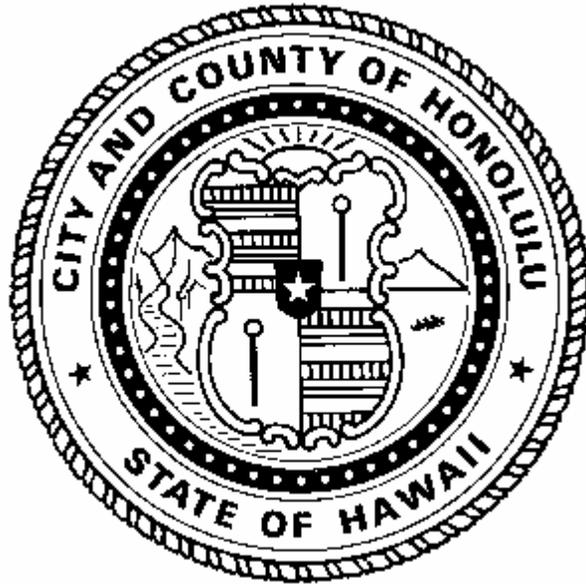


# FINAL CONSOLIDATED PLAN



Program Years  
2006 - 2010

Prepared By  
Department of Budget & Fiscal Services  
City and County of Honolulu  
September 2004

Presented By  
Jeremy Harris, Mayor  
City and County of Honolulu

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## **I. EXECUTIVE SUMMARY**

The Final Consolidated Plan for Fiscal Years 2006 to 2010 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 Shelter Grant (ESG), HOME Investment Partnerships (HOME) and Housing Opportunities for Persons With AIDS (HOPWA) formula programs. The purpose of the Consolidated 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, provides a suitable living environment and expands economic opportunities.

### **HOUSING MARKET ANALYSIS**

Honolulu has one of the highest priced housing markets in the country, and activity and prices have increased significantly in recent years due to falling mortgage interest rates, housing construction rates that have not kept pace with short-term demand, and an increase in sales of new housing units to non-residents. Affordability remains low for most residents, especially for those families with one income. The higher demand for housing has affected the rental housing market, resulting in lower vacancy rates and higher prices.

Figures from 2002 U.S. Census estimate Oahu's population at 876,000, which is approximately 73% of the population of the State. Although the growth rate of the general population has slowed in recent years, segments such as the elderly continue to rise rapidly and represent a significant trend.

### **HOUSING AND HOMELESS NEEDS ASSESSMENT**

Honolulu has a pent-up demand for housing estimated at an average of 32,580 units for the five-year period from 2006 to 2010. Of this demand, the greatest needs are and will be in the low- and moderate-income households, those making less than 80% of median income. These income groups exhibit the highest incidence of housing problems -- cost burden, substandard units and overcrowding. Other sub-populations that require affordable housing are special needs groups such as frail elderly, persons with disabilities, persons with HIV/AIDS and persons with disabilities, youth and ex-offenders.

A 2003 count shows just over 3,300 homeless persons in Hawaii at any given time during the year. In 2003, there were 29,578 hidden homeless households, households doubled-up or sharing accommodations with others because they could not afford their own homes. The number of at-risk households, households who would lose their housing unit if the chief wage earner were without a job for three months, has declined to 36,454 households.

## STRATEGIC PLAN

The City goals for Fiscal Years 2006 to 2010 are as follows:

### Goals related to Housing and Special Needs Housing:

Support 225 families with downpayment loan assistance for homeownership.  
Support 350 families improve the health and safety through rehabilitation loans.  
Develop 279 units of affordable rental housing.  
Develop 362 units of affordable rental housing specifically for seniors or persons with special needs.  
Develop 65 units of transitional housing.  
Provide emergency rent for 175 persons with HIV/AIDS.  
Provide integrated case management services for 250 persons with HIV/AIDS.  
Provide tenant-based rental assistance for 175 persons with HIV/AIDS.  
Provide volunteer coordinator services to assist 175 persons with HIV/AIDS.  
Provide housing-specific supportive services for 175 persons with HIV/AIDS.

### Goals related to Fair Housing:

Provide training, as well as materials, to landlords, tenants, staff and the public to increase knowledge and awareness of federal and state fair housing laws.  
Produce a local fair housing video.  
Coordinate efforts of the State and Counties.  
Update the Analysis of Impediments to fair housing.

### Goals related to Homeless:

Provide shelter for 7,500 persons.  
Provide support services for 5,000 persons while in emergency or transitional shelters.  
Transition 750 households from shelters or the street to permanent housing.  
Prevent 350 households from becoming homeless through emergency rental assistance.  
Maintain 3 shelters such that these facilities can provide uninterrupted services.

### Goals related to Community Needs:

250 persons who are disabled will benefit from new or improved facilities.  
150 persons who are elderly will benefit from new or improved facilities.  
255 predominantly low- and moderate-income children will benefit from new or improved facilities.  
120 predominantly low- and moderate-income youth will benefit from new or improved facilities.  
45 persons who are abused spouses will benefit from new or improved facilities.  
45 persons who are substance abusers will benefit from new or improved facilities.  
50 persons will benefit from new or improved safe houses.  
1,000 persons will benefit from new or improved health facilities.  
250 persons will benefit from improved facilities following ADA improvements.  
200 persons will benefit from new or improved neighborhood facilities.

200 persons will benefit from new or improved recreational facilities.  
200 persons will benefit from new or improved facilities for persons in need.  
5000 persons will benefit from new fire protection apparatus.  
60 persons who are disabled will benefit from new or expanded services.  
150 elderly persons will benefit from new or expanded services.  
1,000 predominantly low- and moderate-income youth will benefit from new or expanded services.  
250 persons who are abused will benefit from new or expanded services.  
250 persons who are substance abusers will benefit from new or expanded services.  
250 persons will benefit from new or expanded life skills and/or employment training services.  
250 persons will benefit from new or expanded legal services.  
50 persons will benefit from new or expanded safe house-related services.  
500 persons will benefit from new or expanded services for persons in need.  
500 persons will benefit from new or expanded health services.  
1500 ramps will be constructed to improve access for the mobility impaired.  
4 planning studies and reports related to housing or the homeless will be completed.  
300 persons or businesses will be provided microenterprise assistance and 105 businesses will be started.  
32 FTE jobs for persons of low- and moderate-income will be created or retained.  
6 enterprises will be assisted, benefiting the residents of the corresponding low- and moderate-income service areas.  
10 communities will obtain an NRSA designation.  
58 communities will update their strategic and action plans.  
38 communities will develop project plans to implement strategies.  
5 commercial properties in Chinatown will benefit by improved health and safety through rehabilitation loans.

