.
- Services such as case management, work readiness, housing placement and other services to persons experiencing homelessness.
- Homelessness prevention services.
- Rapid re-housing services.
- Rental Assistance.

Affordable Housing

- Development of new and preservation of existing affordable and special needs rental housing.
- Low-interest down payment loans and closing costs to low- and moderate-income homebuyers.
- Low-interest rehabilitation loans to low- and moderate-income homeowners to correct conditions in deteriorated homes.

Public Improvements and Infrastructure

- Infrastructure improvements related to the production or preservation of affordable housing.
- Construction or renovation of facilities to comply with accessibility requirements.
- Acquisition, construction, replacement or renovation of City-owned facilities and infrastructure in low- and moderate-income communities.

Public Facilities

- Acquisition, construction or renovation of public facilities to benefit low- and moderate-income persons or presumed low-income persons other than homeless (e.g. elderly, victims of domestic violence, neglected children, and others).
- Acquisition of facilities and equipment for fire, police, and emergency medical services and traffic safety measures in low- and moderate-income communities.

Public Services

- Services to seniors or persons with disabilities to maintain independent living.
- Support services, child development and life skills, and remedial education for adults.
- Services to victims of domestic violence.
- Services to benefit low- and moderate-income persons with literacy, financial literacy, employment training, limited English proficiency, parenting, family services, transportation, micro-enterprise assistance, legal counseling, fair housing, home counseling, and others.

Community and Economic/Development

- Support Neighborhood Revitalization Strategy Areas.
- Support micro-enterprise assistance.

3. Evaluation of past performance

During the past Consolidated Plan period, the City successfully assisted low- to moderate-income communities and individuals and met or exceeded most of its goals and objectives identified in the City's Fiscal Year 2016-2020 Consolidated Plan.

Housing: The City provided funding to projects that preserved affordable housing, developed rental housing for low- and moderate-income households, renovated an affordable housing complex for very low-income adults with physical disabilities and/or traumatic brain injury, provided down payment assistance for home purchase, and provided low-interest loans to homeowners to correct conditions in deteriorated homes. The City also provided funding to various nonprofit agencies to carry out capital improvements on housing units for low- and moderate-income families and special needs populations.

Homelessness: Funding was provided to renovate emergency and transitional shelters that provide services to homeless individuals and families and persons at-risk of homelessness. Annually, over 2,000 individuals and families were provided with shelter and supportive services. The City also funded projects that provided stabilizing services such as work readiness, housing placement, legal services, emergency rent and utility assistance and tenant-based rental assistance.

Special Needs (Other than Homeless): The City provided funding to renovate or construct facilities that provided health care, services for the elderly and persons with disabilities, childcare activities, and improvements to comply with accessibility requirements. The City also provided funding for emergency services such as the acquisition of fire apparatus.

Community Development (Other than Housing): Twenty percent (20%) of the City's formula grant allocation is targeted to fund projects in Neighborhood Revitalization Strategy Areas (NRSAs). The City funded a Community Based Development Organization (CBDO) project in a NRSA and also funded projects that provided entrepreneurial and business start-up training to low- and moderate-income individuals.

4. Summary of Citizen Participation Process and consultation process

A Public Hearing was conducted on September 20, 2017, to obtain the views and comments of the public with regards to the City's performance, and the housing and community development needs for the upcoming Action Plan. However, at the appointed time and place, no members of the public were present. As such, no testimony was given on the above subjects and no written testimony was received by the cut-off date of September 28, 2017.

To obtain further public input, the City utilized several City Council and Budget Committee meetings for the Action Plan resolution scheduled during the months of February through March 2018 as public hearings.

In order to broaden participation, the City uses its website to facilitate providing information to the public. The current and several prior year Action Plans, as well as the Consolidated Plan for Fiscal Years 2016-2020, are available at http://www.honolulu.gov/cms-bfs-menu/site-bfs-sitearticles/408-federal-grants.html. The Notice of Funding Availability documents, along with Project Proposal applications for the HOME, HTF, ESG, and HOPWA programs were available at the Department of Community Services. The City also maintains an e-mail subscription list where interested parties may sign up to receive notification of future funding announcements.

A public notice was published on March 9, 2018 inviting the public to review and comment on the Draft Twenty-Fourth (24th) Year Action Plan, which outlines how the City will be implementing the CDBG, HOME, HTF, ESG, and HOPWA programs. A final notice reflecting actual program plans will be published in the Honolulu Star Advertiser in June 2018.

The Draft Twenty-Fourth (24th) Year Action Plan was made available through April 8, 2018 to all interested parties as a way of further soliciting input and comments on the Action Plan in total and on specific areas of concern. No comments or corrections concerning the Draft Action Plan were received. The final version will be made available in June 2018.

5. Summary of public comments

Not applicable. The City did not receive any comments.

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

Not applicable. The City did not receive any comments.

7. Summary

The objectives and outcomes reflect the City's highest priorities. Two (2) objectives, Housing First Development and Housing First Services, stress an updated approach to reducing chronic homelessness. The target outcome levels reflect the availability of resources more than they reflect the level of need. Consultation and comments were conducted in accordance with the City's Citizen Participation Plan and Consolidated Planning requirements.

PR-05 Lead & Responsible Agencies – 91.200(b)

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

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	HONOLULU	Office of the Managing Director
ESG Administrator	HONOLULU	Office of the Managing Director
HOME Administrator	HONOLULU	Office of the Managing Director
HOPWA Administrator	HONOLULU	Office of the Managing Director
HTF Administrator	HONOLULU	Office of the Managing Director

Table 1 – Responsible Agencies

Narrative (optional)

The Department of Budget and Fiscal Services is the lead agency responsible for the preparation of the Consolidated Plan, and is responsible for the implementation of City activities funded by the CDBG, HOME, ESG, and HOPWA programs.

The Department of Community Services assists in the preparation of the Consolidated Plan and is responsible for the implementation of nonprofit activities funded by the CDBG, HOME, ESG, HOPWA, and HTF programs.

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Two community stakeholder meetings were held for the Consolidated Planning process. One was conducted on the West (Kapolei) and the other on the East (Ala Wai) side of the island to encourage community participation. The participants included nonprofit organizations and City agencies. These groups are actively involved in affordable housing development or continuum of services, community development, or the provision of employment training, domestic violence assistance, and social services for low-income and presumed low-income groups.

The City's Department of Planning and Permitting (DPP) completed an Island-wide Housing Strategy and the Mayor's Office of Housing is responsible for the implementation of the City's Housing First strategy. The City's Island-wide Housing Strategy and Housing First Initiatives were presented at the forums and helped the City gauge the more specific needs and gaps that had to be considered in the planning process.

For its online survey and two community meetings, the City also asked networks and collaborative entities to reach out to targeted stakeholders. Three entities, Hawaii Interagency Council on Homelessness (HICH), Partners In Care (PIC), and the State Legislature's Ad Hoc Task Force on Affordable Housing and Homelessness, have shared objectives and extensive lists of targeted stakeholders. Individual stakeholders also took it upon themselves to forward information to others. The online survey was extended to the general public via a City website link, the Neighborhood Board Commission and City Council members. Email notifications were also sent to individuals/organizations on the City's email subscription list. The survey gauged priority needs and groups to be served.

In addition, one-on-one consultations were initiated with representatives from HOPWA service providers, Partners in Care, Hawaii Public Housing Authority (HPHA), State of Hawaii DOH Adult Mental Health Division (AMHD), State of Hawaii Housing and Finance Development Corporation(HHFDC), and others.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The HICH was enacted by the State of Hawaii in 2012. HICH is required to meet four times a year and its membership includes the mayors of all four counties and directors of the State agencies that have a role in the prevention and remediation of homelessness in the islands. These State agencies are:

- Department of Health (DOH)
- Department of Human Services (DHS)

- Department of Labor and Industrial Relations (DLIR)
- Department of Business, Economic Development, and Tourism (DBEDT)
- HHFDC
- HPHA
- Office of Hawaiian Affairs (OHA)
- Department of Hawaiian Home Lands (DHHL)

Coordination through the HICH is enhanced because of four goal-oriented working groups with several City stakeholders as lead coordinators or active participants. The goals are:

- Retooling the Homeless Crisis Response System;
- Increasing Access to Stable and Affordable Housing;
- Increasing Economic Stability and Self-Sufficiency; and
- Improving Health and Stability.

As the goals suggest, the working groups bring together many stakeholders, including public and private housing providers. It brings together government and private health service entities who deal with relevant health concerns like mental health, alcohol and substance abuse, communicable diseases, AIDS/HIV and others. It brings together the stakeholders who are addressing economic development, employment, and the interests of Native Hawaiians. It also includes the "Partners In Care – Oahu Continuum of Care" (PIC), a planning, coordinating, and advocacy alliance that develops recommendations for programs and services to fill needs within Oahu's Continuum of Care (CoC) for homeless persons. PIC assists in developing new programs, while working to preserve or expand existing effective programs.

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

The City recognizes the important role that Partners in Care (PIC), the City and County of Honolulu's Continuum of Care, plays in coordinating the effort against homelessness and became a paying member of PIC through its Executive Director of the City's Office of Housing for the first time in 2017. City staff from multiple agencies attend PIC general meetings as well as committee meetings. The City also actively supports PIC's initiatives. The City is a key sponsor of PIC's annual Homeless Awareness Conference in November and City administration, including the Managing Director as well as Department Heads, participated in the 2018 PIC coordinated Point-in-Time count.

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

PIC's governance charter formalized PIC's consultation role in the allocation of ESG funds and the assessment of performance of ESG subrecipients. In determining how to allocate ESG funds, the City and PIC assess past performance and current needs to determine if existing performance standards and outcomes need to be modified. In consultation with ESG subrecipients, PIC is also responsible for setting up a coordinated entry system. The results of the consultation become the basis for improving existing policies and procedures or creating new ones.

PIC's governance charter also formalized PIC's role in developing funding, policies and procedures for the administration of Homeless Management Information System (HMIS). HUD's Priority Community Initiative provided technical assistance which helped PIC develop a strategic HMIS plan to ensure that it is administered in compliance with the HUD rules, requirements and data standards for both Continuum of Care (CoC) and ESG grants.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities.

1	**Agency/Group/Organization**	City Department of Planning and Permitting
	Agency/Group/Organization Type	Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
2	**Agency/Group/Organization**	Hawaii Public Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
3	**Agency/Group/Organization**	City Mayor's Office of Housing
	Agency/Group/Organization Type	Housing Services-homeless Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

4	**Agency/Group/Organization**	Partners in Care Oahu (PIC)
	Agency/Group/Organization Type	Services-homeless CoC
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
5	**Agency/Group/Organization**	Hawaii Interagency Council on Homelessness
	Agency/Group/Organization Type	Housing Services-homeless Planning organization Public-Private Council
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

6	**Agency/Group/Organization**	State Legislature Task Force on Affordable Housing and Homelessness
	Agency/Group/Organization Type	Housing Services - Housing Services - Children Services - Elderly Persons Services - Persons with Disabilities Services - Persons with HIV/AIDS Services - Victims of Domestic Violence Services - Homeless Services - Health Services - Education Services - Employment Service - Fair Housing Services - Victims Other government - State Business Leaders Civic Leaders Business and Civic Leaders Multi-Stakeholder Legislative Task Force
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

7	**Agency/Group/Organization**	Hawaii Housing Finance Development Corporation
	Agency/Group/Organization Type	Housing Other government - State Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
8	**Agency/Group/Organization**	State Department of Health
	Agency/Group/Organization Type	Services - Persons with Disabilities Services - Persons with HIV/AIDS Services - Homeless Services - Health Health Agency Other government - State Planning organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs Market Analysis Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

9	**Agency/Group/Organization**	Weed and Seed Hawaii
	Agency/Group/Organization Type	Community Program Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
10	**Agency/Group/Organization**	Ewa Beach Community-Based Development Organization
	Agency/Group/Organization Type	Services - Children Services - Elderly Persons Services - Employment Business Leaders Civic Leaders Community Based Development Organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

11	**Agency/Group/Organization**	Hawaii Homeownership Center
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
12	**Agency/Group/Organization**	DCS Community Assistance Division
	Agency/Group/Organization Type	Housing Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

13	**Agency/Group/Organization**	DCS Elderly Affairs Division
	Agency/Group/Organization Type	Services - Elderly Persons Services - Persons with Disabilities Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
14	**Agency/Group/Organization**	DCS WorkHawaii
	Agency/Group/Organization Type	Housing Services - Homeless Services - Employment Other government - County
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

15	**Agency/Group/Organization**	Kuakini Foundation
	Agency/Group/Organization Type	Services - Elderly Persons Services - Health Foundation
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
16	**Agency/Group/Organization**	Waimanalo Health Center
	Agency/Group/Organization Type	Services - Persons with Disabilities Services - Health Health Agency Nonprofit
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
17	**Agency/Group/Organization**	Honolulu Habitat for Humanity
	Agency/Group/Organization Type	Housing Nonprofit
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

18	**Agency/Group/Organization**	Domestic Violence Action Center
	Agency/Group/Organization Type	Services - Victims of Domestic Violence Nonprofit
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
19	**Agency/Group/Organization**	Catholic Charities Hawaii
	Agency/Group/Organization Type	Housing Services - Housing Services - Children Services - Elderly Persons Services - Persons with Disabilities Services - Persons with HIV/AIDS Services - Victims of Domestic Violence Services - Homeless Services - Health Services - Education Services - Employment Service - Fair Housing Services - Victims Nonprofit
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

20	**Agency/Group/Organization**	PHOCUSED - Hawaii
	Agency/Group/Organization Type	Services - Homeless Planning organization Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
21	**Agency/Group/Organization**	State Department of Human Services
	Agency/Group/Organization Type	Services - Victims Publicly Funded Institution/System of Care Other government - State Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

22	**Agency/Group/Organization**	State Executive Office on Aging
	Agency/Group/Organization Type	Housing Services - Elderly Persons Services - Persons with Disabilities Other government - State Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
23	**Agency/Group/Organization**	Department of Hawaiian Home Lands
	Agency/Group/Organization Type	Housing Services - Housing Other government - State Planning organization Organization Addressing Native Hawaiian Needs
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
24	**Agency/Group/Organization**	Gregory House Programs
	Agency/Group/Organization Type	Services - Persons with HIV/AIDS Nonprofit
	What section of the Plan was addressed by Consultation?	Housing Need Assessment HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

25	**Agency/Group/Organization**	Neighborhood Board Commission
	Agency/Group/Organization Type	Other government - County Other government - Local
	What section of the Plan was addressed by Consultation?	Outreach Assistance
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
26	**Agency/Group/Organization**	Honolulu City Council
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Outreach Assistance
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.
27	**Agency/Group/Organization**	Pacific Disaster Center
	Agency/Group/Organization Type	Other government - Federal Regional organization Disaster Center
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

28	**Agency/Group/Organization**	City DCS Community Based Development Division
	Agency/Group/Organization Type	Housing Services - Housing Services - Children Services - Elderly Persons Services - Persons with Disabilities Services - Persons with HIV/AIDS Services - Victims of Domestic Violence Services - Homeless Services - Health Services - Education Services - Employment Service - Fair Housing Services - Victims Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Public consultation meetings were held and emails sent to various stakeholders requesting their participation and input to develop a coordinated plan.

Table 2 – Agencies, groups, organizations who participated

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

None

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Partners in Care Oahu (PIC)	Strategic goals overlap with and/or are supportive of goals under homelessness.
Honolulu General Plan	City Department of Planning and Permitting	This plan provides the overall City development framework. Goals in the ConPlan are consistent with the City's General Plan.
Transit-Oriented Development Neighborhood Plans	City Department of Planning and Permitting	These community-based neighborhood plans consider the use of HOME funds for affordable housing and CDBG for supportive infrastructure.
Hawaii Interagency Council on Homelessness Plan	State of Hawaii Governor's Office/ State Department of Human Services (DHS)	Strategic goals overlap with and/or are supportive of goals under homelessness.
Honolulu Islandwide Housing Strategy Report Draft	City Department of Planning and Permitting	Strategic action goals overlap with and/or supports goals under all priorities especially housing and homelessness.
2014 Public Housing Agency 5-year and Annual Plan	State Hawaii Public Housing Authority	Strategic goals overlap with and/or are supportive of community development/self-sufficiency related-goals.
Four-Year Area Plan on Aging 2011-2015	City Department of Community Services - Elderly Affairs Division	Strategic goals overlap with and/or are supportive of goals for population 60+ and those with disabilities.
State Comprehensive Economic Development Strategy	State DBEDT- Office of Planning	This plan overlaps with NRSA Economic Development (Agriculture) goals.
State Workforce Investment Plan/ Local Area Plan	State Workforce Development Council/Oahu Workforce Investment Board	Strategic goals overlap with and/or are supportive of community development/self-sufficiency goals.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The City encouraged citizen participation in the development of the Action Plan. The citizen participation process was guided by the City's Citizen Participation Plan (CPP) which details the manner in which the public is notified of upcoming meetings and other opportunities to provide comments on the development of and updates to the City's Consolidated and Annual Action Plans.

The City held public meetings, published public notices in a newspaper of general circulation and sent out notifications to its email subscribers.

Notices were also posted on the City's website at http://www.honolulu.gov/cms-bfs-menu/site-bfs-sitearticles/408-federal-grants.html.