## **GENERAL INFORMATION**

### **Lead Agency**

The Department of Budget and Fiscal Services, Federal Grants Branch, of the City and County of Honolulu (City) prepared the Final Consolidated Plan for Fiscal Years 2006-2010, and is the agency responsible for the administration of the City's Community Development Block Grant (CDBG), Emergency Shelter Grants (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) programs.

### **Consultation/Coordination**

The Federal Grants Branch coordinated on the format and structure of the Consolidated Plan with its analogous agencies in the State and other Counties of Hawaii. The City's Department of Community Services assisted in this development, as the Plan places a heavy emphasis on housing- and community-related information and planning. In addition, the Housing and Community Development Corporation of Hawaii provided much of the information on housing and special needs housing, and public housing.

The housing elements of this Consolidated Plan rely heavily on information and data contained in the previous versions of the Consolidated Plans, which were approved by the U.S. Department of Housing and Urban Development (HUD), and several commissioned studies, such as the Hawaii Housing Policy Study - Update 2004 by SMS Research and Marketing Services, Inc., Analysis of Impediments, Final Report dated 2003 by SMS Research and Marketing Services, Inc., and the 2004 Homeless Needs Assessment by SMS Research and Marketing Services, Inc. Additional information was obtained from the Year 2000 United States Census, City and County of Honolulu and State of Hawaii agencies, and other local private nonprofit organizations and/or service providers. Of note is the assistance that was received regarding homeless issues from Partners in Care.

In preparing the Consolidated Plan, the City consults a wide spectrum of public and private entities and seeks to get a high level of citizen participation. Typically the process starts in September with a public hearing to get citizen input on the upcoming Consolidated or Action Plan. This meeting is announced by legal newspaper advertisement. In November, we conduct a consultation meeting and ask private non-profit agencies and government officials who are closely involved in providing assisted housing, health services and social services to attend and provide comments on the needs of the community related to the housing market, housing needs, special needs housing and the priorities established by the City. The draft Action or Consolidated Plan is published and made available for public comments in early April of the following year, and at that time a list of proposed projects is published in the legal section of a daily newspaper of general circulation. We gather further citizen input during City Council deliberations concerning the next year's budget and funding of projects, using three Council hearings for this purpose. The final Action or Consolidated Plan is published in June and submitted to HUD for approval.

For this Consolidated Plan the steps are similar, but the timing is different. The process began in April 2004 with a combined public hearing and consultation meeting. We published a public

notice in the legal section of a daily newspaper of general circulation and used our mailing list to invite participants to this meeting. As described above, we consulted with City Department of Community Services in deciding on the goals and objectives. The draft of this plan was available for public comment in August, and a public hearing was scheduled on August 27, 2004 for citizen input. The final Plan was in September 2004 and approved by HUD shortly thereafter.

The Department of Community Services maintains an ongoing dialogue with the two nonprofit agencies in our community that provide housing assistance and supportive services for persons with HIV/AIDS and their families. This ongoing dialogue is augmented with participation in the state-wide AIDS housing coalition meeting during which the City is able to discuss relevant issues with AIDS housing and supportive service agencies located on the neighbor islands. The City's participation in the state-wide AIDS housing coalition process helped to identify as a priority need the creation of a Housing Assistance Coordinator position to help identify housing resources in the community to assist persons with HIV/AIDS and their families. The City subsequently provided HOPWA funds for this position with Gregory House Programs.

## **Institutional Structure**

The following is a summary description of the organizational structure through which the affordable housing strategies for the City will be carried out.

### **1. Public Sector**

#### **a. Federal Government**

##### U.S. Department Of Housing and Urban Development (HUD)

HUD administers the major programs providing federal resources for housing, including the FHA mortgage programs, Section 202 and 811 capital advance programs, housing assistance programs authorized under the Stewart B. McKinney Homeless Assistance Act, and the Community Development Block Grant and HOME Programs.

##### Farmers Home Administration (FmHA)

FmHA administers a number of grant and loan programs specifically designed to increase housing opportunities in designated rural areas. These programs include direct loans for the development of multi-family rental projects and mortgage financing for the purchase of single-family homes by eligible individuals.

#### **b. State Government**

##### Housing and Community Development Corporation of Hawaii (HCDCH)

In mid-1998, the two State housing agencies, Housing Finance and Development Corporation and Hawaii Housing Authority, merged to create the HCDCH. The new agency will continue the functions of the separate agencies prior to the merging, and is administratively located under

the Department of Human Services. These functions include being charged with the primary responsibility of implementing the State's housing program. HCDCH develops and provides financing for units throughout the State for sale or rent to qualified residents. In addition, this department is primarily responsible for the management of federal and State-assisted rental housing projects. HCDCH's public housing inventory includes 5,142 federal units and 1,170 State units statewide. HCDCH administers Federal and State programs to develop housing and provide services for the homeless and other persons with special housing needs and coordinates the State's assistance to the homeless, as well as the Section 8 Housing Choice voucher program.

#### Hawaii Community Development Authority (HCDA)

HCDA oversees public and private development activities in the Kakaako District of Honolulu.

#### Department of Hawaiian Home Lands (DHHL)

DHHL administers public land set aside for the benefit of Native Hawaiians. The agency provides homestead leases for residential, agricultural or pastoral purposes. Financial assistance is also provided, through direct loans or loan guarantees for home construction, home replacement or repair, and for the development of farms and ranches.

### c. County Government

#### Department of Community Services (DCS)

In mid-1998, as part of a reorganization of City government, the Department of Housing and Community Development was abolished, and most of its functions merged with the Department of Community and Social Resources, and renamed the Department of Community Services (DCS). Its functions include implementing Federally-aided housing, urban renewal, special needs housing projects and community development programs. In addition, this department conducts employment training and provides placement services for economically disadvantaged residents through the WorkHawaii program, which is Federally funded under the 1999 Workforce Investment Act. DCS also coordinates social service programs to assist the elderly. Special projects and task forces oriented toward human services are also administered through DCS, including the advisory Mayor's Committee for People With Disabilities.

#### Department of Facility Maintenance

The Department of Facility Maintenance (DFM) manages 1,348 rental units for mixed-income households. In addition, the City has provided real property for long-term leases to nonprofit housing developers.

## **d. Private Sector**

### *(a) For-Profit Entities*

#### Financial Institutions

Financial institutions directly participate in the implementation of affordable housing strategies through origination and servicing of Hula Mae mortgage loans for first-time homebuyers, servicing of State funded low-interest loans for self-help housing projects, and participation in the financing of various affordable housing projects in compliance with the Federal Community Reinvestment Act.

#### Housing Developers

Private for-profit developers have participated in the development of affordable housing through their compliance with requirements imposed by the State or City as a condition of land use approvals. Private developers have also participated with the State and City in the development of affordable housing projects and have been actively involved in the preservation of affordable housing through the acquisition and rehabilitation of projects with expiring affordability requirements.

### *(b) Nonprofit Entities*

#### Nonprofit Housing Developers

There are a number of nonprofit housing development entities in the City. Most of these developers, either independently or in partnership with the State or City, have primarily been involved in the development of shelters for the homeless, or small-scale housing projects for persons with special housing needs. Lately, several developers have been successful in developing larger projects aimed at the affordable housing market. The participation by nonprofit developers can be important in the development of affordable housing projects, due to the nonprofits' abilities to access Federal housing development funds set aside specifically for their use.

## Foundations

Private foundations, such as the Harry and Jeanette Weinberg Foundation and the Hawaii Community Foundation, are potential sources of grants to support the development of affordable housing projects.

## Nonprofit Social Service Agencies

Representatives of nonprofit social service agencies have functioned as effective advocates for affordable housing for the homeless and other special need groups. Although most provide supportive services and referrals, a growing number of agencies are undertaking residential treatment programs to serve their clients.

## **2. Capacity Building**

Although there are currently several sophisticated developers in Hawaii, the relative youth, limited funding and small organizational sizes of many other nonprofit developers have limited their abilities to undertake larger, more financially complex housing projects. The need to develop the operational resources and technical expertise of these groups could be addressed, in part, through publicly-sponsored workshops and training.

It has been suggested that the development of a proactive program would help nonprofit groups obtain the skills needed to develop and manage affordable housing projects. Among the subjects identified as a focus for special training within the context of such an education program in the process for obtaining development exemptions pursuant to Section 201G, Hawaii Revised Statutes. The entity responsible for coordinating this program and availability and/or desirability of using public funds to underwrite it are issues that need to be resolved.

As part of the HOME program, HUD contracted with the Rural Community Assistance Corporation, a national nonprofit agency to provide technical assistance and capacity building training to local nonprofit community development organizations.

The State Rental Housing Trust Fund also provides capacity building grants to nonprofit development corporation up to a maximum of \$50,000. Eligible activities include grants for training and professional development.

## **Coordination**

In planning projects for the homeless and persons with special needs, the City works with participating nonprofit agencies to assure that a program of housing and supportive services is in place prior to the development of the project. Typical housing plan elements include the development of admission criteria, house rules, rent and program fee structures, and referral sources. A supportive services plan may include vocational and general education, childcare and health services. In addition, the City also attends regular State and County housing directors' meetings to share ideas and concerns.

## **Citizen Participation**

The City's Citizen Participation Plan (CPP) is attached as Appendix A.

The Department of the Budget completed development of the City's Citizen Participation Plan in May 1995, and this CPP was approved by HUD along with the Final First Year Consolidated Plan. This plan continues to be implemented. The overall goal is to support the public in being part of the Consolidated Plan process by notifying the public of upcoming meetings to obtain the views and comments of the citizens and to keep the public informed by providing information concerning changes to the Action Plans. Much of the CPP details the manner in which these goals will be achieved and also provides samples of the public advertisements and a project proposal.

On April 21, 2004, the City held a working group consultation session and public hearing with known public and private service providers to discuss the housing and housing service needs of this community. Overviews of the Consolidated Plans for the City and State were given, including the components of the Consolidated Plan and the planning processes that would be followed. Input regarding housing needs and priorities was sought from the participants of this meeting, and in turn, the information was utilized in the development of this Plan. In addition, this Draft Plan is being made available in August 2004 to all interested parties as a way of further soliciting input and comments on the Plan in total and on specific areas of concern. Any comments or corrections concerning the Draft Plan will be incorporated into the Final Plan. This final version is anticipated to be available in September 2004.

In addition to an advertisement notifying the public of the hearing, 61 nonprofit organizations and government agencies that provide assisted housing, health services and social services were invited to the April 21, 2004 consultation meeting.

Below are several issues that were brought out by the participants and discussed at this meeting:

### 1. Housing market

- Military housing will affect the housing market on Oahu. The army currently houses 65% of personnel on base, but would like to increase this number as well as renovate existing housing units. The cost of developing and rehabilitating military homes will increase non-military housing construction costs on the whole island, as the scope of the military projects are very large.
- In order to facilitate permanent affordable housing, the concept of a community land trust should be established. A large parcel would be acquired and held in trust, and this parcel would be developed in phases to different components. By keeping the land in trust, speculation would be eliminated and housing could be kept affordable. Fort Shafter may be a candidate, since it may be considered for base closure.

### 2. Housing needs

- There is a need for housing counseling services for homeless and persons of lower-income to get and keep housing.

- There is a need for housing for veterans. Currently, veterans make up approximately 30% of the homeless population.

### 3. Special needs housing

- Developmentally disabled and individuals with mental health needs will require housing assistance pursuant to the Supreme Court's decision in the Olmstead case, which requires that where possible, such individuals be placed in the community. This would require an increase in ADA compliant housing units. A study was presented to Governor Lingle in September, and the State will have to describe how the objectives will be met. A current study is trying to gather data about the number of persons that are disabled and how many of these could live in the community with the appropriate supports.
- Case management is needed not only for the homeless, but also for elderly and disabled persons. Case management and supportive services should be included in planning these types of facilities prior to development, such that this service is in place as the facility opens.
- Additional housing is needed for the elderly. By 2011, one in four persons will be over 60 years of age. Many will stay at home; others will need facilities more suited to their needs. Support of the Olmstead case would be beneficial to these needs. There should also be some type of government incentives, such as tax credits, to keep elderly persons at home.
- Persons with HIV/AIDS have similar needs to the elderly, where the "Aging in Place" model fits well. This population needs more permanent supportive housing.
- Persons with disabilities need the same options as the rest of the community. Housing should be in proximity to facilities.