A summary of responses is noted in the Table 4.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	A public meeting was held on September 20, 2017 to solicit public input on the projects applying for CDBG funding.	None	N/A	-

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Notice	Non-targeted/broad community	A Public Notice was published in the September 14, 2017 edition of the Honolulu Star Advertiser, to obtain the views and comments of the public with regards to the City's performance, and the housing and community development needs for the upcoming Action Plan.	None received by the public comment period ending September 28, 2017.	N/A	-
3	Internet Outreach	Non-targeted/broad community	The Public Notice was posted on the City's website to increase opportunities for public participation and public comments.	None received by the public comment period ending September 28, 2017.	N/A	-

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Non-targeted/broad community	A public notice was published in the Honolulu Star Advertiser on March 9, 2018, informing the public that copies of the Draft Action Plan would be available for review online on the City's website or by calling the Municipal Reference Center.	None	N/A	
5	Library Outreach	Non-targeted/broad community	The Draft Action Plan was sent to the Municipal Reference Center to increase opportunities for public participation and public comments.	None	N/A	
6	City Council Public Hearing	Non-targeted/broad community	Resolution 18-45, approving the City's Draft Action Plan was heard at the Budget Committee on April 18, 2018 and reported out for adoption by the City Council.	None	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	City Council Public Hearing	Non-targeted/broad community	Resolution 18-45, CD1 approving the City's Draft Action Plan was heard at the full Council meeting on April 25, 2018 and approved by the City Council.	None	N/A	
8	Newspaper Ad	Non-targeted/broad community	A public notice will be published in the Honolulu Star Advertiser in June 2018.	None	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The Twenty-Fourth (24th) Year Action Plan for the City and County of Honolulu (City) represents a blueprint for the planning and application aspects of HUD's Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons With AIDS (HOPWA) and Housing Trust Fund (HTF) programs. The purpose of the Action Plan is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe and sanitary housing and a suitable living environment.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	8,035,248	525,000	0	8,560,248	9,000,000	CDBG funds will be utilized for the following activities: Housing First - Housing, Housing First - Services, Homeless Services, Homeless Shelter, Housing - Rehabilitation Assistance, Senior Services, Youth Services, Domestic Violence Services, Services to LMI Population, Public Facilities - Non-Homeless. Funds will also be used for administrative costs and other eligible activities as needs arise.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,141,694	550,000	508,064	4,199,758	2,875,000	HOME funds will be utilized for the following activities: Development of affordable housing, Tenant-based rental assistance (TBRA) including Housing First, and Home Ownership programs. Funds will also be used for administrative costs and other eligible activities as needs arise.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	567,630	0	0	567,630	425,000	HOPWA funds will be utilized for the following activities: Tenant-based rental assistance (TBRA); Short Term Rent, Mortgage and Utilities (STRMU); and Supportive Services for persons living with HIV/AIDS. Grant funds will also be used for administrative costs and other eligible activities as needs arise.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	648,992	0	0	648,992	625,000	ESG funds will be utilized for the following activities: emergency shelter, homelessness prevention, rapid re-housing, and Homeless Management Information Systems ("HMIS"). Grant funds will also be used for administrative costs and other eligible activities as needs arise.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
General Fund	public - local	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rental Assistance Services Transitional housing	648,992	0	0	648,992	625,000	General Funds will be used to satisfy the 1:1 ESG match requirement. Funds will be utilized for the following activities: emergency shelter, homelessness prevention, rapid re-housing, and Homeless Management Information Systems ("HMIS"). Grant funds will also be used for administrative costs and other eligible activities as needs arise.
HTF	public - federal	Acquisition Multifamily rental new construction Multifamily rental rehab	1,425,000	0	0	1,425,000	1,425,000	HTF funds will be utilized for the following activities: Development of affordable housing, administrative costs and other eligible activities as needs arise.

Table 5 - Expected Resources – Priority Table

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

The table above reflects anticipated HUD CPD resources which will be administered by the City. The ESG match is expected to be satisfied through the use of other City funds. The HOME match requirement is expected to be satisfied with Low-Income Housing Tax Credits (LIHTC) that are administered by the State of Hawaii Housing Finance and Development Corporation, waived Real Property Taxes, and/or waived General Excise Taxes. The HTF, while not a matching requirement, according to the two proposers that responded to the City NOFA of January 2, 2018, will be an integral component of their projects' pro formas to help secure financing from letters of commitment.

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

For properties assisted with CDBG, HOME, HTF or matching funds, the City may require that units remain affordable and obtain concurrence from HUD prior to completing the sale or lease.

In addition, the City's CDBG, HOME, and HTF funded affordable housing projects includes units whose required affordability period expires within the ConPlan period. However, the units may remain in the affordable housing inventory as some projects may become permanent supportive housing under the Housing First Initiative approach to ending homelessness.

Of note is that the City focuses its allocation of HTF on the following geographic priority areas:

1. Housing First Model- scattered sites, in particular the Waianae Coast, Downtown Honolulu, and East Honolulu. These regions are local priority areas based on the City's strategic development scheme and assessment.

2. Eligible/Approved Neighborhood Revitalization Strategic Areas ("NRSA"). The City currently has one HUD approved NRSA, the Wahiawa NRSA, but contemplates and supports the creation of new NRSAs.

In regards to HTF, the City's Consolidated Plans have historically identified the development of new affordable housing as a top priority. Thus the two projects propose to provide 5-units in Waianae and 7-units in Downtown Honolulu, with affordable rents in perpetuity.

In closing, the City owns the roadways, water, sewerage and other infrastructure, which abuts the proposed project sites. This adjacency precludes the need for such projects to engineer and fund the development of such necessary service infrastructure, thus reducing such projects' time schedules and total budgets.

Discussion:

The City will continue to pursue other available federal, state and private funding sources to leverage funding for the proposed community development initiatives in the Consolidated Plan

In addition, the City intends to exercise its Pre-Award option for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funded projects. The projects below represent the 25% pre-award project costs that may be incurred without HUD approval.

CDBG

BFS - Program Administration	$ 247,961
DCS - Community Assistance Division	$ 29,333
DCS - Community Based Development Division	$ 150,718
DCS - Work Readiness Program	$ 90,568
PACT - Family Peace Center Survivor and Children's Services	$ 21,642
VLSH - Homeless Legal Access	$ 17,074
DCS - Rehabilitation Loan Program	$ 150,000
DFM - Waterline Installation	$ 242,934
DPR - ADA Improvements at Various Parks	$ 130,000
DPR - Kamehameha Community Park Rehabilitation	$ 237,500
DPR -Kauluwela Community Park Rehabilitation	$ 75,000
DPR - Makaha Community Park Rehabilitation	$ 80,000
Easter Seals Hawaii - Makiki Service Center Improvements	$ 102,125
HFD – Kuakini Engine Apparatus	$ 165,205
Kalihi-Palama Health Center -Palama Health Center Phase II	$ 400,000
Total CDBG Pre-Award	**$2,140,060**

HOME

BFS – Program Administration	$ 14,239
DCS – Program Administration	$ 21,960
DCS – Down Payment Loan Program	$ 202,500
DCS – Tenant Based Rental Assistance	$ 150,000
DCS - Tenant Based Rental Assistance Administration	$ 56,092
Housing First Rental Assistance	$ 300,000
CCH – West Loch Modulars	$ 197,647
Honolulu Habitat for Humanity	$ 107,500
Total HOME Pre-Award	**$1,049,938**

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing First - Housing	2015	2019	Homeless	Waikiki Region Waianae Region Downtown Region Citywide	Homeless	HOME: $1,200,000	Tenant-based rental assistance / Rapid Rehousing: 100 Households Assisted
2	Homeless Services	2015	2019	Homeless	Citywide	Homeless	CDBG: $430,570 ESG: $305,000 City Fund: $425,000	Public service activities other than Low/Moderate Income Housing Benefit: 2,955 Persons Assisted Homelessness Prevention: 140 Households Assisted
3	Homeless Prevention	2015	2019	Homeless	Wahiawa Citywide	Homeless	HOME: $810,000 ESG: $317,775 City Funds: $202,225	Tenant-based rental assistance: 80 Households Assisted Rapid Rehousing: 155 Households Assisted

4	Housing - Development	2015	2019	Affordable Housing	Citywide	Affordable Housing	HOME: $1,220,589 HTF: $1,350,000	Rental units constructed: 32 Household Housing Unit Homeowner Housing constructed: 8 Household Housing Unit
5	Housing - Down Payment Assistance	2015	2019	Affordable Housing	Citywide	Affordable Housing	HOME: $600,000	Direct Financial Assistance to Homebuyers: 15 Households Assisted
6	Housing - Rehabilitation Assistance	2015	2019	Affordable Housing	Citywide	Affordable Housing	CDBG: $600,000	Homeowner Housing Rehabilitated: 1 Household Housing Unit
7	Domestic Violence Services	2015	2019	Non-Housing Community Development	Citywide	Public Services	CDBG: $86,570	Public service activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted
8	Services to LMI Population	2015	2015	Non-Housing Community Development	Citywide	Public Services	HOPWA: $550,601	Public service activities other than Low/Moderate Income Housing Benefit: 665 Persons Assisted
9	Public Facilities - Non-Homeless	2015	2019	Non-Housing Community Development	Waianae Region Citywide	Public Facilities and Improvements	CDBG: $5,731,058	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 414,295 Persons Assisted

10	Administration	2015	2019	Administration	Citywide	Administration, Planning, and Monitoring	CDBG: $1,712,050 HOME: $369,169 ESG: $26,217 City Funds: $21,767 HOPWA: $17,029 HTF: $75,000	Other: 8 Other

Table 6 – Goals Summary

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City estimates the following based on past HOME performance:

- 100 Extremely Low-Income Families
- 80 Low-Income Families
- 16 Moderate-Income Families

Goal Descriptions

1	**Goal Name**	Housing First - Housing
	Goal Description	Development of housing to support the City's Housing First approach to ending homelessness. Acquisition or renovation of a building or units to support the City's Housing First approach to ending homelessness. Provide Housing First Tenant Based Rental Assistance to persons and/or families experiencing homelessness.
2	**Goal Name**	Homeless Services
	Goal Description	Provide services to persons experiencing homelessness including case management; work readiness and employment assistance; one stop resource centers to access services; housing placement services; and legal services.
3	**Goal Name**	Homeless Prevention
	Goal Description	Provide homeless prevention services including, but not limited to, emergency rental and utility assistance to persons and/or families experiencing homelessness and/or persons and/or families at risk of homelessness. Provide Re-housing services including, but not limited to, Tenant Based Rental Assistance to persons and/or families experiencing homelessness and/or persons and/or families at risk of homelessness.
4	**Goal Name**	Housing - Development
	Goal Description	Development of new and preservation of existing affordable and special needs rental housing.
5	**Goal Name**	Housing - Down Payment Assistance
	Goal Description	Provide low-interest down payment loans and closing costs to LMI homebuyers.

6	**Goal Name**	Housing – Rehabilitation Assistance
	Goal Description	Provide low-interest loans to LMI homeowners to correct conditions in deteriorated homes.
7	**Goal Name**	Domestic Violence Services
	Goal Description	Provide services to benefit victims of domestic violence.
8	**Goal Name**	Services to LMI Population
	Goal Description	Provide services to benefit LMI persons, other than the homeless, in the following areas: food; outreach; case management; life skills, remedial and employment training and job development, creation and retention; legal counseling and assistance; literacy; budgeting, financial literacy and asset building; language access and limited English proficiency services; parenting and family strengthening; anger management; housing counseling and eviction prevention; foster family services; services to ex-offenders; transportation; transportation oriented development, and other applicable services.
9	**Goal Name**	Public Facilities - Non-Homeless
	Goal Description	Acquire, construct or renovate a building to benefit LMI persons, other than the homeless, by providing services for seniors or persons with disabilities; by providing health care including mental health and substance abuse treatment; by providing childcare or activities for youth; or by providing services to persons in need.
10	**Goal Name**	Administration
	Goal Description	Administer the CDBG, HOME, HTF, ESG, HOPWA Programs. Maintenance and management of HMIS.

Table 7 – Goal Descriptions

AP-35 Projects – 91.220(d)

Introduction:

The following tables lists the projects the City's CDBG, HOME, HTF, ESG and HOPWA programs will carry out and/or fund during the City's fiscal year (FY) 18-19.

Projects:

No.	Project Name
1	Department of Budget and Fiscal Services - Program Administration
2	Department of Community Services - Community Assistance Division
3	Department of Community Services - Community Based Development Division
4	Department of Community Services - Work Readiness Program
5	Parents and Children Together - Family Peace Center Survivor and Children's Services
6	Volunteer Legal Services Hawaii - Homeless Legal Access
7	Department of Community Services - Rehabilitation Loan Program
8	Department of Facility Maintenance - R1 Waterline
9	Department of Parks and Recreation - ADA Improvements at Various Parks
10	Department of Parks and Recreation - Rehabilitation of Kamehameha Community Park
11	Department of Parks and Recreation - Rehabilitation of Kauluwela Community Park
12	Department of Parks and Recreation - Rehabilitation of Makaha Community Park
13	Easter Seals Hawaii - Makiki Service Center Improvements
14	Honolulu Fire Department - Central Engine Apparatus
15	Honolulu Fire Department - Kuakini Engine Apparatus
16	Honolulu Fire Department - Wahiawa Engine Apparatus
17	Kalihi-Palama Health Center -Health Center Phase II Comprehensive Women and Children's Health Facility

No.	CDBG Other - Alternate Project Name
1	Honolulu Fire Department - Kalihi Kai Quint Apparatus (CDBG Other Alternate #1)
2	Honolulu Fire Department - Waianae Quint Apparatus (CDBG Other Alternate #2)

Table 8 – CDBG Project Information

No.	Project Name
1	Department of Budget and Fiscal Services - Program Administration
2	Department of Community Services - Community Based Development Division Program Administration
3	Department of Community Services - Tenant Based Rental Assistance Program Administration
4	Department of Community Services - Tenant Based Rental Assistance Program
5	Department of Community Services - Down Payment Loan Program
6	City and County of Honolulu/ Non-Profit Organization - Property Acquisition
7	Housing First Rental Assistance Program
8	Honolulu Habitat for Humanity – Land Acquisition for Multi-Family Building

Table 9 – HOME Project Information

No.	Project Name
1	Affordable Housing and Economic Development Foundation - Queen Emma Tower
2	Department of Community Services - Program Administration
3	Hawaiian Community Development - Hale Makana O Maili

Table 10–HTF Project Information

No.	Project Name
1	Alternative Structures International - Assistance in Avoiding Homelessness
2	Child & Family Service Domestic Abuse Shelters
3	Family Promise of Hawaii - Housing Placement for Homeless Families with Children
4	Department of Community Services - Program Administration
5	Hale Kipa - Emergency Shelters for Youth
6	Homeless Management Information System (HMIS)
7	IHS, The Institute for Human Services - Homelessness Prevention and Rapid Re-Housing
8	IHS, The Institute for Human Services - Sumner Street Emergency Shelter
9	Kalihi-Palama Health Center - Emergency Relief Program
10	Mental Health Kokua
11	Parents and Children Together - Ohia Domestic Violence Shelter
12	United States Veterans Imitative - Emergency Shelters for Homeless Veterans

Table 11 – ESG Project Information

No.	Project Name
1	Gregory House Programs - Financial Assistance and Support Services for Persons with HIV/AIDS
2	Life Foundation - Support Services for Persons with HIV/AIDS
3	Department of Community Services - Program Administration

Table 12 – HOPWA Project Information

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

As a requirement to continuing to receive funds from HUD, the City must submit annually a one-year action plan which details the housing and community development activities that it intends to carry out using monies from HUD entitlement programs (i.e. CDBG, HOME, ESG, HOPWA, HTF). The City will identify and reserve portions of funding for City capital improvement and public service projects (City Sponsored Initiatives) and may reserve portions of the funding for delayed projects carried forward from prior-year Action Plan(s). Subject to the availability of funds, proposals from qualified non-profits are solicited annually through a Notice of Funding Availability process for CDBG public service projects, HOME, HTF, and ESG projects and every two years for HOPWA projects.

Funding decisions for the annual action plan are based on the needs and strategies identified in the amended Consolidated Plan. City staff will review all proposals for eligibility, timeliness, and other factors related to HUD requirements. Funding recommendations for the ESG, HOPWA, and HTF programs will be made by selection committees comprised of members from various nonprofit agencies with oversight provided by City staff. All eligible CDBG, HOME, ESG, HOPWA, and HTF proposals will be forwarded to the Managing Director who will select the projects for funding.

All funding recommendations are presented to the public for comment and the City Council for approval before being submitted to HUD.

For the CDBG, HOME, ESG, HOPWA and HTF programs, the City may include a list of alternate projects each year in the Annual Action Plan. If funds become available from program income or because a funded project is delayed, canceled, performed at a lower cost than the budgeted amount, or proves not feasible for funding, the Administration may select an alternate project from the current Annual Action Plan.

In the event that projects recommended for funding are not proceeding in a timely manner or other issues are encountered, which will jeopardize current and/or future HUD entitlement programs funding, the Administration may, in accordance with any applicable ordinance requirements or budget procedures, re-direct funds to any of the following activities, in any order:

- Increased funding for projects selected under the current-year Action Plan or previously selected under a prior year Action Plan, where the funds can be spent within twelve (12) months after contract amendment;

- Capital Improvement Projects undertaken by the City that: (1) fulfill the CDBG National Objective of principally benefiting low and moderate income persons; (2) are identified in the City budget; and (3) require additional funding.