### 4. Priorities

- There was a question about the recently changed priorities for CDBG funding by the Honolulu City Council. It was explained that Council Resolution 03-343 passed in December 2003 rearranged the priorities, making Services Facilities and Operations first priority. One participant said that advocates have been on record for a long time saying that permanent housing should be the top priority. There was a discussion about public services, and how, per federal regulations, the City is limited to spending up to 15% of its CDBG allocation for this activity.
- The Hawaii Homeless Policy Academy supplemented written testimony by reiterating its request that a high priority be given to the provision of permanent supportive housing units for the homeless and funding of affordable rental units. The recent Housing Policy study states that there is a deficit of over 20,000 resident housing units in the City and County of Honolulu.
- The Action Plan to End Homelessness, produced December 2003 by Hawaii Continuums of Care, should be incorporated into the Consolidated Plan. The priorities of this plan are consistent with comments given at past consultation meetings.
- There is still a great need for the basic human needs: food, shelter and clothing. In addition, job-training services are needed.

A second public hearing was conducted on Friday, August 27, 2004, to obtain the views and comments of the public after the draft Consolidated Plan had been available for review. As in the previous meeting, a legal advertisement was published notifying interested parties of this meeting and an array of agencies that were thought to be interested in providing comments were invited to attend.

Following a brief introduction, the City received the following oral testimony:

1. Mr. Joe Shacter opened up the discussion by saying that he is working on the data for the disabled. Mr. Shacter also noted that the Olmstead Committee would meet at the end of September to finalize the Housing Goals.
2. Ms. Lynn Maunakea thanked the City for its hard work on the Consolidated Plan and said that we finally have a relevant plan in place.
3. Ms. Claire Tamamoto thanked the City for its support and assistance to Empower Oahu over the past five years, and for the opportunity to participate in the development of the Consolidated Plan. Ms. Tamamoto also noted that this plan provides Empower Oahu with the opportunity to continue its work with the City to improve communities by fostering and encouraging community-based economic development. She stated that she is in full support of the plan.

The City and County of Honolulu received written testimonies prior to September 14, 2004 from three persons: Ms. Steffi Glass, Ms. Judy Lind and Mr. Marvin Bernard.

The comments of Ms. Glass were related to Fair Housing and the Section 8 program. She advocated for City officials to take a greater role in insuring that all vacant housing units be open to persons with Section 8 assistance, something that she feels is not practiced by the private sector rental real estate industry. She noted that actions taken by a legislative task force did not satisfactorily improve this situation. She believes that most Section 8 program participants are not aware of their rights under the Hawaii Landlord-Tenant Code, and even when they are aware, are reluctant to exercise their rights for fear of retribution. She stated that at least 15 U. S. states, counties and municipalities have stronger legislation regarding Fair Housing and requested that the City and County of Honolulu join them.

Ms. Lind, representing the Children's Justice Center of Hawaii, requested that abused children be added as a priority group for CDBG funding. She stated that facilities and services are needed to address the needs of this group, and provided statistics to justify this need.

Mr. Bernard, representing the Pacific Gateway Center, wrote mostly about issues regarding economic development. These include advocating for a wider variety of economic development initiatives beyond loan funding be supported by the City. He suggested that the City maintain its position as a lead agency for economic development, helping to facilitate and coordinate economic development, while avoiding duplication. He also suggested that the plan should have provisions for amendments should conditions change.

The City took all of these comments under advisement and will look into the feasibility of funding projects that address these concerns.

In order to broaden participation, the City has begun to utilize its website to facilitate informing the public. The current and several past Action Plans and the draft Consolidated Plan are available at [www.co.honolulu.hi.us/budget/](http://www.co.honolulu.hi.us/budget/) and information regarding the CDBG and HOME programs, as well as Project Proposals applications, are available at [www.co.honolulu.hi.us/dcs/grantsforms.htm](http://www.co.honolulu.hi.us/dcs/grantsforms.htm).

**Period of Plan / Submission Date**

This Consolidated Plan is being submitted to HUD in September 2004. It will be in effect July 1, 2005, for the following five-year period, covering City budget years of 2006 to 2010.

**Geographic Area**

The geographical area covered under this Consolidated Plan is the entire island of Oahu.

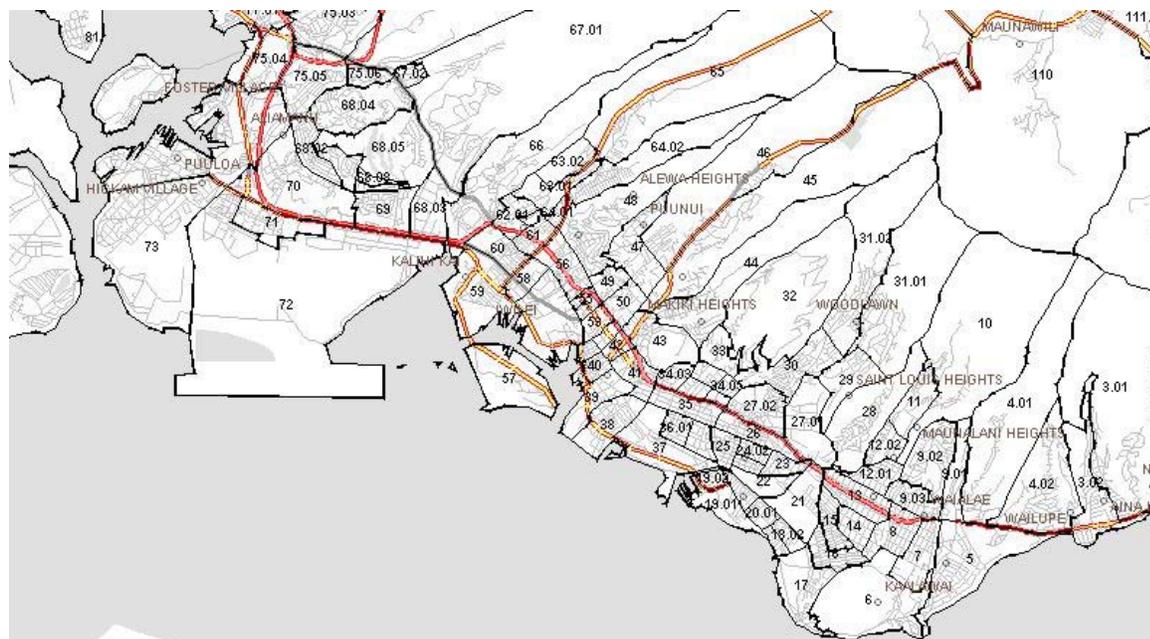
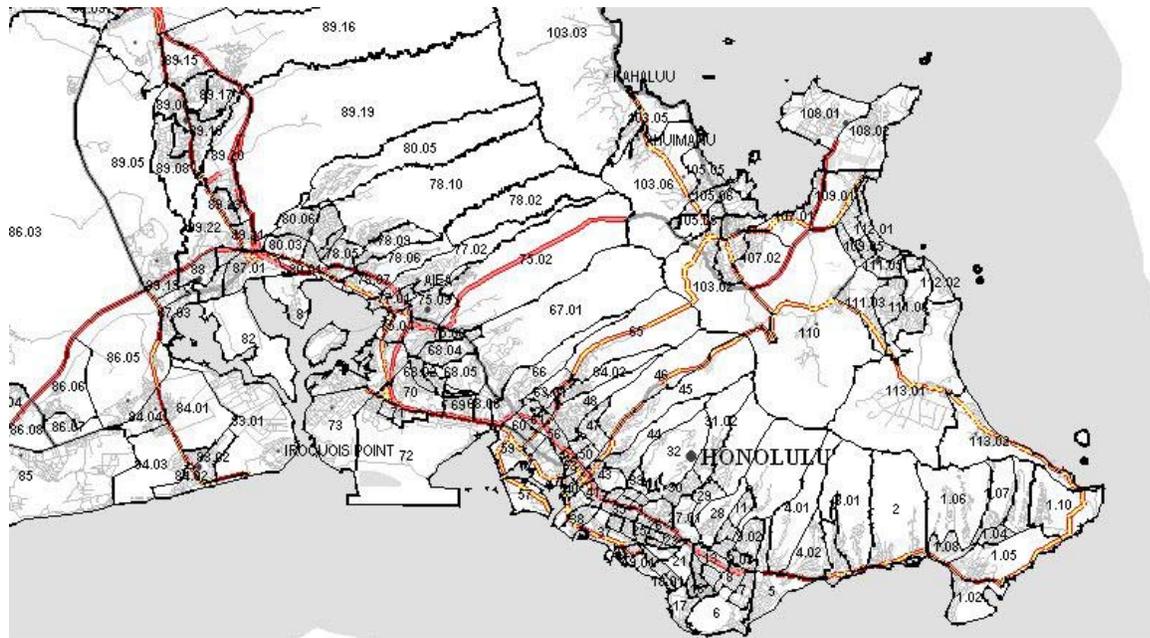
## Low Income and Minority Concentration Areas

The following table, Table 1, along with maps for reference, shows the Census Tracts of Oahu and the corresponding percentage of persons of low- and moderate-income within the Census Tracts. HUD defines low- and moderate-income person as a member of a family whose income is less than 80% of the median income as determined annually by HUD.

**Table 1**

CENSUS TRACT	PERCENTAGE LOW & MOD		CENSUS TRACT	PERCENTAGE LOW & MOD
1.02	16.70		33	27.38
1.04	16.85		34.03	44.97
1.05	27.58		34.04	51.41
1.06	18.86		34.05	61.94
1.07	18.26		34.06	55.44
1.08	23.02		34.07	22.66
1.09	9.65		35	59.64
1.1	15.66		36.01	66.41
2	20.53		36.02	66.57
3.01	18.66		37	48.88
3.02	27.65		38	52.36
4.01	17.77		39	75.84
4.02	12.65		40	47.58
5	11.85		41	62.31
6	18.40		42	55.88
7	32.05		43	54.49
8	35.49		44	38.97
9.01	27.72		45	26.40
9.02	23.55		46	23.39
9.03	31.46		47	27.77
10	35.53		48	45.58
11	67.29		49	45.32
12.01	46.17		50	55.26
12.02	41.12		51	53.71
13	44.24		52	78.25
14	34.57		53	67.60
15	43.21		54	90.05
16	43.54		55	66.96
17	34.42		56	62.69
18.01	66.25		57	85.02
18.02	54.74		58	72.32
19.01	53.92		59	62.76
19.02	48.11		60	59.41
20.01	60.94		61	51.92
20.02	62.57		62.01	63.19
21	54.38		62.02	97.98
22	51.43		63.01	49.17
23	61.11		63.02	77.89
24.01	53.94		64.01	44.59
24.02	55.72		64.02	42.73
25	59.85		65	38.73
26	59.04		66	57.92
27.01	43.41		67.01	25.18
27.02	42.05		67.02	55.37
28	26.26		68.02	43.04
29	23.16		68.04	74.96
30	24.69		68.05	28.53
31.01	23.33		68.06	10.37
31.02	22.42		68.08	54.14
32	23.36		68.09	58.21

CENSUS TRACT	PERCENTAGE LOW & MOD		CENSUS TRACT	PERCENTAGE LOW & MOD
69	62.22		89.18	18.48
70	64.11		89.2	28.75
71	74.35		89.21	40.02
72	62.00		89.22	20.16
73	57.91		89.23	33.16
74	43.51		90	69.15
75.02	55.02		91	50.13
75.03	27.65		92	38.38
75.04	64.16		93	62.35
75.05	22.40		94	66.09
75.06	30.53		95.01	89.63
77.01	38.73		95.02	77.34
77.02	20.55		95.03	76.87
78.04	28.16		95.04	45.77
78.05	35.10		95.05	87.89
78.06	21.73		96.01	63.32
78.07	47.39		96.03	47.82
78.08	55.81		96.04	53.97
78.09	21.69		97.01	67.18
78.1	12.84		97.02	54.77
80.01	58.20		98.01	61.23
80.02	32.98		98.02	65.93
80.03	54.47		99.01	45.24
80.05	20.29		99.02	49.89
80.06	26.56		100	66.39
80.07	19.17		101	47.80
81	73.81		102.01	57.35
83.01	63.43		102.02	50.18
83.02	49.52		103.02	16.08
84.01	25.70		103.03	36.09
84.02	39.57		103.05	26.01
84.03	12.86		103.06	17.24
84.04	27.19		105.03	42.54
85	74.58		105.04	35.97
86.03	31.06		105.05	14.84
86.04	28.83		105.06	29.87
86.05	42.04		106.01	32.15
86.06	21.66		106.02	28.98
86.07	39.29		107.01	25.47
86.09	21.82		107.02	23.75
86.1	100.00		108.01	72.75
87.01	41.75		108.02	72.11
87.02	53.75		109.01	22.27
87.03	60.91		109.03	42.21
88	44.93		109.04	31.41
89.05	26.13		109.05	34.18
89.06	19.62		110	22.19
89.07	40.23		111.03	21.08
89.08	18.64		111.04	20.10
89.09	28.39		111.05	35.78
89.12	27.04		111.06	15.74
89.13	42.78		112.01	14.47
89.14	66.77		112.02	27.97
89.15	40.22		113.01	52.82
89.16	20.53		113.02	46.88
89.17	14.96			