- Property acquisition projects either by the City or by non-profit subrecipients that fulfill either the CDBG National Objective of principally benefiting low and moderate income persons or HOME or HTF program eligibility requirements;

- Capital Improvement or Acquisition Projects on prior year Alternate Lists that have the requisite approvals and permits in place and are ready for construction so that CDBG, HOME, or HTF funds can be spent within twelve (12) months upon contract execution;

- Other Projects which have previously completed a Competitive Selection process, within the last two years, conducted by the City and County of Honolulu that have the requisite approvals and permits in place and are ready for construction so that CDBG funds can be spent within twelve (12) months upon contract execution.

Upon identification of eligible projects and prior to the submission of any required Action Plan amendment or reprogramming resolution, the Administration shall provide the City Council with a list of said projects.

Obstacles to addressing underserved needs stem from a lack of funding, although the City will collaborate with other agencies to address any shortfalls.

Projects

AP-38 Projects Summary

Project Summary Information:

	Project Name	Department of Budget and Fiscal Services - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG - $991,846
	Description	Provision of grant funds for administration of City HUD-funded programs. This is a continuation project. CDBG funds will be used for General Program Administration, eligible under 24 CFR 570.206(a).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	530 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 13 positions = 12 FTE. Federal Grants Coordinator (1), Planners (11), and a Senior Clerk Typist (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	Department of Community Services - Community Assistance Division
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG - $117,332
	Description	Provision of grant funds for administrative support of the DCS Community Assistance Division (CAD). This is a continuation project. CDBG funds will be used for General Program Administration, eligible under 24 CFR 570.206(a).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	51 Merchant Street, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 9 positions = 3 FTE. Branch Chief (1), Rehab Loan Specialists (2), Urban Rehab Inspectors (3), Rehab Loan Clerk (1), and Senior Clerk Typists (2). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	Department of Community Services - Community Based Development Division
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG - $602,872
	Description	Provision of grant funds for administrative support of the DCS Community-Based Development Division (CBDD). The City certifies that CDBG administrative funds will not be used to pay for staff time administering the ESG, HOPWA, and CoC programs. This is a continuation project. CDBG funds will be used for General Program Administration, eligible under 24 CFR 570.206(a).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu, Hawaii 96817
	Planned Activities	Partial Funding for 16 positions = 16 FTE. Administrator (1), Planners (12), Standards and Specifications Clerks (2), and a Senior Clerk Typist (1). Time sheets are submitted to accurately reflect staff time being charged to the program. Funding may be assigned to a position in the Department of Design and Construction, which will assist with the administration of City funded projects.

	Project Name	Department of Community Services - Work Readiness Program
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homeless
	Funding	CDBG - $362,272
	Description	Provision of grant funds for an employment and work readiness program for persons experiencing homelessness. Services include work readiness and life skills training, financial management, vocational training in a classroom or worksite setting, and job search skills training. This is a continuation project. CDBG funds will be used to provide employment services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 185 persons/families experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	1505 Dillingham Boulevard, Room 216, Honolulu, Hawaii 96817
	Planned Activities	Approximately 185 persons experiencing homelessness will be provided services including, but not limited to, work readiness and life skills training, financial management, vocational training in a classroom or worksite setting, and job search skills training.

	Project Name	Parents and Children Together - Family Peace Center Survivor and Children's Services (PS)
	Target Area	Citywide
	Goals Supported	Domestic Violence Services
	Needs Addressed	Public Services
	Funding	CDBG - $86,570
	Description	Provision of grant funds for staff and operating costs for the Family Peace Center, which provides crisis-oriented case management, crisis-response group and in-person court or medical accompaniment to victims of domestic violence and their children. This is a continuation project. CDBG funds will be used to provide services to battered and abused spouses, eligible under 24 CFR 570.201(e), and will meet the CDBG national objective described in 24 CFR 570.208(a)(2)(i)(A), an activity that benefits a clientele (battered spouses and children) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 30 to 35 victims of domestic violence will benefit from the activities that will be supported under this project.
	Location Description	1485 Linapuni Street, Suite 105, Honolulu, Hawaii 96819
	Planned Activities	Approximately 30 to 35 victims of domestic violence will be provided crisis-oriented case management, crisis-response group and in-person court or medical accompaniment.

	Project Name	Volunteer Legal Services Hawaii - Homeless Legal Access
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Public Service
	Funding	CDBG - $68,298
	Description	Provision of funds to provide civil legal support for persons experiencing homelessness. Operating costs will consist of a prorated share for comprehensive general liability insurance. CDBG Funds will be used to expand the current service by 200 clients. This is a new project. CDBG funds will be used to provide public services, eligible under 24 CFR 570.201 (e), and will meet the CDBG national objective described in 24 CFR 570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons. This is a continuation project.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 persons experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	545 Queen Street, Suite 100, Honolulu, Hawaii 96813
	Planned Activities	Approximately 100 persons experiencing homelessness will be provided specialized legal workshops on commonly encountered legal issues, including but not limited to, landlord/tenant; bench warrant recalls, consumer credit; employment; family law; and veterans benefits.

	Project Name	Department of Community Services - Rehabilitation Loan Program
	Target Area	Citywide
	Goals Supported	Housing – Rehabilitation Assistance
	Needs Addressed	Affordable Housing
	Funding	CDBG - $600,000
	Description	Provision of funds for the City's Rehabilitation Loan Program, which provides low cost loans to low- and moderate-income homeowners island-wide to make repairs needed to meet basic housing standards, related to health and safety, and energy efficiency improvements. This is a continuation project. The City certifies that it will use RL funds before EN funds in accordance with CDBG regulations. CDBG funds will be used for Single-Unit Residential rehab, eligible under 24 CFR §570.202(a)(1), and will meet the CDBG national objective described in 24 CFR §570.208(a)(3), as an activity which provides or improves permanent residential structures that will be occupied by low/mod income households.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately two (2) low- and moderate-income homeowner will benefit from the activities that will be supported under this project.
	Location Description	51 Merchant Street, Honolulu, Hawaii 96813
	Planned Activities	Approximately two (2) low- and moderate-income homeowner will be provided low cost loans to make repairs needed to meet basic housing standards, related to health and safety, and energy efficiency improvements.

	Project Name	Department of Facility Maintenance - Waterline Installation
	Target Area	Ewa Beach
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $971,738
	Description	Provision of grant funds to install a new water main from the Honouliuli Wastewater Treatment Plant to Renton Road. This is a new project. CDBG funds will be used to install a waterline, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons. The project will predominantly services Census Tracts 86.17 (Blocks 1 -5).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 9,775 residents of the Ewa Villages community will benefit from the activities that will be supported under this project.
	Location Description	Ewa Villages
	Planned Activities	Environmental review, Planning, design, and engineering for the Department of Facility Maintenance – Waterline Installation project.

	Project Name	Department of Parks and Recreation - ADA Improvements at Various Parks
	Target Area	Citywide
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $520,000
	Description	Provision of grant funds for the design, planning, and engineering to complete Americans with Disabilities Act (ADA) improvements at City-owned parks throughout Oahu. CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(ii), an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled."
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 400,000 potential users of the park will benefit from the activities that will be supported under this project.
	Location Description	Various City Owned Parks Throughout Oahu
	Planned Activities	Environmental review, Planning, design, and engineering for ADA Improvements at various public parks.

	Project Name	Department of Parks and Recreation - Kamehameha Community Park Rehabilitation
	Target Area	Kalihi-Palama
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $950,000
	Description	Provision of grant funds for the design, planning, and engineering of the Kamehameha Community Park rehabilitation project. The park's normal hours of operation are: Monday thru Saturday, 9 am – 9 pm. This is a new project. CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate- income persons. The project will predominantly service Census Tracts 63.01, 63.02, 62.01, 64.01, 64.02, 60, and 61.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 48,370 residents of the Kalihi community will benefit from the activities that will be supported under this project.
	Location Description	1400 Kalihi Street, Honolulu, Hawaii 96819
	Planned Activities	Environmental review, Planning, design, and engineering for the Department of Parks and Recreation - Kamehameha Community Park Rehabilitation project.

	Project Name	Department of Parks and Recreation - Kauluwela Community Park Rehabilitation
	Target Area	Kalihi-Palama
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $300,000
	Description	Provision of grant funds for the design, planning, and engineering of the Kauluwela Community Park rehabilitation project. The park's normal hours of operation are: Monday thru Saturday, 9 am – 9 pm. This is a new project. CDBG funds will be used to renovate a public facilty eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate- income persons. The project will predominantly service Census Tracts 53, 50, 51, 52, 54, 55.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 53,330 residents in the Kalihi-Liliha community will benefit from the activities that will be supported under this project.
	Location Description	1402 Kauluwela Place, Honolulu, Hawaii 96817
	Planned Activities	Environmental review, Planning, design, and engineering for the Department of Parks and Recreation -Kauluwela Community Park Rehabilitation project.

	Project Name	Department of Parks and Recreation - Makaha Community Park Rehabilitation
	Target Area	Waianae Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $320,000
	Description	Provision of grant funds for the design, planning, and engineering of the Makaha Community Park rehabilitation project. The park's normal hours of operation are: Monday thru Saturday, 9 am – 9 pm. This is a new project. CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate- income persons. The project will predominantly service Census Tracts 97.01, 98.01, and 98.02.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 11,190 residents of the Makaha community will benefit from the activities that will be supported under this project.
	Location Description	84-730 Manuku Street, Waianae, Hawaii 96792
	Planned Activities	Environmental review, Planning, design, and engineering for the Department of Parks and Recreation - Makaha Community Park Improvements project.

	Project Name	Easter Seals Hawaii - Makiki Service Center Improvements
	Target Area	Citywide
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $408,500
	Description	Provision of grant funds for the renovations of Easter Seals Hawaii's Makiki Service Center. Renovations include, but are not limited to, construction of an improved drainage system around the building and an improved gutter system on the building perimeter to eliminate future flooding and costly damage repairs; restoration of the building's foundation. This is a new project. CDBG funds will be used to renovate a center for individuals with intellectual disabilities, eligible under 24 CFR 570.201(c), and will meet the CDBG national objective described in 24 CFR 570.208(a)(2)(i)(B), as an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 185 individuals with intellectual disabilities will benefit from the activities that will be supported under this project.
	Location Description	710 Green Street, Honolulu, Hawaii 96813
	Planned Activities	Renovations of Easter Seals Hawaii's Makiki Service Center, which provides services to individuals with intellectual disabilities.

	Project Name	Honolulu Fire Department - Central Engine Apparatus
	Target Area	Downtown Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $839,500
	Description	Provision of grant funds for the acquisition of an engine apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR 570.201(c), and will meet the CDBG national objective described in in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons. The project will predominantly services Census Tracts 40, 41, 42, 43, 51, 52, and 53.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 28,385 residents of the Downtown community will benefit from the activities that will be supported under this project.
	Location Description	104 South Beretania St, Honolulu, Hawaii 96813
	Planned Activities	Acquisition of an engine apparatus for low- and moderate-income neighborhoods currently being serviced by the Central Fire Station.

	Project Name	Honolulu Fire Department - Kuakini Engine Apparatus
	Target Area	Kuakini Area
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $839,500
	Description	Provision of grant funds for the acquisition of an engine apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR 570.201(c), and will meet the CDBG national objective described in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons. The project will predominantly service Census Tracts 47, 48, 49, 50, 51, 53, 54, 55, and 56.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 23,300 residents of the Kuakini community will benefit from the activities that will be supported under this project.
	Location Description	601 North Kuakini Street, Honolulu, Hawaii 96817
	Planned Activities	Acquisition of an engine apparatus for low- and moderate-income neighborhoods currently being serviced by the Kuakini Fire Station.

	Project Name	Honolulu Fire Department - Wahiawa Engine Apparatus
	Target Area	Wahiawa Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $839,500
	Description	Provision of grant funds for the acquisition of an engine apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR 570.201(c), and will meet the CDBG national objective described in in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons. The project will predominantly service Census Tracts 90, 91, 92, 93, 94, 95.04, and 100.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20,465 residents of the Wahiawa community will benefit from the activities that will be supported under this project.
	Location Description	640 California Avenue, Wahiawa, Hawaii 96786
	Planned Activities	Acquisition of an engine apparatus for low- and moderate-income neighborhoods currently being serviced by the Wahiawa Fire Station.

	Project Name	Kalihi-Palama Health Center – Palama Health Center Phase II Comprehensive Women and Children's Health Facility
	Target Area	Kalihi-Palama
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $2,102,523
	Description	Provision of grant funds for the Phase II construction of Kalihi-Palama Health Center's two-phase project, which is intended to consolidate all of their programs under one roof to deliver services more efficiently. This is a new project. CDBG funds will be used to construct a health facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 17,200 residents from Kalihi-Palama will benefit from the activities that will be supported under this project.
	Location Description	710 North King Street, Honolulu, Hawaii 96817
	Planned Activities	Construction of Kalihi-Palama Health Center's Palama Health Center Comprehensive Women and Children's Health Facility, which will include health and social services for women and children, the Women's, Infants and Children's (WIC) program, an on-site pharmacy and a dental clinic.

	Project Name	Honolulu Fire Department – Kalihi Kai Quint Apparatus (CDBG Other Alternate #1)
	Target Area	Kalihi Area
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $950,000
	Description	Provision of grant funds for the acquisition of a quint apparatus. This is a new project. CDBG funds will be used to acquire a quint apparatus, eligible under 24 CFR 570.201(c), and will meet the CDBG national objective described in in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons. The project will predominantly service Census Tracts 57, 58, and 59.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 5,275 residents of the Kalihi Kai community will benefit from the activities that will be supported under this project.
	Location Description	1334 Nimitz Highway, Honolulu, Hawaii 96817
	Planned Activities	Acquisition of a quint apparatus for low- and moderate-income neighborhoods currently being serviced by the Kalihi Kai Fire Station.

	Project Name	Honolulu Fire Department - Waianae Quint Apparatus (CDBG Other Alternate #2)
	Target Area	Waianae Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - $950,000
	Description	Provision of grant funds for the acquisition of a quint apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR 570.201(c), and will meet the CDBG national objective described in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons. The project will predominantly service Census Tracts 96.08, 97.01, 97.03, 97.04, 98.01, and 98.02.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 26,585 residents of the Waianae community will benefit from the activities that will be supported under this project.
	Location Description	85-645 Farrington Highway, Waianae, Hawaii 96792
	Planned Activities	Acquisition of a quint apparatus for low- and moderate-income neighborhoods currently being serviced by the Waianae Fire Station.

	Project Name	Department of Budget and Fiscal Services - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOME - $56,956
	Description	Provision of grant funds for the administration and coordination of the HOME program. This is a continuation project. HOME funds will be utilized to provide administrative costs, eligible under 24 CFR 92.207(a)(1).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	530 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Partial funding for 13 positions = 1 FTE. Federal Grants Coordinator (1), Planners (11), and a Senior Clerk Typist (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	Department of Community Services - Community Based Development Division
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOME - $87,843
	Description	Provision of grant funds for administrative support of the DCS Community-Based Development Division (CBDD). The City certifies that HOME administrative funds will not be used to pay for staff time administering the ESG, HOPWA, and CoC programs. This is a new project. HOME funds will be utilized to provide administrative costs, eligible under 24 CFR 92.207(a)(1).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu, Hawaii 96817
	Planned Activities	Partial Funding for 16 positions = 16 FTE. Administrator (1), Planners (12), Standards and Specifications Clerks (2), and a Senior Clerk Typist (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	Department of Community Services - Tenant Based Rental Assistance Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOME - $224,370
	Description	Provision of grant funds for the administration and coordination of the Tenant Based Rental Assistance program. This is a continuation project. HOME funds will be utilized to provide administrative costs, eligible under 24 CFR 92.207(a)(1).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	1505 Dillingham Boulevard, Room 216, Honolulu, Hawaii 96817
	Planned Activities	Partial funding for 6 positions = 6 FTE. Administrator (1), Housing Assistant (1), Community Service Specialists (2), Planner (1), Senior Clerk Typist (1), and Accountant III (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	Department of Community Services - Tenant Based Rental Assistance Program
	Target Area	Citywide
	Goals Supported	Homeless Prevention
	Needs Addressed	Affordable Housing
	Funding	HOME - $810,000
	Description	Provision of grant funds to expand rental assistance services to eligible low-income persons. This is a continuation project. HOME funds will be utilized to provide tenant-based rental assistance, including security deposits, eligible under 24 CFR 92.209.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 80 low-income households will benefit from the activities that will be supported under this project.
	Location Description	1505 Dillingham Boulevard, Room 216, Honolulu, Hawaii 96817
	Planned Activities	Approximately 80 low-income households will be provided rental assistance.

	Project Name	Department of Community Services - Down Payment Loan Program
	Target Area	Citywide
	Goals Supported	Housing - Down Payment Assistance
	Needs Addressed	Affordable Housing
	Funding	HOME - $156,936; HOME Program Income - $550,000
	Description	Provision of grant funds to assist low-income, first-time homebuyers. This is a continuation project. HOME funds will be utilized to provide assistance to home buyers, eligible under 24 CFR 92.206(c).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 17 low-income first-time homebuyers will benefit from the activities that will be supported under this project.
	Location Description	51 Merchant Street, Honolulu, Hawaii 96813
	Planned Activities	Approximately 17 low-income first-time homebuyers will be provided zero interest down payment loans.

	Project Name	City and County of Honolulu – Permanent Rental Housing for Special Needs Housing
	Target Area	Citywide
	Goals Supported	Housing - Development
	Needs Addressed	Affordable Housing
	Funding	HOME - $1,440,500
	Description	Acquisition of a duplex, located in Makiki, which will provide ten (10) Single Room Occupancy housing units for low-income special needs housing. HOME funds will be utilized to acquire improved or unimproved real property, eligible under 24 CFR 92.206(c).
	Target Date of Completion	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Ten (10) low-income individuals will benefit from the activities that will be supported under this project.
	Location Description	1531-D Kewalo Street, Honolulu, Hawaii 96822-4259
	Planned Activities	Acquisition of affordable rental units for low-income individuals.

	Project Name	City and County of Honolulu / Non-Profit Organizations - Property Acquisition(s) within Honolulu
	Target Area	Citywide
	Goals Supported	Housing - Development
	Needs Addressed	Affordable Housing
	Funding	HOME - $2,280,550
	Description	Acquisition of one or more properties, located in Honolulu, which would provide affordable housing to low- and moderate income households. The City proposes to acquire the property/ies in fee simple, then convey the property/ies on a lease or operating license basis to an agency that will oversee the management and operation of the property/ies. HOME funds will be utilized to acquire improved or unimproved real property, eligible under 24 CFR 92.206(c).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Low-income households will benefit from the activities that will be supported under this project.
	Location Description	Property Acquisition(s) within Honolulu
	Planned Activities	Acquisition of affordable rental units for low-income households.

	Project Name	Housing First Rental Assistance Program
	Target Area	Waikiki Region Waianae Region Downtown Region Citywide
	Goals Supported	Housing First - Housing
	Needs Addressed	Homeless
	Funding	HOME - $1,200,000
	Description	Provision of grant funds to provide Housing First rental assistance services to eligible low income persons. HOME funds will be utilized to provide tenant-based rental assistance, including security deposits, eligible under 24 CFR 92.209.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 low-income households will benefit from the activities that will be supported under this project.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu Hawaii 96817
	Planned Activities	Approximately 100 low-income households will be provided rental assistance.

	Project Name	Honolulu Habitat for Humanity - Building Homes for Low-Income Families
	Target Area	Citywide
	Goals Supported	Housing - Development
	Needs Addressed	Affordable Housing
	Funding	HOME - $472,000
	Description	Provision of grant funds for the acquisition of land to construct a multi-family building that would provide stable housing for 8 low-income families. This is a new project. HOME funds will be utilized to develop and support affordable housing, through new construction, eligible under 24 CFR 92.206.
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 8 low-income households will benefit from the activities that will be supported under this project.
	Location Description	922 Austin Ln C-1, Honolulu, Hawaii 96817
	Planned Activities	Acquisition of land to construct an 8 unit multi-family building. Upon completion, the units will be sold to 8 low-income families via a lottery selection process.

	Project Name	Hawaii Assisted Housing, Inc. - Na Lei Hulu Kupuna
	Target Area	Downtown
	Goals Supported	Housing - Development
	Needs Addressed	Affordable Housing
	Funding	HTF - $1,350,000
	Description	Provision of grant funds for the redevelopment of 9 rental units for families at or below 30% AMI in a 75-unit rental housing project. This is a new project. HTF funds will be utilized to develop one or more housing units in a multi-unit project, eligible under 24 CFR §93.200(c).
	Target Date of Completion	11/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 9 families at or below 30% AMI will benefit from the activities that will be supported under this project.
	Location Description	610 Cooke Street, Honolulu, Hawaii 96813
	Planned Activities	Renovation of an existing 5-story, 75-unit senior rental housing apartment building.

	Project Name	Department of Community Services - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HTF - $75,000
	Description	Provision of grant funds for the administration and coordination of the HTF program. This is a new project. HTF funds will be utilized to provide administrative costs, eligible under 24 CFR §93.200(a)(1).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu Hawaii 96817
	Planned Activities	Partial Funding for 2 position = 1 FTE. Planner (2). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	Alternative Structures International - Assistance in Avoiding Homelessness
	Target Area	Citywide
	Goals Supported	Homelessness Prevention
	Needs Addressed	Homelessness
	Funding	City General Funds - $100,000
	Description	Grant for financial assistance, housing relocation and stabilization services for a homelessness prevention program, eligible under 24 CFR §576.103. This is a new project.
	Target Date of Completion	8/29/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 15 to 20 households at-risk of homelessness will be supported under this project.
	Location Description	86-660 Lualualei Homestead Road Waianae, Hawaii 96792
	Planned Activities	Approximately 15 to 20 households at-risk of homelessness will be provided financial assistance and housing relocation and stabilization services.

	Project Name	Child & Family Service Domestic Abuse Shelters
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - $5,000 City General Funds - $45,000
	Description	Grant for operating costs for transitional apartments and emergency shelters for homeless individuals who are victims of domestic violence. No ESG funds will be used for staff costs. This is a continuation project. ESG funds will be utilized for operating costs, eligible under 24 CFR § 576.102.
	Target Date of Completion	8/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 400 victims of domestic violence will be supported under this project.
	Location Description	Location Suppressed
	Planned Activities	Approximately 400 victims of domestic violence will be provided shelter.

	Project Name	Department of Community Services - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	ESG Funds - $26,217 City General Funds - $21,767
	Description	Grant funds for administrative costs related to the Emergency Solutions Grant (ESG) program. This is a continuation project. ESG funds will be utilized to provide administrative costs, eligible under 24 CFR § 576.108.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu Hawaii 96817
	Planned Activities	Partial funding for 2 positions = 1 FTE. Senior Clerk Typist (1) and a Planner (1). Time Sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	Family Promise of Hawaii - Housing Placement for Homeless Families with Children
	Target Area	Citywide
	Goals Supported	Homelessness Prevention and Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - $152,225 Shelter $50,000 Homelessness Prevention $102,225
	Description	Grant for essential services for emergency shelters for families and for financial assistance, housing relocation and stabilization services for homelessness prevention assistance. Eligible under 24 CFR § 576.103, and essential services and operating costs, eligible under 24 CFR § 576.102.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 15 to 20 households at-risk of homelessness and experiencing homelessness will be supported under this project.
	Location Description	245 North Kukui Street, Honolulu, Hawaii 96819
	Planned Activities	Approximately 15 to 20 households at-risk of homelessness will be provided financial assistance and housing relocation and stabilization services and 15 to 20 homeless families will be provided shelter and services.

	Project Name	Hale Kipa - Emergency Shelters for Youth
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - $50,000
	Description	Grant funds for essential services for homeless youth. This is a continuation project. ESG funds will be used to provide essential services, eligible under 24 CFR § 576.102.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 175 admissions youth experiencing homelessness will be supported under this project.
	Location Description	1828 Makuahine Street, Honolulu, Hawaii 96819 91-1259 Renton Road, Ewa Beach, Hawaii 96706
	Planned Activities	Approximately 175 youth experiencing homelessness will be provided emergency shelter.

	Project Name	Homeless Management Information System (HMIS)
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - $30,000
	Description	Grant funds for the maintenance and management of HMIS. ESG funds will be utilized for the HMIS component, eligible under 24 CFR § 576.107.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is data collection only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu, Hawaii 96817
	Planned Activities	HMIS is designated as the homeless Continuum of Care data collection, management and reporting system and is used to collect and maintain client-level data as well as data on the provision of housing and services in the region. Data is pulled from the system for HUD reporting.

	Project Name	IHS, The Institute for Human Services - Homelessness Prevention and Rapid Re-Housing
	Target Area	Citywide
	Goals Supported	Homelessness Prevention and Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - $213,002 Homelessness Prevention $150,000 Rapid Re-Housing $63,002
	Description	Grant funds for financial assistance, housing relocation and stabilization services for a rapid re-housing program and a housing prevention program. ESG Funds will be utilized to provide rapid re-housing assistance, eligible under 24 CFR § 576.104 and Homelessness Prevention eligible under 24 CFR § 576.103.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 70 households experiencing homelessness or at-risk of becoming homeless will be supported under this project.
	Location Description	916 Ka'amahu Place #A, Honolulu, Hawaii 96817
	Planned Activities	Approximately 30 households experiencing homelessness or at-risk of becoming homeless will be provided financial assistance and stabilization services.

	Project Name	IHS, The Institute for Human Services - Sumner Street Emergency Shelter
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - $125,000
	Description	Grant funds for operating costs and essential services at the Sumner Street Emergency Shelter for Men. This is a continuation project. ESG funds will be utilized to provide essential services and operating costs, eligible under 24 CFR § 576.102.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 660 males experiencing homelessness will be supported under this project.
	Location Description	350 Sumner Street, Honolulu, Hawaii 96817
	Planned Activities	Approximately 660 males experiencing homelessness will be provided shelter.

	Project Name	Kalihi-Palama Health Center - Emergency Relief Program
	Target Area	Citywide
	Goals Supported	Homeless Services and Homelessness Prevention
	Needs Addressed	Homelessness
	Funding	ESG Funds- $156,258 Homelessness Prevention $101,972 Rapid Re-Housing $54,286
	Description	Grant funds for financial assistance, housing relocation and stabilization services for a homelessness prevention and rapid re-housing program. This is a continuation project. ESG funds will be utilized to provide homeless prevention assistance, eligible under 24 CFR § 576.103 and rapid re-housing assistance, eligible under 24 CFR § 576.104.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 150 households experiencing homelessness or at-risk of becoming homeless will be supported under this project.
	Location Description	915 North King Street, Honolulu, Hawaii 96817
	Planned Activities	Approximately 150 households experiencing homelessness or at-risk of becoming homeless will be provided financial assistance, housing relocation and stabilization services.

	Project Name	Mental Health Kokua
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - $125,000
	Description	Grant funds for operating costs and essential services at the Safe Haven Multi-Service Center (emergency day shelter). This is a new project. ESG funds will be utilized to provide essential services and operating costs, eligible under 24 CFR § 576.102.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 1,500 individuals experiencing homelessness will be supported under this project.
	Location Description	126 North Pauahi Street, Honolulu, Hawaii 96817
	Planned Activities	Approximately 1,500 individuals experiencing homelessness will be provided emergency services.

	Project Name	Parents and Children Together - Ohia Domestic Violence Shelter
	Target Area	Citywide
	Goals Supported	Homeless Services and Homelessness Prevention
	Needs Addressed	Homelessness
	Funding	ESG Funds- $198,515 Shelter $50,000 Homelessness Prevention $65,803 Rapid Re-Housing $82,712
	Description	Grant funds for emergency shelter operations, homelessness prevention assistance, and rapid re-housing assistance for victims of domestic violence. This is a continuation project. ESG funds will be utilized to provide essential services and operating costs, eligible under 24 CFR § 576.102, homeless prevention assistance, eligible under 24 CFR § 576.103, and rapid re-housing assistance, eligible under 24 CFR § 576.104.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 40 to 50 persons (shelter) and 24 to 40 households (rapid re-housing and homelessness) experiencing homelessness or at-risk of homelessness will be supported under this project.
	Location Description	Location Suppressed
	Planned Activities	Approximately 20 persons experiencing homelessness will be provided emergency shelter and 20 households experiencing homelessness or at-risk of homelessness will be provided financial assistance, housing relocation and stabilization services.

	Project Name	United States Veterans Initiative - Emergency Shelters for Homeless Veterans
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - $50,000
	Description	Grant funds for operating costs and essential services for emergency shelter for homeless veterans. This is a continuation project. ESG funds will be utilized to provide essential services and operating costs, eligible under 24 CFR § 576.102.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 individuals experiencing homelessness will be supported under this project.
	Location Description	85-638 Farrington Highway, Waianae, Hawaii 96792 Building 37 Shangrila Street, Kapolei, Hawaii 96707
	Planned Activities	Approximately 100 individuals experiencing homelessness will be provided shelter.

	Project Name	Gregory House Program - Financial Assistance and Support Services for Persons with HIV/AIDS
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Services
	Funding	HOPWA - $436,500
	Description	Provision of funds for tenant-based rental assistance, short-term rent/mortgage/utility assistance, supportive services, and administrative expenses to support persons with HIV/AIDS. HOPWA funds will be utilized to provide the following: Project- or tenant-based rental assistance ($318,500), eligible under 24 CFR 574.300(b)(5);Short-term rent, mortgage, and utility payments ($24,000), eligible under 24 CFR 574.300(b)(6);Supportive services ($64,000), eligible under 24 CFR 574.300(b)(7); and Payment of reasonable administrative expense ($30,000), eligible under 24 CFR 574.300(b)(10)(ii).
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	39 persons will be provided Project- or tenant-based rental assistance; 14 persons will be provided Short-term rent, mortgage, and utility payments; and 160 persons will be provided Supportive services.
	Location Description	200 North Vineyard Boulevard, Suite A310, Honolulu, Hawaii 96817
	Planned Activities	Approximately 160 persons with HIV/AIDS and their families will be provided tenant-based rental assistance, short-term rent/mortgage/utility assistance, and supportive services.

	Project Name	Life Foundation - Support Services for Persons with HIV/AIDS
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Services
	Funding	HOPWA - $114,101
	Description	Provision of funds for supportive services to support persons with HIV/AIDS. HOPWA funds will be utilized to provide supportive services, eligible under 24 CFR 574.300(b)(7).
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 255 persons with HIV/AIDS and their families will be supported under this project.
	Location Description	677 Ala Moana Boulevard, Honolulu, Hawaii 96813
	Planned Activities	Approximately 255 persons with HIV/AIDS will be provided supportive services.

	Project Name	Department of Community Services - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOPWA - $17,029
	Description	Provision of funds for administrative support of the HOPWA program. HOPWA funds will be utilized to provide payment of reasonable administrative expense, eligible under 24 CFR 574.300(b)(10)(i).
	Target Date of Completion	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu, Hawaii 96817
	Planned Activities	Partial Funding for 1 position = .5 FTE. Planner (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

Table 13 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

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

The City generally does not target the use of entitlement funds in any particular area. Instead, the City uses entitlement funds where its impact will be greatest and where opportunities arise.

However, the City's Housing First Model to end homelessness will target the Waianae Coast, Downtown Honolulu, and East Honolulu areas and funds may be targeted to the Wahiawa NRSA.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	81.39%
Downtown Honolulu	2.71%
East Honolulu	1.30%
Ewa	2.53%
Kalihi Region	7.57%
Waianae Region	4.49%

Table 14 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Allocations to specific geographic areas within the City are dependent on the projects proposed for funding, and the selections made by the Selection Committee. No area of the City is excluded from the use of such funds; therefore, agencies serving qualifying LMI populations have an equal footing to receive funding.

However, the City's Housing First Model to end homelessness is a local priority based on the City's strategic development scheme and assessment.

Furthermore, in 2012, the Honolulu City Council passed Resolution 12-11, which stated that no less than 20% of all CDBG funds shall be expended on programs undertaken in NRSAs. The City will continue to support the strategic plan of its existing eligible NRSA and is committed to support the creation of new NRSAs.

Discussion

All HUD funded programs are either targeted directly to low- or moderate-income persons/households or to geographic areas with a majority of low- or moderate-income persons/households.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

The Consolidated Plan priorities are based on the results of conducting needs assessments and market analyses, consultations with community groups, an on-line survey and collaborations with other agencies. Through the consultation process the City has identified the lack of affordable housing to be one of the highest priority needs for the next five year period and anticipates funding the following affordable housing priorities:

- Development of new and preservation of existing affordable and special needs rental housing.
- Low-interest down payment loans and closing costs to low- and moderate-income homebuyers.
- Low-interest rehabilitation loans to low- and moderate-income homeowners to correct conditions in deteriorated homes.

One Year Goals for the Number of Households to be Supported	
Homeless	175
Non-Homeless	25
Special-Needs	39
Total	239

Table 15 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	214
The Production of New Units	8
Rehab of Existing Units	1
Acquisition of Existing Units	16
Total	239

Table 16 - One Year Goals for Affordable Housing by Support Type

Discussion:

See above.

AP-60 Public Housing – 91.220(h)

Introduction:

The Hawaii Public Housing Authority (HPHA) owns and operates public housing for the State of Hawaii. The City and the four other Hawaii counties work with the HPHA on public and assisted housing.

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

At this time, the City currently has no plans to contribute federal funds to public housing.

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

Not applicable.

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

Not applicable.

Discussion:

At this time, the City currently has no plans to contribute federal funds to public housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homelessness has been one of the Mayor's top priorities since he took office in 2013 because it affects the quality of life of all of Honolulu's residents and visitors. It is a complex and challenging problem that has grown over the decades. Through collaboration and coordination among the City, state and federal governments, community groups, nonprofits, faith-based organizations, businesses, and concerned citizens, the City is working towards providing relief to the homeless and those at risk of homelessness, as well as the residents and visitors who share Oahu's public spaces.

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

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

While the City will not be allocating any federal funds for outreach services, the City uses general funds for programs which focus on outreach including the proposed Outreach Navigation program which would target service resistant homeless and builds upon the lessons learned from the City's Community Assistance Program which targeted unsheltered homeless living in urban Honolulu and the Leeward Coast. In addition, the City will be opening the Kuwili Hygiene Center in Iwilei which will provide showers, laundry facilities, mail service and supportive services to the unsheltered homeless and serve as a potential starting point for additional services.