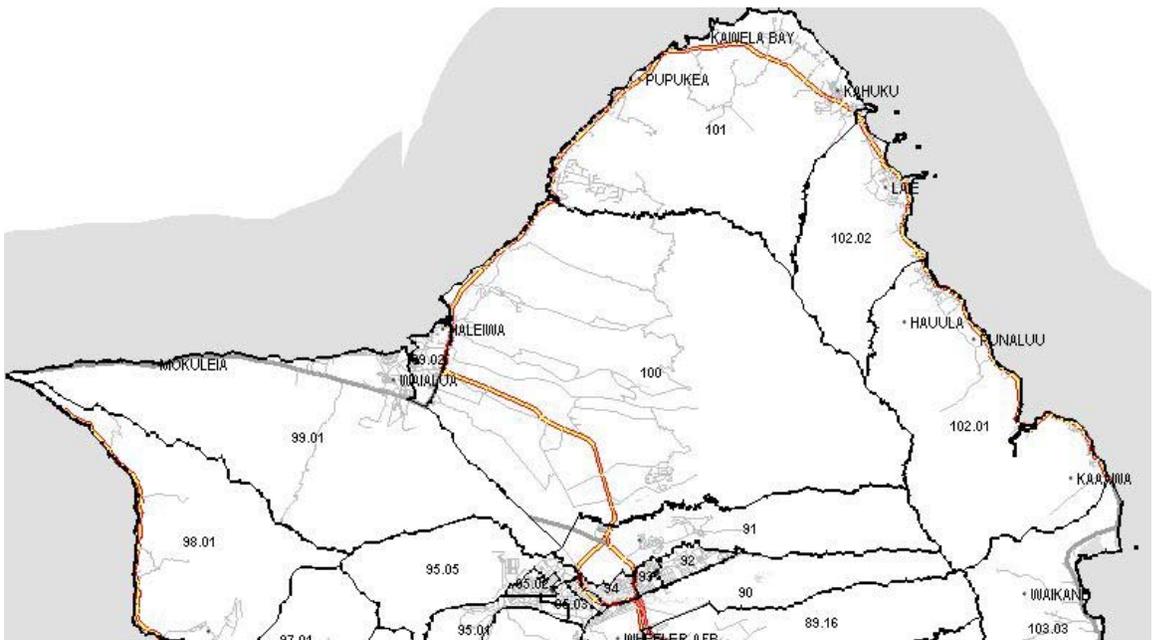
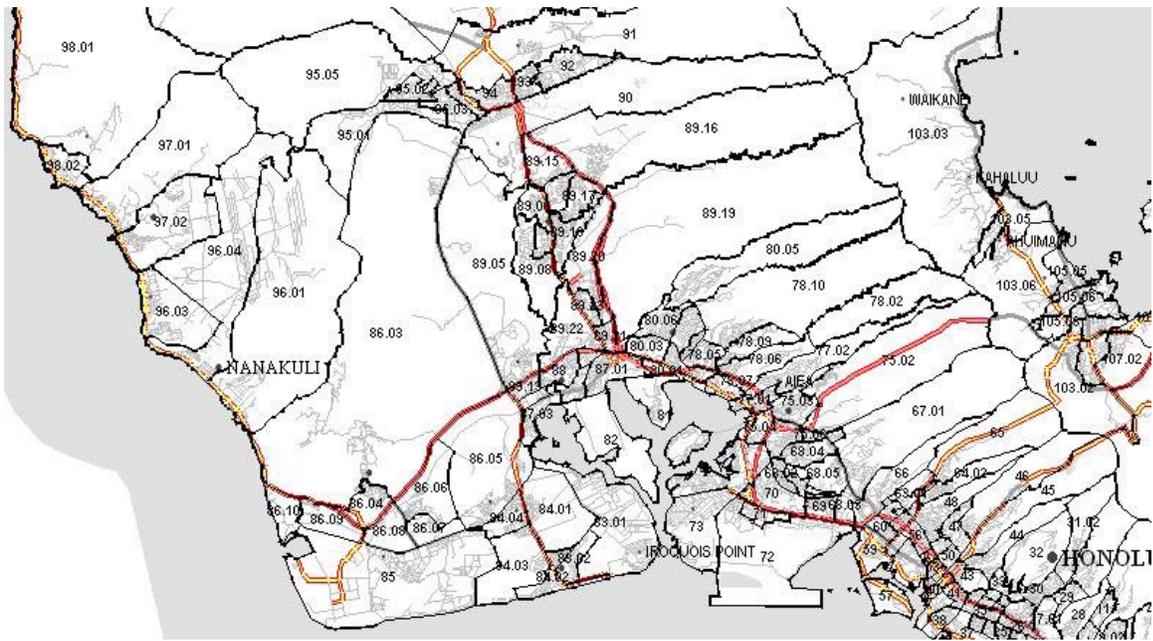


Table 2 shows the minority concentrations for the City and County of Honolulu, according to the 2000 Census.

**Table 2**

<b>Race</b>	<b>Population</b>	<b>Percent of Total</b>
White	186,484	21.3%
Black or African American	20,619	2.4%
American Indian and Alaska Native	2,178	0.2%
Asian	403,371	46.0%
Native Hawaiian and Other Pacific Islander	77,680	8.9%
Some other race	11,200	1.3%
Two or more races	174,624	19.9%

### **Monitoring Plan**

Under the auspices of the Department of Budget and Fiscal Services, the Federal Grants staff administers the CDBG, ESG, HOPWA and HOME programs from a broad policy perspective. The City's ESG, HOPWA and HOME programs are administered in accordance with the City's CDBG Policy and Procedures Manual. Throughout all aspects of the administration of these programs, the Budget staff reviews and monitors the City's Departments' compliance with specific program regulations as well as other overlay statutes and Executive Orders (i.e., National Environmental Protection Act, Fair Labor Standards Act, Uniform Relocation and Real Property Acquisition Act, Fair Housing Act of 1989, as amended, and the Rehabilitation Act of 1973, as amended, etc.) as prescribed in HUD Handbook 6509.2. On an on-going basis, eligibility determinations, technical assistance and guidance are provided to each City department implementing a project under these programs. City departments administering projects under these programs are responsible for the project's compliance with all program regulations.

CDBG, ESG, HOPWA and HOME programs' minority (inclusive of women's business enterprises) outreach to businesses is accomplished through the City's Department of Budget and Fiscal Services (Purchasing Division) by providing the General Contractor's Association (GCA) with a copy of all bid advertisements. 51% of the membership of the GCA is minorities whose minority status has been determined by the State of Hawaii, Department of Transportation (DOT). DOT minority/disadvantaged determinations are based on the Federal Transit Administration regulations.