Addressing the emergency shelter and transitional housing needs of homeless persons:

The City continues to use almost 40% of its ESG funds for shelter operations. PY2018 ESG awardees include emergency shelters for individuals and families, and shelters that target specific groups such as youth, victims of domestic violence, and veterans.

The City also uses City funds to run the Hale Mauliola Housing Navigation Center which provides shelter and supportive services to approximately 100 persons.

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

The City has taken a multi-prong approach to moving homeless persons into permanent housing.

The short-term solution is to provide financial assistance and supportive services to move homeless persons into permanent housing. Using a combination of federal and City funds, programs provide short-term rental assistance (approximately 3 months) through its ESG rapid re-housing program; medium-term rental assistance (up to 24 months) for the working homeless through its Rent-to-Work program (CDBG and HOME funds) and long-term rental assistance to the chronically homeless through its Housing First Initiative (City and HOME funds).

The City also recognizes that the long-term solution to homelessness is affordable housing and continues to develop affordable housing projects which target the homeless. In 2017, 3 projects were developed – Halona, Beretania and Piikoi. In 2018, the City plans to develop affordable housing projects for homeless persons in Waianae, urban Honolulu and possibly Ewa.

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

The City's residents are served by mainstream programs and services of: the State of Hawaii DOH including its Adult Mental Health Division (AMHD) programs; DHS including its Benefit, Employment, and Support Services Division programs, Social Service Division programs (BESSD), HEALTH-MedQuest Division programs, Office of Youth Services (OYS) programs, Division of Vocational Rehabilitation (DVR) programs; the City and County Oahu WorkLinks programs for employers, jobseekers and youth programs; and the City and County Community-Based Development Division programs. An Oahu Homeless Help Card offers a glimpse of the services and facilities that are part of the network serving homeless clients as provided in the ConPlan.

The DOH AMHD implements discharge planning for all State Hospital patients 90 days prior to discharge and assign case managers. It tracks individuals at-risk of losing housing after initial discharge and mandates that case managers include a plan for transitioning the individual into permanent living arrangements. It also provides an AMHD ACCESS line for helping clients in situations where case management services fell apart. The AMHD has housing providers for homeless clients and these providers are selected through the State's purchase of goods and services process. As such, the housing facilities can change from time to time.

The DOH implements PATH or Project for Assistance in Transition from Homelessness, a new project funded by the federal Substance Abuse and Mental Services

Administration (SAMSA) to provide new substance abuse and mental health services to assist in maintaining housing.

The State Homelessness Program Office operates within the State's BESSD and administers various contracts for the provision of shelter, housing, services for the homeless or those at-risk of becoming homeless. Among these are those that may fund entities focusing on particular homeless sub-populations, e.g. veterans.

The City and County's Oahu WorkLinks Program implements a work readiness and rent-to-work program that targets homeless individuals, older and young adults. The City's Rent To Work program provides temporary rental assistance with HOME funds to eligible individuals experiencing homelessness and provides case management, financial literacy and work readiness training, and employment services with CDBG funds to enhance these individuals' self-sufficiency.

Discussion:

The City's Housing First approach to end homelessness is a major factor to address homelessness.

Also, the City's ESG Program is designed to support activities to provide basic shelter and essential supportive services to persons experiencing homelessness or at-risk of experiencing homelessness.

AP-70 HOPWA Goals – 91.220 (l)(3)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	14
Tenant-based rental assistance	39
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	11
Total	64

Table 17 - Number of Households to be Provided Housing through HOPWA Funds

AP-75 Barriers to Affordable Housing – 91.220(j)

Introduction

The City is considered to have one of the strictest land use laws in the United States with the government having an unprecedented degree of control over land development. Regulations which were implemented to address environmental concerns and to establish systematic land use review procedures include regulations that protect sensitive environmental and cultural resources, facilitate connectivity, and maintain public health and safety. The City's Affordable Housing Rules for Unilateral Agreements pertaining to the production of affordable housing is not generating enough housing to meet the needs of households earning 80 percent (80%) or less of the average median income of the City and County of Honolulu (AMI).The City's Land Use Ordinance to allow Accessory Dwelling Units (ADUs) was amended to encourage and accommodate the construction of accessory dwelling units to increase the number of affordable rental units.

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

The City is in the process of revising its Affordable Housing regulations. Currently the Unilateral Agreement required for rezoning (UA) requires that thirty percent of housing, in projects of ten units or more, be affordable to households earning 80% to 140% of AMI for a minimum of ten years. Of this thirty percent, a minimum of twenty percent of the total units must be affordable to those earning up to 120% AMI, of which ten percent of the total units must be affordable to those earning up to 80% AMI.

In light of the City's experience with UAs, research on similar programs across the country, and the documented need for rental housing at lower income levels for a longer period, a new proposed affordable housing requirement would apply to all housing projects (not just rezoning). It would require a lower percentage of units, but at lower AMIs and for a longer period. The proposed requirement provides four options for compliance: on-site construction of affordable units, off-site construction, payment of cash in lieu of construction into a fund dedicated to the production and preservation of affordable housing, dedication of suitable land on which to construct affordable housing, or a combination of these options.

Under all four options, the proposed length of the affordability period is thirty years, or three times the current ten-year period under the UA. However, if any City funds or land are allocated to a project, the required affordability period will likely be 60 years or longer. The requirement can be adjusted to account for varying unit sizes, lower income ranges, or other factors, similar to the way the current Unilateral Agreement rules are administered. Additional information can be found at: http://www.honoluludpp.org/

In addition, Ordinance 15-41 amending the City's Land Use Ordinance to allow Accessory Dwelling Units (ADUs) was adopted by the Honolulu City Council on September 2, 2015. The purpose of the amendment is to encourage and accommodate the construction of accessory dwelling units to increase the number of affordable rental units, without substantially altering existing neighborhood character, in order to alleviate the housing shortage in the city.

Discussion:

See above.

AP-85 Other Actions – 91.220(k)

Introduction:

The actions listed below are actions taken by the City to meet the requirements of §91.320(j). Other actions include Meeting Underserved Needs, Fostering and Maintaining Affordable Housing, Lead-Based Paint Hazard Mitigation, Reducing Poverty-Level Households, Developing Institutional Structure, and Coordination of Housing and Services.

Actions planned to address obstacles to meeting underserved needs:

The City has identified the following actions to address obstacles to meeting underserved needs:

- Housing First approach to end homelessness, which reverses the existing practice of “stabilizing” conditions first before helping a client find housing.
- Collaboration with other agencies to address funding shortfalls.

Actions planned to foster and maintain affordable housing:

The City has identified the following actions to foster and maintain affordable housing:

- Prioritize HOME funds for the creation and maintenance of affordable housing.
- Down Payment Assistance Program, which provides low-interest down payment loans and closing costs to low and moderate income homebuyers.
- Rehabilitation Loan Program, which provides low-interest loans to low and moderate income homeowners to correct conditions in deteriorated homes.

Actions planned to reduce lead-based paint hazards:

The City has identified the following actions to reduce lead-based paint hazards:

- Provide each family receiving federal assistance information regarding Lead Based Paint (LBP) hazards.
- Increase access to housing without LBP hazards through the development of new housing stock.
- Require projects that involve children to plan for reduction of LBP hazards relates to the extent of LBP poisoning and hazards by testing for the presence of lead, mitigating or removing potential hazards, increasing safer environments, and requiring third-party certified clearances.

- LBP hazard reduction is integrated into housing policies and programs by incorporating clauses requiring contractors to use safe work practices; and, in cases of LBP removal, to follow Federal and State regulations.

Actions planned to reduce the number of poverty-level families:

The City has identified the following actions to reduce the number of poverty-level families:

- Commencement of the City's Housing First approach to end homelessness.

- Section 8 Housing Choice Voucher Program rental subsidies to extremely low- and low-income families that are primarily elderly, disabled and those with special needs.

- Family Self-Sufficiency (FSS) program to help families obtain employment that will lead to economic independence and self-sufficiency.

- Homeownership Option Program (HOP), which allows eligible Section 8 families to apply their Section 8 Housing Choice Voucher Program assistance towards a homeownership subsidy rather than rent. Eligible families receive case management services, credit repair counseling, money management education, and referrals to community homebuyer education classes.

- Provide employment training to economically disadvantaged adults and youth, including case management, occupational skills training, educational remediation, motivation and life skills training, job development and placement, and support services such as child care and transportation.

Actions planned to develop institutional structure:

The City has identified the following actions to produce an institutional structure:

- Provide technical assistance and capacity building support for non-profits.

- Strengthen the partnerships between the City, State, and HUD.

- Collaborate with the State of Hawaii in the creation of affordable housing.

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

The City has identified the following actions to enhance coordination between public and private housing and social service agencies:

- Collaborate with public and private housing advocates, housing developers, and social service agencies to identify opportunities to work together to produce affordable and supportive housing.

- Collaborate with agencies providing supportive services to the homeless and those at risk of becoming homeless to avoid duplication of services.

- Support the Hawaii Interagency Council on Homelessness as it continues its collaborative efforts to develop strategies to address homeless issues.

Discussion:

See above.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out:

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	$0
3. The amount of surplus funds from urban renewal settlements	$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	$0
5. The amount of income from float-funded activities	$0
Total Program Income	**$0**

Other CDBG Requirements:

1. The amount of urgent need activities	$0

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

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

The City does not provide any other forms of investment beyond those identified in Section 92.205.

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

The procedure used for the City's Downpayment Loan Program is a recapture procedure. DCS enforces the recapture provisions, which requires homebuyers to occupy the units for a minimum of ten (10) years or repay the prorated portion of the loan. The recapture requirement is written in the Downpayment Loan Program Procedures, as well as in the Use Restriction Agreement drafted for homebuyer closings.

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

For units acquired with HOME funds, the City will utilize both the recapture and resale provisions to ensure the affordability of units. The provision will be determined based on underwriting criteria at the time of review and negotiation of the funding to the project. The provision will be described in the contract between the City and the Developer.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not use HOME funds to refinance existing debt.

Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

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

The written standards for providing ESG assistance are attached as Appendix 1.

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

The draft Vision Statement for PIC's Coordinated Entry System (CES) states "Through this process, we aim to increase the speed at which people seeking assistance are able to access the system, match those people to appropriate housing and services by prioritizing those with the most acute needs to placement, reserve the most intense services for those with the greatest vulnerability, improve efficiency by maximizing document readiness and minimizing vacancies throughout the response system, unify a fragmented response system, and ensure that we have a comprehensive array of housing and services to meet the needs of our community."

In 2017, PIC released its Unified Policies and Procedures – Coordinated Entry System which is available at

http://www.partnersincareoahu.org/sites/default/files/PIC%20Unified%20CES%20Policies%20and%20Procedures%20-%202.7.17.pdf

The PIC recently updated its current policies and procedures and the Draft Unified Coordinated Entry System Policies and Procedures was adopted at its June 2018 meeting.

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

A Notice of Funding Availability (NOFA) was released on January 2, 2018. Potential applicants were informed of the NOFA through:

1. a public notice in the Star-Advertiser;
2. an email to the 500+ stakeholders who had registered with Budget and Fiscal Services' HUD funding opportunities email notification system; and
3. an email to PIC's Google group email list.

Hard copies of the application were available for pick-up at the Department of Community Services main office. Electronic versions were also available on request. An informational meeting was held on January 12, 2108 from 10:00 a.m. to 11:00 a.m. During the meeting, an overview of the ESG program and the NOFA process was given which was followed by a question and answer period. Interested parties were also provided the opportunity to ask questions via phone calls or emails to the Department of Community Services.

Awards were made by a three-member selection committee comprised of a City staffer and two community members including a PIC board member.

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

In developing ESG policies and funding allocations, the City works with PIC which actively works to engage homeless and formerly homeless persons and has reserved a position on its Executive Committee for a homeless or formerly homeless person.

5. Describe performance standards for evaluating ESG.

Performance Standards are included with the ESG Written Standards attached as Appendix 1.

Housing Trust Fund (HTF)
Reference 24 CFR 91.220(l)(5)

1. Distribution of Funds

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

The National Housing Trust Fund ("HTF"), regulated by 24 CFR Part 93, to increase and preserve housing for extremely low- and very low-income households (with incomes at or below 30% and 50% of the Area Median Income, including homeless families. The Hawaii Housing Finance Development Corporation ("HHFDC") is the HTF "Grantee" for the State of Hawaii. HHFDC, as approved by HUD, uses an Allocation Plan to allocate funds to the City and County of Honolulu ("City") as well as the other counties (called the "Subgrantees") for the purpose of providing affordable rental housing to extremely low-income households (not exceeding 30% AMI) including homeless families.

In turn, the City, through a Notice of Funding Availability (NOFA) process, solicits, selects, and awards its HTF to eligible, and qualified, nonprofit agencies (called the "Recipients").

§93.2 Definitions states: "Recipient means an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives HTF assistance from a Grantee.

To rise to the level of being considered eligible to be a "Recipient," a nonprofit agency respondent to the NOFA must be compliant to:

"Subpart E- Eligible and Prohibited Activities §93.200(a)(1) HTF funds may be used for the production, preservation, and rehabilitation of affordable rental housing and affordable housing for first-time homebuyers through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of nonluxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; for operating costs of HTF-assisted rental housing; and for reasonable administrative and planning costs…. The activities and costs are eligible only if the housing meets the property standards in §93.301, as applicable, upon project completion.

(2) Acquisition of vacant land or demolition must be undertaken only with respect to a particular housing project intended to provide affordable

housing within the time frames established in the definition of "commitment" in §93.2."

b. Describe the jurisdiction's application requirements for eligible recipients to apply for HTF funds.

Under the presumption that the aforementioned "jurisdiction" is HHFDC and the aforementioned "recipient" is the City: The State of Hawaii Governor designated HHFDC to be Hawaii's HTF Grantee. States are required to use at least 80% of each annual grant for rental housing; in addition, states may use up to 10% for homeownership housing and up to 10% for administrative and planning costs.

HHFDC decided to distribute HTF to its counties through an "Allocation Plan" aimed to develop or preserve rental housing with rents deemed affordable for households with incomes at, or below, 30% AMI. HHFDC, after retaining about 5% of the HTF funds for its administrative costs, allocates 50% of its annual allocation to the City, and rotates the remaining 50% on the same rotation as the HOME program.

Under the presumption that the aforementioned "jurisdiction" is the City and the aforementioned "recipient" is a nonprofit agency: The City, through its Consolidated Plan, decided to make its HTF funds available to the following geographic priority areas:

a. Housing First Model – Scattered sites, based on the City's strategic development scheme and assessment, in particular the Waianae Coast, Downtown Honolulu, and East Honolulu.

b. Eligible/Approved Neighborhood Revitalization Strategic Areas (NRSA).

Of note, is that the City eligibility requirements mirror HHFDC's Allocation Plan. The City emphasizes that it does not intend to use HTF funds for refinancing or existing debt or homebuyer activities. Therefore, there are no applicable resale, recapture, or affordability provisions related to homebuyer activities.

In regards to application requirements, the City publishes a Notice of Funding Opportunity (NOFA) to solicit respondents and prescribes application requirements. In brief, an application must:

1. Describe the eligible activity in accordance with 24 CFR 93.200
2. Demonstrate the applicant's ability to obligate the HTF funds and undertake eligible activities in a timely manner
3. Describe the knowledge and experience of the managers and staff

4. Specify the extent to which rents will be affordable to the target income
5. State the duration of the proposed affordability period for the HTF assisted units
6. Explain how the project meets priority housing needs of the City, including those in its Consolidated Plan
7. Explain how the proposed project relates to the location of existing affordable housing
8. Contain performance goals and benchmarks, including schedules and expenditure schedules
9. Provide updated financial information to include project budget, funding sources and their terms, construction as well as permanent financing.
10. Written financial commitments from funding sources
11. Pro forma to establish that the "minimum threshold requirements" (refer to following responses) can be assured
12. For projects involving new construction, explain how the project site provides housing that furthers compliance with civil rights as well as neighborhood requirements in 24 CFR 983.57(e)(2).
13. Contain a certification that units assisted with HTF will comply with all HTF requirements.

c. Describe the selection criteria that the jurisdiction will use to select applications submitted by eligible recipients.

First and foremost, the City immediately rejects applications that do not meet the following "Minimum Threshold" criteria:

1. Market Assessment of the housing needs of the extremely low income individuals to be served by the project
2. Site Control substantiated by providing evidence such as an executed lease or sales option agreement
3. For projects that intend to acquire an existing property, a capital needs assessment that assesses a property's current physical condition and identifies work that must be completed to address health and safety issues, code violations
4. Debt service ratio
5. Phase 1 environmental site assessment
6. Developer fee
7. Income limits for 30% AMI
8. Rent limits
9. Maximum per unit development subsidy limits

Second, the City strongly considers the following selection criteria:

1. Timeliness and Readiness to Proceed

2. Consolidated Plan Priorities
3. Developer Experience and Financial Capacity
4. Financial Feasibility
5. Use of Non-Federal Funding Sources

d. Describe the jurisdiction's required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low-income and minority concentration) in which it will direct assistance during the ensuing program year.

Under the presumption that the jurisdiction is the City, planning documents such as the "Consolidated Plan" and "Action Plan" refer to geographic priority areas:

a. Housing First Model – Scattered sites, in particular the Waianae Coast, Downtown Honolulu, and East Honolulu

b. Eligible/ Approved Neighborhood Revitalization Strategic Areas (NRSA), such as the HUD approved Wahiawa NRSA.

e. Describe the jurisdiction's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

Under the presumption that the jurisdiction is the City, the City has elevated the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner a significant priority by specifying it as a selection criteria as well as a characteristic of the Minimum Threshold that involves the use of 24 CFR 93.300(b) regarding underwriting and pro forma.

f. Describe the jurisdiction's required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.

Under the presumption that the jurisdiction is the City, the City emphasizes that the target clientele is 30% AMI individuals and households.

g. Describe the jurisdiction's required priority for funding based on the financial feasibility of the project beyond the required 30-year period.

Under the presumption that the jurisdiction is the City, the City requires that the units planned for the target clientele of 30% AMI have a minimum affordability period of 30-years.

h. Describe the jurisdiction's required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).

Under the presumption that the jurisdiction is the City, the City in its "Consolidated Plan July 1, 2015 – June 30, 2020," lists several objectives and outcomes such as:

- HUD Objective 1 (SL) Suitable Living Environment – Outcome: Provide suitable living environment/Address availability or accessibility
- HUD Objective 2 (DH) Decent Housing – Outcome: Provide decent housing/Address availability or accessibility
- HUD Objective 3 (EO) Economic Opportunity Outcome: Provide economic opportunity/Address availability or accessibility

i. Describe the jurisdiction's required priority for funding based on the location of existing affordable housing.

Refer to above "d."

j. Describe the jurisdiction's required priority for funding based on the extent to which the application makes use of non-federal funding sources.

Refer to above "c."

2. Does the jurisdiction's application require the applicant to include a description of the eligible activities to be conducted withHTF funds?

Yes.

3. **Does the jurisdiction's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements?**

   Yes.

4. **Performance Goals and Benchmarks. The jurisdiction has met the requirement to provide for performance goals, consistent with the jurisdiction's goals established under 24 CFR 91.215(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.**

   The "23rd Year Action Plan Program Year 2017-2018," under "Annual Goals and Objectives AP-20 – 91.420, 91.220 (c) (3) & (e)," page 40, does not specifically cite HTF. However, because the City published a NOFA on January 2, 2018, for $1,350,000 of HTF, it may be presumed that future editions of such Action Plans will include HTF.

5. **Rehabilitation Standards. The jurisdiction must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The jurisdiction's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The jurisdiction must attach its rehabilitation standards below. If the jurisdiction will not use HTF funds for the rehabilitation of housing, enter "N/A".**

   We have not started establishing subject standards for HTF, so we are unable to attach the requested specific standards. However, it is presumed that the City would utilize existing codes and regulations, such as the ROH Building Code and Housing Code, as well as HUD Housing Quality Standards.

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

   Please see above response.

6. **Resale or Recapture Guidelines. Below, the jurisdiction must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the**

jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

At this time, the NOFA of January 2, 2018, received two applicants for our HTF. Both applicants are proposing rental housing, Therefore, "N/A."

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

   Refer to above response, "N/A."

8. **Limited Beneficiaries or Preferences. Describe how the jurisdiction will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the jurisdiction will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."**

   The two applicants designated 5-units, and 7-units, respectively, to be rented to 30% AMI households, in perpetuity, to receive subsidy using our HTF.

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

   We agree.

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

   We do not have enough information regarding HTF, which is considered a grant, rather than a loan or debt, to address this request. However, in a broader context, because the aforementioned "Action Plan," on page 37, and elsewhere, cites "General Funds," and may refer to other funding sources, perhaps

stemming by bond issuances, targeted for affordable housing, including rehabilitation, it may be presumed that such bonds could be refinanced. At this time, we do not use the stated “minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing,” so cannot attach the requested refinancing guidelines.

Discussion:

See above.

Appendix 1

EMERGENCY SOLUTIONS GRANT PROGRAM STANDARDS

CITY AND COUNTY OF HONOLULU
EMERGENCY SOLUTIONS GRANT PROGRAM STANDARDS

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, reauthorized the McKinney-Vento Homeless Assistance programs. Based on provisions in the HEARTH Act, an interim rule was published in the Federal Register on December 5, 2011 which established the regulations for the Emergency Solutions Grant (ESG) program. The new regulations require the establishment of written standards for providing ESG assistance and the consistent application of these standards to all program participations (*24 CFR 576.400(e)*).

The City and County of Honolulu (City) goals in establishing and promulgating these standards are:

- greater consistency and coordination among ESG projects,
- increased system transparency regarding local priorities and performance standards, and
- increased community-wide expectations on the quality of ESG funded homeless assistance programs.

I. PROGRAM-WIDE POLICIES AND PROCEDURES

All ESG subrecipients must agree to administer their assistance in compliance with these standards. Subrecipients may develop additional standards for administering assistance, but they cannot be in conflict with these standards or the ESG interim rule.

a. Coordination among Providers

With limited ESG funding, it is important that subrecipients coordinate and integrate, to the maximum extent practicable, their activities with other homeless providers as well as providers of mainstream housing, health, social services, employment, education, and youth programs.

To facilitate coordination, the City and County of Honolulu and its subrecipients will undertake the following activities.

1. Participation in Partners In Care

Within the City and County of Honolulu, Partners in Care (PIC), is the primary organizational body for the coordination of resources for homeless and at-risk of homelessness individuals and families. PIC is a coalition composed of representatives of organizations from nonprofit homeless providers, government stakeholders, private businesses, community advocates, public housing agencies, hospitals, universities, affordable housing developers, law enforcement, and homeless and formerly homeless persons. PIC is a planning, coordinating, and advocacy alliance that develops

recommendations for programs and services to fill needs within Oahu's Continuum of Care for homeless persons.

The City and ESG subrecipients will participate in PIC in the following ways:

1. City staff will regularly attend PIC general meetings.
2. At least one City staff member will be a member of the PIC planning committee and consult with the committee on ESG funding allocations, performance standards, and outcome evaluation.
3. All ESG subrecipients will be voting members of PIC and regularly attend PIC general meetings.
4. All ESG subrecipients will be encouraged to become a member of at least one PIC subcommittee.
5. All ESG subrecipients will be encouraged to attend PIC's Homeless Awareness Conference which includes breakout sessions on mainstream (i.e. non-homeless specific) services.

NOTE: regular attendance is defined as attending to at least 75% of the meetings.

The City will also assist PIC in gathering the necessary information for PIC to complete its annual gaps analysis of the homeless needs and services available within the City and County of Honolulu.

2. City Sponsored Discussions and Opportunities

On a periodic basis, the City will hold structured discussions with various social service providers to explore various ways homeless providers can help their clients tap into mainstream benefits. ESG subrecipients will be encouraged to attend these meetings to further their knowledge on potential benefits for their clients.

In addition, the City will send out emails informing the ESG subrecipients of City resources which may be of interest to their agency or to their clients. Examples include agency specific funding opportunities (e.g. Request for Proposals for the City's Grant-in-Aid or Housing First programs) or the opening of the Section 8 wait list.

3. Participation with Other Groups

In addition to PIC participation, subrecipients are expected to take part in other groups dedicated to the coordination and deployment of resources for homeless persons such as:

- the Hawaii Interagency Council on Homelessness
- the Mayor's Challenge to End Veterans Homelessness
- 25 Cities Boot Camp
- the Leeward Housing Coalition
- Hale O Malama Case Conferencing for the Coordinated Entry System

NOTE: even though domestic violence providers are exempt from participating in the Coordinated Entry System, they are still encouraged to attend case conferencing sessions to network with other homeless providers and familiarize themselves with services available to their clients.

b. Participation of Homeless Persons

Subrecipients must, to the greatest extent practicable, involve homeless individuals and families in the construction, renovation, maintenance, and operations of ESG funded shelters and services. Involvement can be both paid or volunteer.

Subrecipients are encouraged, but not required, to have one homeless or formerly homeless individual on its board of directors or other policy-making entity, to the extent that the entity considers and makes policies and decisions regarding any ESG funded facility or service.

c. Participation in the State of Hawaii's Homeless Management and Information System (HMIS)

All subrecipients must enter client data into the State of Hawaii's Homeless Management and Information System (HMIS). Subrecipients which are victim service providers or legal services providers are exempt from HMIS participation. However, such exempt agencies must still use a comparable database to collect client-level longitudinal data and generate unduplicated aggregate reports based on that data.

d. Housing Standards

1. Emergency Shelters. Shelters which receive funding for shelter operations or renovation must meet the following safety, sanitation, and privacy standards (24 CFR 576.403(b)).

(1) *Structure and materials.* The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and WaterSense products and appliances.

(2) *Access.* The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 *et seq.*) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 *et seq.*) and 28 CFR part 35; where applicable.

(3) *Space and security.* Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.

(4) *Interior air quality.* Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

(5) *Water supply.* The shelter's water supply must be free of contamination.

(6) *Sanitary facilities.* Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.

(7) *Thermal environment.* The shelter must have any necessary heating/cooling facilities in proper operating condition.

(8) *Illumination and electricity.* The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

(9) *Food preparation.* Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.

(10) *Sanitary conditions.* The shelter must be maintained in a sanitary condition.

(11) *Fire safety.* There must be at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

2. Permanent Housing. ESG funds may only be used to assist program participants remain or move into permanent housing that meets the following habitability standards.

(1) *Structure and materials.* The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.

(2) *Space and security.* Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.

(3) *Interior air quality.* Each room or space must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

(4) *Water supply.* The water supply must be free from contamination.

(5) *Sanitary facilities.* Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.

(6) *Thermal environment.* The housing must have any necessary heating/cooling facilities in proper operating condition.

(7) *Illumination and electricity.* The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.

(8) *Food preparation.* All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.

(9) *Sanitary conditions.* The housing must be maintained in a sanitary condition.

(10) *Fire safety.* (i) There must be a second means of exiting the building in the event of fire or other emergency. (ii) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. (iii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

e. Definition of Homeless and At-Risk of Homelessness

The definitions and categories of homeless and at-risk of homelessness are attached as Exhibit A (24 CFR 576.2).

Subrecipients should refer to Exhibit A when determining client eligibility for ESG assistance.

II. STREET OUTREACH – SPECIFIC PROVISIONS

While the City does not currently fund street outreach activities, the following policies and procedures will apply in the event that street outreach activities receive future funding.

a. Evaluation of Individuals' and Families' Eligibility for Assistance. Subrecipients must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing.

In order to be eligible for street outreach assistance, individuals and families must be defined as homeless under the following categories:

- Category 1 – literally homeless AND unable or unwilling to access services in an emergency shelter
- Category 4 – fleeing / attempting to flee a domestic violence situation.

Once a person is determined to be eligible for ESG funded street outreach services, subrecipients must enter that person into PIC's coordinated assessment system, Hale `O Malama, if that person is not already in the system.

Subrecipients are encouraged to re-evaluate participant eligibility on an annual basis or whenever a participant's living situation changes.

b. Targeting of Clientele and Provision of Essential Services. Street outreach is limited to persons described in Section II.a. who are living on the island of Oahu. Services are limited to:

(1) *Engagement* - activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

(2) *Case management* - assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant.

(3) *Emergency health services* - direct outpatient treatment of medical conditions provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living.

(4) *Emergency mental health services* - direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living.

(5) *Transportation* - transporting unsheltered people to emergency shelters or other service facilities.

The City may determine that community need dictates funding of a particular service or the targeting of services to a particular geographic location or client population. In that instance, the City will solicit input from PIC before releasing a Request for Proposal (RFP) which outlines the target service or area. In addition, subrecipients will also be allowed to target services to a particular location or client population as long as the limitations are included in the project proposal which is submitted to the City in response to a RFP.

c. Performance Standards. Street outreach projects will be evaluated based on deliverables outlined in the project proposal. At a minimum, subrecipients will be evaluated on the following:

- number of persons served (actual v. proposed).

- percentage of program participants who move into sheltered housing which may include emergency or transitional housing (goal = 50%).

III. EMERGENCY SHELTERS – SPECIFIC PROVISIONS

Funds are available for facilities whose primary purpose is to provide a temporary shelter for the homeless and which does not require occupants to sign leases or occupancy agreements. In addition, any transitional shelter funded under a Fiscal Year 2011 (FY11) Emergency Solutions grant may continue to receive ESG Emergency Shelter funding. The four transitional shelters which have received ESG funding continuously from FY11 through FY16 are:

- Catholic Charities Hawaii – Ma`ili Land Transitional Shelter
- Child and Family Service – Domestic Violence Shelters
- Housing Solutions, Inc. – Loliana Apartments
- Housing Solutions, Inc. – Vancouver House

a. Evaluation of Individuals' and Families' Eligibility for Assistance. Subrecipients must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing.

In order to be eligible for emergency shelter assistance, individuals and families must be defined as homeless under the following categories:

- Category 1 – literally homeless
- Category 2 – imminent risk of homelessness
- Category 3 – homeless under other federal statutes
- Category 4 – fleeing / attempting to flee a domestic violence situation.

Once a person is determined to be eligible for residence at an ESG funded emergency shelter, subrecipients must enter that person into PIC's coordinated assessment system, Hale `O Malama, if that person is not already in the system. Victim service providers are encouraged, but not required, to participate in the coordinated assessment system and/or regionwide case conferences.

b. Admission, Diversion and Referral Policies. All homeless persons seeking shelter should be provided shelter if there are available and/or appropriate beds. Agencies are allowed to have entry requirements which help to maintain the health and safety of the residents (e.g. current TB test), but are encouraged to keep such requirements to a minimum. In addition, families with children under age 18 may not be involuntarily separated because of the ages of the children if the shelter provides services to families with children under 18.

During the initial assessment, subrecipients must screen clients to determine whether a client can be diverted to more permanent housing or referred to mainstream

resources such as Section 8. Permanent housing options include ESG funded homelessness prevention or rapid re-housing services, HUD funded permanent supportive housing programs such as those under the Continuum of Care and HUD VASH as well as local initiatives such as the City's Housing First Program.

Vulnerable populations such as victims of domestic violence, the medically frail, victims of human trafficking, the mentally ill, youth, and the elderly oftentimes have special needs which serves as barriers to more stable housing and may be better served at smaller shelters which target those vulnerable populations and can more effectively deal with safety and service concerns. At a minimum, shelters must develop policies and procedures to identify and divert vulnerable residents to more appropriate locations.

Once PIC's coordinated assessment system is completely functional, diversions and referrals will be handled through Hale `O Malama. Until then, subrecipients are encouraged to attend case conferencing sessions to become aware of available housing options.

c. Discharge Policy / Maximum Length of Stay

There is no City imposed maximum length of stay for emergency or transitional shelters. Subrecipients have the discretion to set their own limitations on stays, but such limitations must be clearly communicated to residents.

Emergency shelters are encouraged to move their residents into more stable housing, which may include transitional shelters, as quickly as possible. Emergency shelter stays beyond 6 months are discouraged.

Transitional shelters are encouraged to move their residents into permanent housing within 24 months; however, subrecipients have the discretion to allow residents to stay beyond the recommended maximum if they determine an extended stay would allow for increased housing stability.

Shelters are allowed to involuntarily discharge (evict) residents who violate program rules. Such shelters must establish and consistently apply policies and procedures regarding involuntary discharges.

d. Essential Services – Assessing, Prioritizing and Reassessing Needs.

If a shelter receives ESG funds for to provide services to its residents, the shelter must determine the suitability of offering the service to each resident upon client intake. Shelters may limit services to particular clients, however the eligibility criteria must be outlined in the project proposal submitted in response to a RFP.

In instances where the shelter resources exceed need and the shelter is unable to provide ESG funded services to all eligible tenants, the shelter will have the discretion to determine its own prioritization policy, subject to approval by the City.

Subrecipients must re-evaluate participant eligibility and/or suitability for services every six months or whenever a participant's living situation changes.

e. Performance Standards. Shelters will be evaluated based on deliverables outlined in the project proposal. At a minimum, subrecipients will be evaluated on the following:

- number of persons served (actual v. proposed).
- percentage of program participants moving into more stable housing at exit (goal = 60%).
- percentage of program participants who remain in more stable housing 6 months after exit (goal = 75%).

IV. HOMELESSNESS PREVENTION – SPECIFIC PROVISIONS

a. Evaluation of Individuals' and Families' Eligibility for Assistance. Subrecipients must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing.

In order to be eligible for homelessness prevention assistance, individuals and families must be defined as at-risk of homeless under the following categories and have the ability to remain stably housed after the ESG assistance ends:

- Category 1 – individuals and families with an annual income below 30% of area median income, lacks sufficient resources or support networks and meets on the following conditions:
  - moved two or more times during the last 60 days (i.e. couch surfing);
  - living in home of another because of economic hardship (i.e. doubling up);
  - 21-day eviction notice;
  - lives in a hotel or motel;
  - lives in a unit in which there resides more than one and a half persons per room (doubling up); or
  - exiting a publicly funded institution or system of care.

  NOTE: the City has determined that the above list sufficiently covers those persons who are at-risk of homelessness. The City will not be adding any additional characteristics relating to housing instability.

- Category 2 – youth not defined as homeless under the ESG homeless definition but defined as homeless under another federal statute.
- Category 3 – parents or guardians of youth defined in Category 2 above.

Individuals and families who are defined as homeless under the following categories, have income less than 30% of area median income and have the ability to remain stably housed after the ESG assistance ends are also eligible for homelessness prevention assistance:

- Category 2 – imminent risk of homelessness
- Category 3 – homeless under other federal statutes
- Category 4 – fleeing / attempting to flee a domestic violence situation

Subrecipients must evaluate client eligibility every three months or whenever a client's situation changes, whichever occurs earlier.

b. Priorities for Assistance. The City does not have any priorities for homelessness prevention assistance. Clients will receive assistance in the order that they submit a complete application. In the event that two or more completed applications are received at the same time, subrecipients will give preference to the following groups: 1) families with children, 2) persons with disabilities, and 3) persons over 65.