Under the HOME program, the City's Department of Budget and Fiscal Services (Federal Grants Branch) annually publishes a notice in a newspaper of daily general circulation inviting minority and women's business enterprises to register to participate in the HOME program. The implementing agencies subsequently inform registered minority and women's businesses of contract or subcontract opportunities and of vendor and/or supplier opportunities for goods and services under the HOME program.

The City Fair Housing Officer reviews and approves all Affirmative Fair Housing Marketing Plans to ensure the process for minority outreach is effective. The Federal Grants staff also monitors Federal legislation to identify regulatory changes affecting CDBG, ESG, HOPWA and

HOME programs to ensure the timely implementation (including program cost analyses) of such changes.

In addition, starting in 2000 the Department of Budget and Fiscal Services implemented its Post-Development Monitoring Plan that formally monitors subrecipient contracts to insure long-term compliance. This includes on-site inspections and meetings with selected agencies that have open subrecipient contracts and have received CDBG, ESG, HOPWA or HOME funds through the City, and annual remote reviews of all subrecipients.

Standards and procedures have been developed and adopted, based on HUD guidelines already in use. Worksheets used as part of the information-gathering interview process with the subrecipient, along with the required annual audit, are used to flag potential problems and issues that need to be resolved. More frequent monitoring will be undertaken where there is sufficient cause to justify additional action.

**Certifications**

Certifications are shown in Appendix B.

**Approvals**

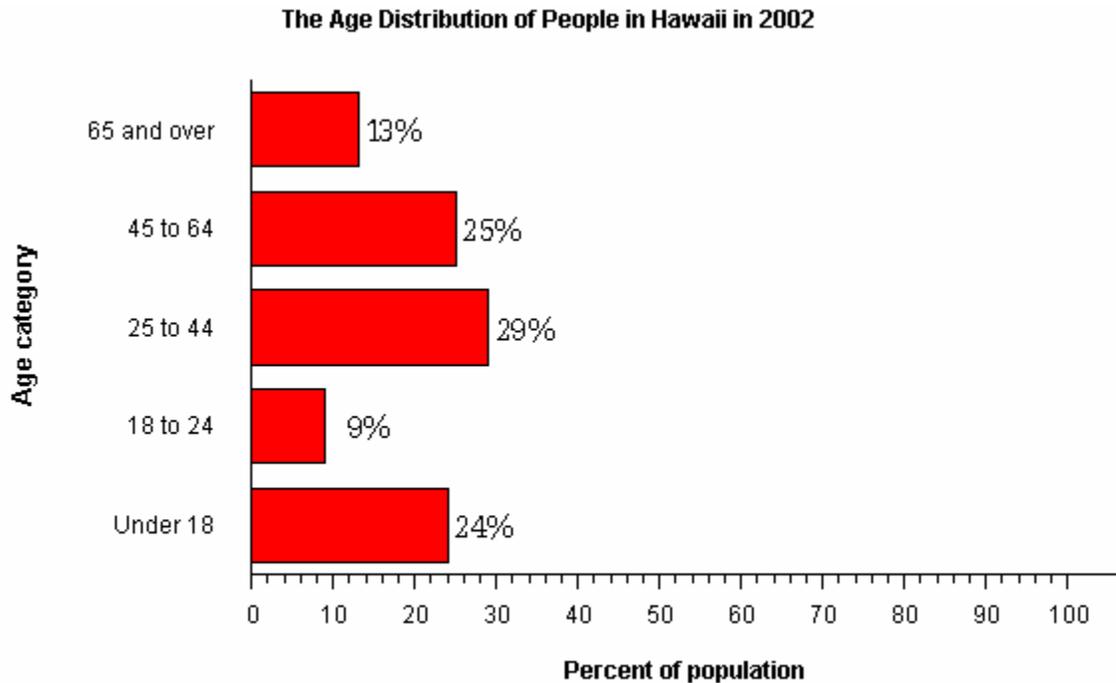
The Consolidated Plan process does not include City Council approval.

## II. HOUSING MARKET ANALYSIS

### Characteristics of the housing market for the City and County of Honolulu and State

#### Housing Demand

In 2002, the City and County of Honolulu had a total population of approximately 876,000, which was close to 73% of the State population of 1.2 million. The median age was 35.7 years in the City and County of Honolulu and 37.4 for the State. Twenty four percent of the State population were under 18 years of age and over 13 percent were 65 years and older. (U.S. Census, 2002 American Community Survey Profile)



Source: American Community Survey, 2002

In 2002, there were 292,615 households in the City and County of Honolulu, up from 286,450 households in 2000. The average household size in 2002 for the whole State was 2.91 people, down from 2.92 in 2000. The average household sizes for each county in 2000 were as follows: Honolulu, 2.95 people; Maui, 2.91 people; Hawaii, 2.75 people; and Kauai, 2.86 people.

Families made up approximately 70 percent of the households in Hawaii and the City and County of Honolulu. This figure includes both married couple families (48.2 percent for the State) and multiple families (21.6 percent for the State) according to the 2003 Hawaii Housing Policy Study. Table III-1 shows household composition by county in 1992, 1997 and 2003.

**Table III-1. Household Composition and Crowding By County, 1992, 1997 and 2003**

Characteristic	County of Residence														
	Honolulu			Maui			Hawaii			Kauai			Total		
	1992	1997	2003	1992	1997	2003	1992	1997	2003	1992*	1997	2003	1992	1997	2003
<b>Total Households</b>	247,349	272,234	292,003	34,266	39,252	43,687	39,789	46,271	54,644	16,981	18,817	20,460	338,385	376,574	410,794
<b>Household type**</b>															
Single member	11.9	14.1	22.0	12.6	14.1	21.9	9.6	14.8	22.3	12.7	13.2	20.9	11.7	14.2	22.0
Married, no children	24.4	25.6	28.9	24.4	25.0	29.6	27.2	27.0	30.6	26.1	27.1	26.9	24.9	25.8	29.1
Parent(s) & children	26.3	27.3	18.3	32.9	27.9	21.6	32.3	28.4	20.6	31.0	30.0	21.8	27.9	27.6	19.1
Unrelated roommates	1.7	4.2	6.1	1.6	5.4	7.0	0.6	3.5	7.1	0.5	1.7	8.3	1.5	4.1	6.5
Multiple families	32.0	27.2	22.9	25.9	24.8	17.6	26.0	24.3	18.1	26.3	25.4	20.5	30.3	26.5	21.6
Undetermined	3.7	1.6	1.8	2.3	2.7	2.3	4.3	2.1	1.4	3.5	2.5	1.7	3.6	1.9	1.8
<b>Percent overcrowded (1.01 persons or more per room)</b>	23.2	10.6	10.0	26.8	10.4	11.0	18.7	7.9	7.0	17.4	9.1	6.0	22.2	10.2	9.6
<b>Percent of households that are overcrowded or doubled up***</b>	45.7	32.7	19.0	38.8	29.5	17.5	37.6	28.5	15.0	36.2	29.6	20.2	43.6	31.7	18.4

Percentages may not sum to 100.0 due to rounding.