Subrecipients are allowed to create their own priorities as long as they are not discriminatory, are applied consistently, and are subject to the City's approval.

c. Participant's Contribution. Subrecipients have the discretion to determine the amount of a participant's contribution, if any, based on the following: 1) financial assistance requested, 2) client's monthly income, 3) client's assets, and 4) the client's housing situation. Subrecipients may require participants to contribute a percentage of income, a percentage of rent, or a flat dollar amount as a condition to receiving financial assistance.

d. Rental Assistance - Limitations. Program participants can only receive up to 24 months of rental assistance during any 3-year period. Rental arrears is limited to a one-time payment of up to 6 months of rental arrears. Subrecipients have the discretion to establish a maximum amount of assistance, a maximum number of months, or a maximum number of times assistance can be provided.

In addition, except for a one-time payment of rental arrears of the tenant portion of the rent, rental assistance cannot be provided to a program participant who is already receiving rental assistance through other public sources (e.g. Section 8), including those receiving relocation assistance.

Also, rental assistance cannot be provide if the rent exceeds the Fair Market Rent established by HUD under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as provided under 24 CFR 982.507.

e. Housing Stabilization and/or Relocation Services – Limitations. Program participants can only receive up to 24 months of housing stabilization and assistance during any 3-year period. Housing stability case management is limited to 30 days when seeking permanent housing and 24 months when the program participant is living in permanent housing. Subrecipients have the discretion to establish a maximum amount of assistance, a maximum number of months, or a maximum number of times assistance can be provided.

Additional limitations on housing relocation and stabilization services are:

- security deposits – no more than 2 months' rent.
- utility payments – up to 24 months, including up to 6 months of utility arrears. Eligible utility services are gas, electric, water and sewer.

f. Performance Standards. Service providers will be evaluated based on deliverables outlined in the project proposal. At a minimum, subrecipients will be evaluated on the following:

- number of persons served (actual v. proposed).
- percentage of program participants who remain stably housed, 6 months after assistance (goal = 80%).
- percentage of program participants who remain stably housed, 1 year after assistance (goal = 60%).

V. RAPID RE-HOUSING SPECIFIC PROVISIONS

a. Evaluation of Individuals' and Families' Eligibility for Assistance. Subrecipients must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing.

In order to be eligible for rapid re-housing assistance, individuals and families must be defined as homeless under the following categories and have the ability to remain stably housed after the ESG assistance ends:

- Category 1 – literally homeless
- Category 4 – fleeing / attempting to flee a domestic violence situation.

Subrecipients must evaluate client eligibility annually or whenever a client's situation changes, whichever occurs earlier. During the annual re-evaluation, a client's income must be below 30% of area median income in order to continue receiving rapid re-housing assistance.

Once a person is determined to be eligible for ESG funded rapid re-housing, subrecipients should enter that person into PIC's coordinated assessment system, Hale `O Malama, if that person is not already in the system.

b. Priorities for Assistance. The City does not have any priorities for rapid re-housing assistance. Clients will receive assistance in the order that they submit a complete application. In the event that two or more completed applications are received at the same time, subrecipients will give preference to the client with the higher Vulnerability Index – Service Prioritization and Decision Assistance Tool (VI-SPDAT) score.

Subrecipients are allowed to create their own priorities as long as they are not discriminatory, are applied consistently, and are subject to the City's approval.

c. Participant's Contribution. Subrecipients have the discretion to determine the amount of a participant's contribution, if any, based on the following: 1) financial assistance requested, 2) client's monthly income, 3) client's assets, and 4) the client's housing situation. Subrecipients may require participants to contribute a percentage of income, a percentage of rent, or a flat dollar amount as a condition to receiving financial assistance.

d. Rental Assistance - Limitations. Program participants can only receive up to 24 months of rental assistance during any 3-year period. Rental arrears is limited to a one-time payment of up to 6 months of rental arrears. Subrecipients have the discretion to establish a maximum amount of assistance, a maximum number of months, or a maximum number of times assistance can be provided.

In addition, except for a one-time payment of rental arrears of the tenant portion of the rent, rental assistance cannot be provided to a program participant who is already receiving rental assistance through other public sources (e.g. Section 8), including those receiving relocation assistance.

Also, rental assistance cannot be provide if the rent exceeds the Fair Market Rent established by HUD under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as provided under 24 CFR 982.507.

e. Housing Stabilization and/or Relocation Services – Limitations. Program participants can only receive up to 24 months of housing stabilization and assistance during any 3-year period. Housing stability case management is limited to 30 days when seeking permanent housing and 24 months when the program participant is living in permanent housing. Subrecipients have the discretion to establish a maximum amount of assistance, a maximum number of months, or a maximum number of times assistance can be provided.

Additional limitations on housing relocation and stabilization services are:

- security deposits – no more than 2 months' rent.
- utility payments – up to 24 months, including up to 6 months of utility arrears. Eligible utility services are gas, electric, water and sewer.

f. Performance Standards. Service providers will be evaluated based on deliverables outlined in the project proposal. At a minimum, subrecipients will be evaluated on the following:

- number of persons served (actual v. proposed).
- percentage of program participants who remain stably housed, 6 months after assistance (goal = 80%).
- percentage of program participants who remain stably housed, 1 year after assistance (goal = 60%).

Homeless Definition

CRITERIA FOR DEFINING HOMELESS	**Category 1**	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

EXHIBIT A-1

At Risk of Homelessness

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

Appendix 2

APPLICATIONS FOR FEDERAL ASSISTANCE

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City and County of Honolulu

* b. Employer/Taxpayer Identification Number (EIN/TIN): 99-6001257

* c. Organizational DUNS: 0777016470000

d. Address:

* Street1: 530 South King Street
Street2:
* City: Honolulu
County/Parish:
* State: HI: Hawaii
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 96813-3099

e. Organizational Unit:

Department Name: Budget and Fiscal Services

Division Name: Fiscal/CIP Administration

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

Prefix: Ms.
* First Name: Holly
Middle Name:
* Last Name: Kawano
Suffix:

Title: Federal Grants Coordinator

Organizational Affiliation:

* Telephone Number: (808) 736-3930
Fax Number: (808) 768-3294

* Email: hkawano@honolulu.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Twenty-Fourth Year Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1 & 2

* b. Program/Project: 1 & 2

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2018

* b. End Date: 06/30/2019

18. Estimated Funding ($):

* a. Federal	7,209,223.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	525,000.00
* g. TOTAL	7,734,223.00

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

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

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

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

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

- [x] ** I AGREE

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

Authorized Representative:

Prefix: Mr.

* First Name: Nelson

Middle Name: H.

* Last Name: Koyanagi

Suffix: Jr.

* Title: Director of Budget and Fiscal Services

* Telephone Number: (808) 768-3901

Fax Number: (808) 768-3179

* Email: nkoyanagi@honolulu.gov

* Signature of Authorized Representative:

* Date Signed:

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City and County of Honolulu

* b. Employer/Taxpayer Identification Number (EIN/TIN): 99-6001257

* c. Organizational DUNS: 0777016470000

d. Address:

* Street1: 530 South King Street
Street2:
* City: Honolulu
County/Parish:
* State: HI: Hawaii
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 96813-3099

e. Organizational Unit:

Department Name: Budget and Fiscal Services

Division Name: Fiscal/CIP Administration

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

Prefix: Ms.
* First Name: Holly
Middle Name:
* Last Name: Kawano
Suffix:

Title: Federal Grants Coordinator

Organizational Affiliation:

* Telephone Number: (808) 736-3930
Fax Number: (808) 768-3294

* Email: hkawano@honolulu.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

HOME Investment Partnerships Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Twenty-Fourth Year Action Plan

Attach supporting documents as specified in agency instructions.

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Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1 & 2

* b. Program/Project: 1 & 2

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2018

* b. End Date: 06/30/2019

18. Estimated Funding ($):

* a. Federal	2,263,262.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	508,064.00
* f. Program Income	550,000.00
* g. TOTAL	3,321,326.00

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

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on .
- [x] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
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- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

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Suffix: Jr.

* Title: Director of Budget and Fiscal Services

* Telephone Number: (808) 768-3901

Fax Number: (808) 768-3179

* Email: nkoyanagi@honolulu.gov

* Signature of Authorized Representative:

* Date Signed:

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

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- [ ] Preapplication
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Application for Federal Assistance SF-424

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B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grants Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Twenty-Fourth Year Action Plan

Attach supporting documents as specified in agency instructions.

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Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1 & 2

* b. Program/Project: 1 & 2

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2018

* b. End Date: 06/30/2019

18. Estimated Funding ($):

* a. Federal	655,925.00
* b. Applicant	
* c. State	
* d. Local	655,925.00
* e. Other	
* f. Program Income	
* g. TOTAL	1,311,850.00

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Fax Number: (808) 768-3179

* Email: nkoyanagi@honolulu.gov

* Signature of Authorized Representative:

* Date Signed:

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

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- [ ] Changed/Corrected Application

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- [x] Continuation
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* Email: hkawano@honolulu.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-241

CFDA Title:

Housing Opportunities for Persons With AIDS

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Twenty-Fourth Year Action Plan

Attach supporting documents as specified in agency instructions.

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Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1 & 2

* b. Program/Project: 1 & 2

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2018

* b. End Date: 06/30/2019

18. Estimated Funding ($):

* a. Federal	501,094.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	501,094.00

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

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on .
- [x] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
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*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

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If "Yes", provide explanation and attach

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

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Prefix: Mr.

* First Name: Nelson

Middle Name: H.

* Last Name: Koyanagi

Suffix: Jr.

* Title: Director of Budget and Fiscal Services

* Telephone Number: (808) 768-3901

Fax Number: (808) 768-3179

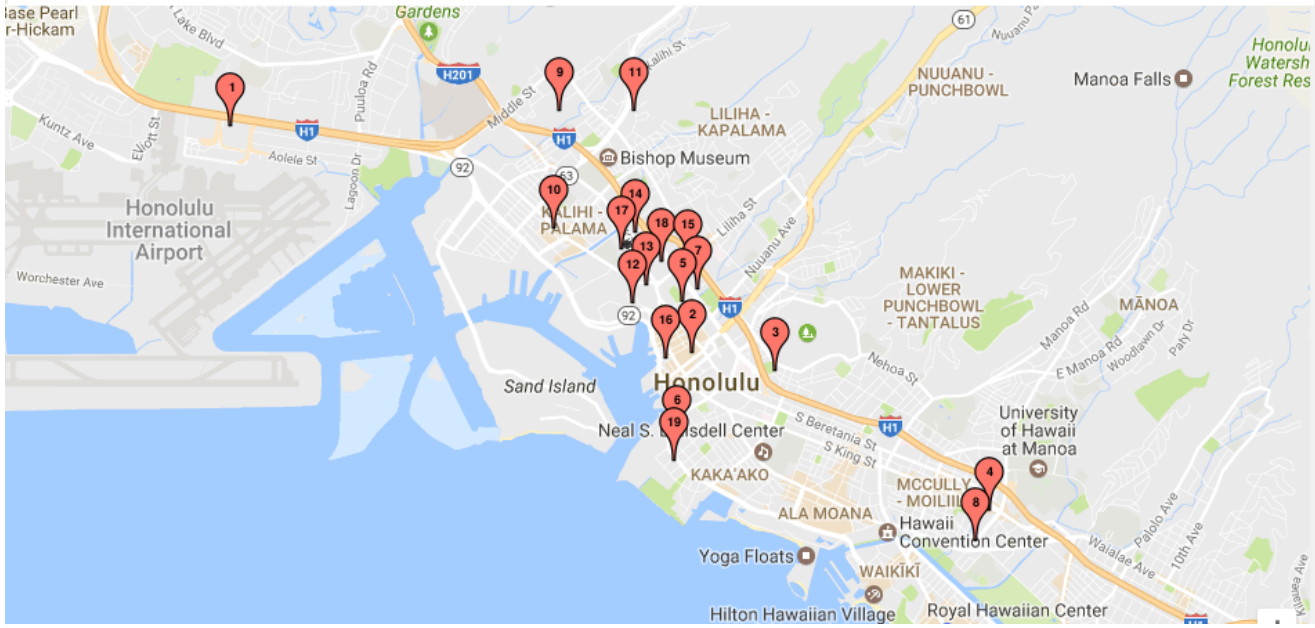
* Email: nkoyanagi@honolulu.gov

* Signature of Authorized Representative:

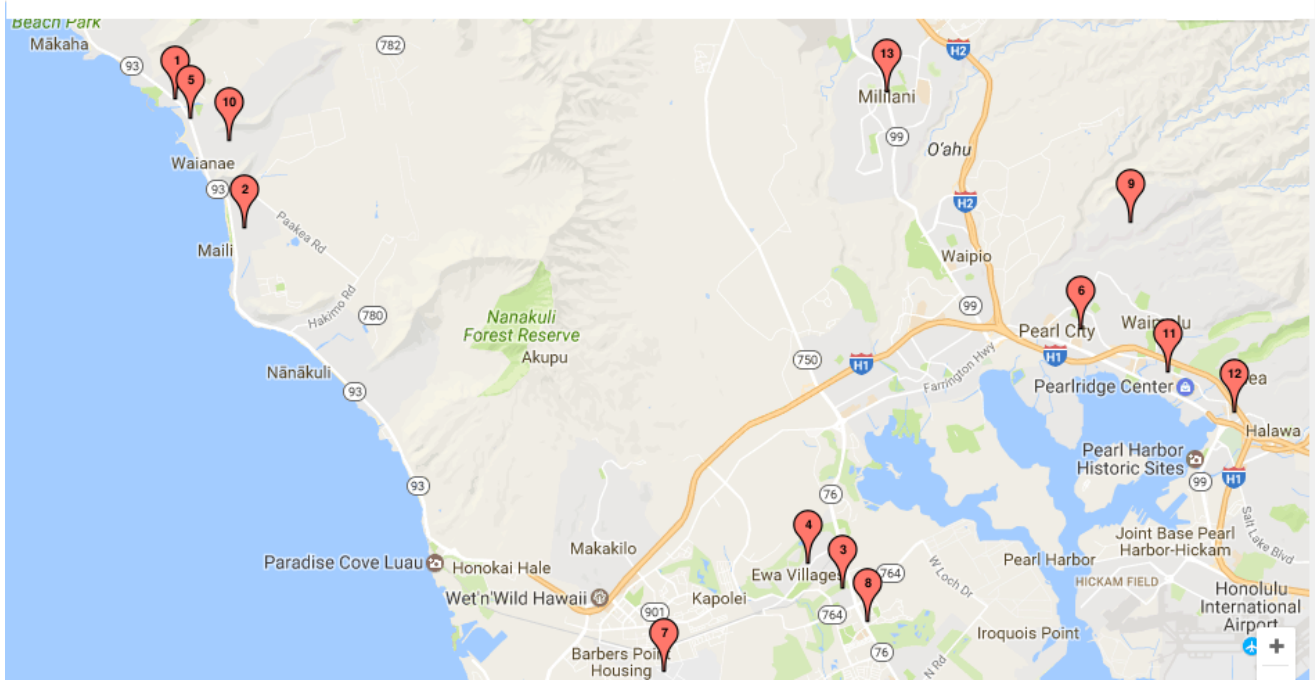
* Date Signed:

Appendix 3

MAPS



Name
1 CDBG-Adult Friends for Youth
2 CDBG-Domestic Violence Action Center
3 CDBG-Easter Seals Hawaii
4 CDBG-Educational Services Hawaii Foundation
5 CDBG-Family Promise of Hawaii
6 CDBG-Feeding Hawaii Together
7 CDBG-Hawaiian Community Assets, Inc.
8 CDBG-Honolulu Fire Department - McCully- Moiliili Engine
9 CDBG-Parents and Children Together (PACT)
10 CDBG/HOME-DCS WorkHawaii - Tenant Based Rental Assistance Program (HOME) and Work Readiness Program (CDBG)
11 HESG-Hale Kipa
12 HESG-IHS, The Institute for Human Services
13 HESG-IHS, The Institute for Human Services
14 HESG-Kalihi-Palama Health Center
15 HESG/HOME/HOPWA-Gregory House Programs
16 HOME-DCS CAD - Down Payment Loan Program
17 HOME-Honolulu Habitat for Humanity
18 HOME-IHS, Institute for Human Services, Inc.
19 HOPWA-Life Foundation



Name
1 CDBG-Honolulu Fire Department - Waianae Engine
2 HESG-Catholic Charities Hawaii
3 HESG-Child and Family Services
4 HESG-Hale Kipa
5 HESG-United States Veterans Initiative
6 HESG-United States Veterans Initiative
7 HESG-United States Veterans Initiative
8 HESG-United States Veterans Initiative
9 HESG-United States Veterans Initiative
10 HESG-Women in Need
11 HESG-Women in Need
12 HESG-Women in Need
13 HOME-ALEA Bridge

Appendix 4

CERTIFICATIONS

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing – The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace – It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about -

    (a) The dangers of drug abuse in the workplace;

    (b) The grantee's policy of maintaining a drug-free workplace;

    (c) Any available drug counseling, rehabilitation, and employee assistance programs; and

    (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -

    (a) Abide by the terms of the statement; and

    (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -

   (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

   (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying – To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction – The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan – The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 – It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Nelson H. Koyanagi, Jr., Director Department of Budget and Fiscal Services	Date

SPECIFIC CDBG CERTIFICATIONS

The Entitlement Community certifies that:

Citizen Participation – It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan – Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan – It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds – It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2009, 2010 & 2011 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

   However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

   The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to

pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force – It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws – The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint – Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR □570.608;

Compliance with Laws – It will comply with applicable laws.

Nelson H. Koyanagi, Jr., Director Department of Budget and Fiscal Services	Date

SPECIFIC HOME CERTIFICATIONS

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance – If the participating jurisdiction intends to provide tenant-based rental assistance:

> The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs – it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in 92.214.

Appropriate Financial Assistance – before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Nelson H. Koyanagi, Jr. Director of Budget and Fiscal Services	Date

ESG CERTIFICATIONS

I, Kirk W. Caldwell, Chief Executive Officer of the City and County of Honolulu, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 CFR 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 CFR 576.53 concerning the continued use of buildings for which Emergency Solutions Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.

2. The building standards requirement of 24 CFR 576.55.

3. The requirements of 24 CFR 576.56, concerning assurances on services and other assistance to the homeless.

4. The requirements of 24 CFR 576.57, other appropriate provisions of 24 CFR Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.

5. The requirements of 24 CFR 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

6. The requirement of 24 CFR 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.

7. The requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988.

8. The requirements of 24 CFR 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.

9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 CFR 76.56.

10. The requirements of 24 CFR 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental

review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.

11. The requirements of 24 CFR 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.

12. The new requirement of the McKinney -Vento Act (42 USC 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.

13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of an amended and approved Consolidated Plan with its certifications, which act as the application for an Emergency Solutions Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Nelson H. Koyanagi, Jr., Director Department of Budget and Fiscal Services for Chief Executive Officer	Date

HOPWA CERTIFICATIONS

The HOPWA grantee certifies that:

Activities – Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building – Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility.

2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Nelson H. Koyanagi, Jr., Director Department of Budget and Fiscal Services	Date

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.

2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)

Department of Budget and Fiscal Services
530 South King Street, 1st, 2nd & 3rd Floors
Honolulu, HI 96813

Department of Budget and Fiscal Services
650 South King Street, 4th Floor
Honolulu, HI 96813

Department of Community Services
715 South King Street, 2nd & 3rd Floors
Honolulu, HI 96813

Department of Community Services
51 Merchant Street
Honolulu, HI 96813

Department of Community Services
1000 Ulu Ohia Street #204
Kapolei, HI 96707

Department of Design and Construction
650 South King Street, 11th Floor
Honolulu, HI 96813

Check ☐ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge"

employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

Nelson H. Koyanagi, Jr., Director Department of Budget and Fiscal Services	Date

Appendix 5

DOWNPAYMENT LOAN PROGRAM POLICIES AND PROCEDURES

HOME DOWN PAYMENT LOAN (DPL) PROGRAM
Standard Operating Procedures
(Revised 6/29/12)

I. REQUEST FOR DPL APPLICATION

A. Applicants will apply for the City's DPL through the first mortgage lender.

B. Lenders or applicants will be notified that units built in 1978 or prior will require a Lead-Based Paint (LBP) Test per Federal requirements. If test results show unacceptable levels of lead, additional repair cost is required. Additional DPL processing time will be needed for testing and/or repair work required for compliance.

C. Prior to formal loan application submission, a Housing Quality Standards (HQS) inspection will be conducted by a City Inspector after a private home inspection has been completed. The property must first pass the HQS inspection and the Lead Based Paint Test requirement.

D. When applying for a first mortgage to purchase a property, loan applicants will inform the first mortgage lender that they will be also applying for the City's DPL. The loan applicants' first mortgage lender will submit to the Rehabilitation Loan Branch, a **full loan file submission as outlined in Section II A**.

II. FORMAL APPLICATION RECEIVED FROM THE APPLICANT

A. The first mortgage lender will submit to the Rehabilitation Loan Branch, a copy of the loan applicant's first mortgage loan file according to the **First Mortgage Lender's DPL Loan File Submission Checklist** for underwriting approval which includes the following documents :

1. DPL Loan File Submission Checklist completed by First Mortgage Lender

2. DPL Application and Consent to Release Information Form;

3. Certificate of Completion of HUD certified Homebuyer Education;

4. (FNMA Form 1003) Loan Applications for the 1st Mortgage;

5. (FNMA Form 1003) Loan Applications for the DPL as the 2nd Mortgage;

6. (FNMA Form 1008) Uniform Underwriting and Transmittal Summary;

7. Automated Underwriting (UW) Findings, Fannie Mae' Desktop Underwriting (DU) or Freddie Mac's Loan Prospector (LP);

8. 1st Mortgage Lender's UW Conditional Approval if already completed;

9. Tri-Merged Credit Report;

10. Income Documents (Federal Income Tax Return, etc used for 1st mortgage loan approval);

11. Asset Documents;

12. Employment Verification;

13. Purchase Contract, Rev 5/1/12 including All Addendums & Escrow Deposits;

14. Private Home Inspection Report;

15. HUD Housing Quality Standards Inspection Form, if already completed;

16. Deficient Items Follow-up & Corrections if applicable;

17. Lead Based Paint Test Assessment if applicable;

18. All Condominium Document especially the RR105c used for 1st Mortgage Lender's UW Approval if applicable;

19. Preliminary Title Documents;

20. Appraisal Report if completed at time of DPL submission;

21. Power of Attorney (POA) or Long Form Trust Documents if applicable

B. Loan Special will check off the **DPL Application Processing Checklist** to insure all applicable loan documents have been submitted. Loan Specialist will review the loan file submission against the DPL underwriting guidelines and insure the applicant meets DPL qualification. The Loan Specialist will contact applicant or first mortgage lender for clarification and/or for any additional requirements as needed. The borrower's household income may not exceed the current 80% of median income limits for Oahu. In addition, the borrower must complete the HUD certified homebuyer education at time of loan application..

C. The DPL loan reservation will be considered on a "first come and first served basis." Funds will be reserved only after the Loan Specialist confirms that all applicable loan file documents have been submitted according to the DPL Application Processing Checklist and the applicant meets all initial DPL eligibility and UW requirements. If applicant is eligible for DPL, the Loan Specialist will log on the **DPL Funds Reservation List**.

III. HUD HOUSING QUALITY INSPECTION (HQS) & CHECKLIST

A. City Inspector will conduct a HQS inspection upon receipt of the following documents:

1. Purchase Contract, Rev 5/1/12;

2. Private Home Inspection Report;

B. Upon receipt and review of the above documents, a City Inspector will schedule a HQS inspection with the DPL applicant lender or seller's realtor. The inspector will complete the **Inspection Checklist (HUD-52580 Form** indicating whether the unit has passed or failed. If inspection fails, all deficient items will be noted on the report requiring correction. The report will be submitted to the Loan Branch Chief or Loan Specialist.

C. The Loan Specialist will notify the lender or applicant of the inspection results. If the unit fails inspection and deficient items must be repaired, Loan Specialist will confirm with lender or applicant whether applicant still wishes to proceed with a DPL.

IV. CITY'S HOMEBUYER PROGRAM LEAD COMPLIANCE

A. For homes built prior to 1978, the Loan Branch Chief or Loan Specialist will insure the DPL applicant's first mortgage lender is made aware of HUD's Lead-Based Paint Rules and a lead-based paint (LBP) test to be conducted by HUD/Environmental Protection Agency (EPA) certified lead inspector is required.

B. LBP test inspection can be conduct at the same time as the private homebuyer's home property inspection if the home inspector is certified to perform a LBP test. If the home inspector is not certified, the DPL applicant will be required to select and schedule a certified LBP inspector to perform the test immediately after the private home inspection.

C. Upon completion of the LBP test, a written copy of the test report will be sent to the Loan Branch Chief or Loan Specialist for reviewed with the City Inspector.

D. The City Inspector will verify the LBP test report if lead-based paint is at acceptable or unacceptable tolerance level.

E. The City Inspector will complete the **City's Homebuyer Program Lead Compliance Document Checklist.** The City Inspector insure all of the following lead compliance documents are completed and included in the DPL loan file:

1. **City's Lead Safe Housing Rule Screening Sheet**

2. **HUD Housing Quality Standard (HQS) Inspection Checklist (HUD Form 52580)**

3. **City's Seller Certification (Homebuyer Program)**

4. **Lead-Based Paint Test Report**

5. **Disclosure of Lead-Based Paint and/or Lead-Based Paint Hazards Form**

6. **City's Lead Hazard Reduction Notice**

V. HUD ENVIRONMENTAL REVIEW RECORD (ERR)

F. The Loan Specialist will fill out **HUD Environmental Review Record (ERR) which includes "Level of Environmental Review"** and **HUD Environmental Review Categorically Exclusions NOT Subject to 58.5 Activities Checklist**. The ERR will document all the environmental findings pertaining to the subject property. The ERR will be signed by the DCS Director at the time of DPL approval.

G. After DCS Director's DPL approval, the Loan Branch Chief or Loan Specialist will scan and submit ERR to Budget & Fiscal Department (BFS) Federal Grants Unit.

VI. LOAN PROCESSING FOR LOAN APPROVAL SUBMISSION

A. Loan Specialist compiles the DPL file submission documents and gives file to the Sr. Clerk Typist to prepare a red loan submission file for DCS Director's Approval.

B. Loan Specialist assigns loan number and prepares the **Request for Issuance of Loan Check Form** for authorization by the Community Assistance Administrator (CAD), DCS Director, and Fiscal Officer.

C. **DPL file submission for DCS approval** will include the following:

1. **Request for Loan Approval Form;**

2. **UW Income Eligibility Determination Worksheet;**

3. Request for Issuance of Loan Check Form – Prepared Form(Left Hand Side);

4. HUD Level of Environmental Review – Prepared Form (Left);

5. City's Homebuyer Program Lead Compliance Document Checklist (Left)

6. City's Lead Safe Housing Rule Screening Sheet if applicable (Left)

7. HUD Housing Quality Standards Inspection (Left);

8. City's Seller Certification (Homebuyer Program) if applicable - Left

9. Lead Based Paint Test Assessment if applicable (Left);

10. Deficient Items Follow-up & Corrections if applicable (Left);

11. Disclosure of Lead-Based Paint and/or Lead-Based Paint Hazards Form if applicable (Left)

12. Lead Hazard Reduction Notice if applicable (Left)

13. Private Home Inspection Report (Left);

14. HOME Program Regulatory (Recapture) Agreement, Prepared Forms copies requiring DCS Director's approval(Left);

15. 1st Mortgage Lender DPL Loan File Submission Checklist;

16. DPL Application and Consent to Release Information Form;

17. Certificate of Completion of HUD certified Homebuyer Education;

18. (FNMA Form 1003) Loan Applications for a 1st & 2nd Mortgage Transaction;

19. (FNMA Form 1008) Uniform Underwriting and Transmittal Summary;

20. Automated Underwriting (UW) Findings (DU or LP);

21. 1st Mortgage Lender's UW Conditional Approval if already completed;

22. Tri-Merged Credit Report;

23. Income Documents (Federal Income Tax Return, etc used for 1st mortgage loan approval);

24. Asset Documents;

25. Employment Verification;

26. Appraisal Report or Any Other Property Valuation Document;

27. Purchase Contract;

28. RR105c HI Association of Realtors Property Information Form if Condo;

29. Preliminary Title Documents;

30. Power of Attorney (POA) or Long Form Trust Documents if applicable (Left)

D. If the DPL is DCS **approved**:

1. Loan Specialist notifies the loan applicant by telephone and sends a DPL conditional approval letter to the first mortgage lender subject to property appraisal report, conditional UW approval of 1st mortgage loan, and Federal Grants' approval of the ERR;

2. Upon request of 1st mortgage lender's UW requirements, the Loan Specialist will work with the lender and provide additional loan documentation or loan information necessary to clear UW conditions for final UW approval of 1st mortgage.

3. The Loan Specialist or Loan Branch Chief will submit the HUD ERR and DPL UW summary for review and approval by Federal Grants.

E. If the DPL is **denied**, the Loan Specialist will make the appropriate notification by phone to both 1st mortgage lender and applicant and a loan denial letter will be sent to the applicant with explanation.

F. For **final DPL approval**, the Loan Specialist will confirm that initial DPL application submission information used for DCS DPL approval is still current with the1st mortgage lender's final UW approval to insure the DPL applicant still meets the down payment loan program eligibility. The Loan Specialist will obtain the following for the DPL loan file documentation:

1. DPL Loan Submission Checklist for Final Approval;

2. Appraisal Report or any other Property Valuation Documentation;

3. 1st Mortgage Lender's Final UW Approval;

4. Federal Grant's Approval of HUD ERR;

5. Appropriate Insurance (Homeowners, Flood, etc.) Binders.

G. In addition to the above documentation, if there are loan application revisions of income, asset, credit, and etc. 1st mortgage lender **MUST** submit revised loan application documents for final DPL approval. The Loan Specialist will review and confirm if the DPL application revisions still meets the HOME DPL approval.

H. After Loan Specialist reviews DPL file for final approval, the Loan Branch Chief will also conduct a review of the revised loan submission file for final DPL approval.

VII. LOAN FUNDING

(Deadline to make the Friday check mail out to the Escrow Company, DSC Fiscal must have the funding request in hand no later than Wednesday 10:00 am of the same week.)

A. Upon confirmation of loan approval by DCS Director, the Loan Specialist makes a photo copy of the **Request for Issuance of Loan Check** for the Branch File and forwards the original Request for Issuance of Loan Check to the attention of Fiscal Officer (Beryle Matsumura) with:

- Instruction Memo
- **DPL Escrow Proceed Instructions** Letter
- Copy of Federal Grants' email approval of HUD ERR

B. DCS Fiscal will process a check using CITY funds for the DPL in anticipation of the loan closing. BFS Treasury will mail out the funds check and **DPL Escrow Proceed Instructions** letter in the envelope provided in accordance with the above schedule.

C. Escrow will disburse the DPL funds and record on the date as directed by the First Mortgage Lender.

D. Escrow will email copies of the following documents to Loan Specialist when available:

- Stamped recorded copy of Mortgage
- Stamped recorded copy of HOME Regulatory (Recapture)Agreement
- HUD-1 Closing Statements
- ALTA policy in favor of the City for the DPL amount

E. Loan Specialist will forward a copy of the HUD-1 Closing Statement and the client's **HUD Homebuyer Setup and Completion Form** to the designated Planner V of BFS Federal Grants Administration (Iris Young) with cc notification to Rehab Loan Branch Chief and Rehab Loan Branch Sr. Clerk Typist.

F. After successful mortgage closing and inputting of the HUD Homebuyer Setup and Completion Form, DCS Fiscal will draw down HOME funds to repay the City funds advanced for the DPL.

VIII. LOAN CLOSING

A. After DPL final approval, the Loan Specialist will coordinate a loan signing/closing date with the 1st mortgage lender and applicant.

B. The Loan Specialist will provide a **Home Loan Settlement Document Preparation Worksheet** to the Sr. Clerk Typist to provide instructions as to the preparation of the loan closing documents.

C. Senior Clerk Typist prepares the following loan closing documents:

1. DPL Cover Letter;
2. DPL First Payment Information & Contact Information Confirmation;
3. DPL Transmittal Letter;
4. Truth-In-Lending (TIL) Disclosure Statement – 2 Copies;
   - Borrower's copy
   - DPL file copy
5. Promissory Note – 2 Copies;
   - Borrower's unsigned copy
   - Original Signed for DPL file copy
6. Real Estate Mortgage -4 Copies;
   - 2 signed notarized copies for loan recording with Escrow
   - Borrower's copy
   - DPL file copy
7. Mortgage Rider, if condo, incorporated with mortgage – 4 Copies;
8. HOME Program Regulatory (Recapture) Agreement* - 4 Copies;
   - 2 signed notarized copies for loan recording with Escrow
   - DPL file copy
   - Borrower's copy
   - DPL file copy

   ***NOTE:** The Regulatory Agreement will be signed by DCS Director when the DPL loan file for DCS approval is submitted.

9. Insurance Letter

D. The Loan Specialist will schedule a loan signing of the DPL documents with the applicant. The Loan Specialist will review the loan terms as well as explain the **HOME DPL owner-occupancy requirement and recapture terms**.

E. After DPL signing with the applicant, Loan Specialist will have the DPL file be registered by Loan Clerk for DPL log information and loan settlement report.

F. The Sr. Clerk Typist will prepare the following additional DPL file documents:

1. Loan Ledger;
2. Loan Index Card;
3. Insurance Binder Expiration Follow-Up Card.

G. The Sr. Clerk Typist will register the DPL into the GMS Loan System and prepare the DPL payment coupons to be sent out to the client.

H. The Loan Specialist will coordinate with the 1st mortgage lender to have the mortgage and the Declaration of Land Use Restrictive Covenants or HOME Recapture Agreement to be recorded simultaneously with the 1st mortgage loan documents.

I. The Loan Specialist completes loan checklist after loan closing of 1st mortgage and the DPL.

J. The Loan Clerk will secure the DPL recorded documents in the Diebold secured file cabinet upon receipt from the escrow company.

K. The Loan Clerk will prepare the Monthly Rehab Loan Branch Settlement Report to include the DPL closings.