\* Pre-Hurricane Iniki

\*\* Household type was measured differently in 1992 and 1997.

\*\*\* Based on 1.01 persons or more per room or multiple families in one household.

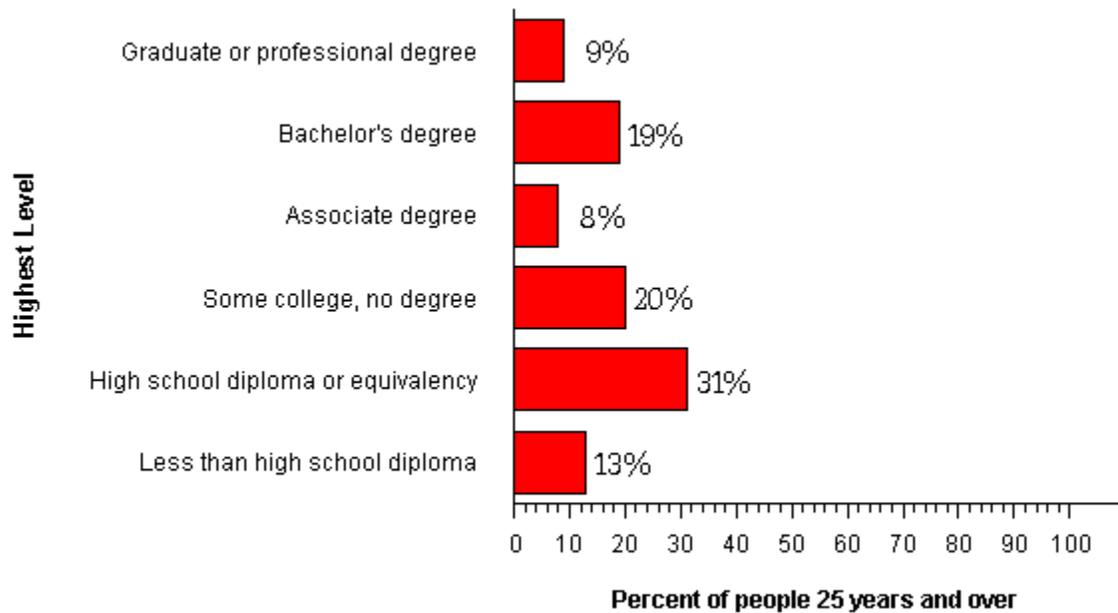
Comments:

Although the decrease was not as substantial as was found from 1992 to 1997, fewer households were found to be overcrowded or doubled-up in 2003 than in 1997.

Source: SMS, Inc., Hawaii Housing Policy Study, 2003, Table IV-A-6, August 23, 2003

In 2002, 87 percent of people 25 years and over in the State had at least graduated from high school and 28 percent had a bachelor's degree or higher. Among people 16 to 19 years old, 8 percent were dropouts. (U.S. Census, 2002 American Community Survey Profile)

**The Educational Attainment of People in Hawaii in 2002**



Source: American Community Survey, 2002

The median household income in 2003 for the State was approximately \$47,500 based on a survey conducted for the 2003 Hawaii Housing Policy Study. Households in the City and County of Honolulu had the highest median income (\$57,200), followed by Kauai (\$47,200), Maui (\$44,200), and Hawaii (\$42,900). (See Table III-2.)

**Table III-2. Household Income Data By County, 1992, 1997 and 2003**

Characteristic	County of Residence														
	Honolulu			Maui			Hawaii			Kauai			Total		
	1992	1997	2003	1992	1997	2003	1992	1997	2003	1992*	1997	2003	1992	1997	2003
<b>Total Households</b>	247,349	272,234	292,003	34,266	39,252	43,687	39,789	46,271	54,644	16,981	18,817	20,460	338,385	376,574	410,794
<b>Household Income</b>															
Less than \$15,000	N/A	8.6%	8.0%	N/A	10.3%	9.3%	N/A	14.2%	14.4%	N/A	10.8%	12.6%	N/A	9.6%	9.2%
\$15,000 to \$24,999**	24.4%	8.8%	10.3%	20.2%	8.4%	13.1%	23.9%	14.3%	12.0%	19.7%	13.0%	11.8%	23.7%	9.6%	10.9%
\$25,000 to \$34,999	12.9%	11.9%	14.0%	16.5%	15.5%	12.5%	18.5%	15.1%	16.6%	13.8%	14.6%	15.9%	14.0%	12.8%	14.3%
\$35,000 to \$49,999	16.1%	16.3%	22.0%	19.5%	17.9%	21.6%	20.0%	15.1%	22.3%	22.4%	15.5%	21.1%	17.3%	16.3%	21.8%
\$50,000 to \$74,999	12.3%	15.3%	17.5%	11.1%	15.1%	18.8%	10.5%	11.5%	17.3%	10.4%	15.3%	17.6%	11.9%	14.8%	17.7%
\$75,000 to \$99,999	5.8%	8.8%	11.3%	2.2%	6.5%	13.9%	3.4%	4.0%	8.6%	4.7%	4.5%	9.3%	5.1%	7.7%	11.1%
\$100,000 or more	7.3%	6.1%	16.9%	3.3%	5.9%	10.6%	4.2%	4.0%	8.9%	3.0%	3.0%	11.7%	6.3%	5.7%	15.0%
Refused	21.1%	24.3%	----	27.2%	20.3%	----	19.5%	21.8%	----	25.9%	23.4%	----	21.8%	23.5%	---
<b>Median***</b>	\$36,974	\$42,234	\$57,208	\$35,843	\$38,908	\$44,228	\$34,063	\$31,831	\$42,907	\$36,966	\$34,891	\$47,176	\$36,289	\$39,883	\$47,489
<b>Percent of HUD Guidelines</b>															
30% or less	N/A	7.6%	4.7%	N/A	6.9%	10.1%	N/A	3.1%	5.1%	N/A	9.2%	6.2%	N/A	7.0%	5.4%
Over 30% to 50%+	20.4%	14.9%	19.2%	19.8%	11.2%	17.1%	20.2%	19.0%	14.4%	21.2%	18.3%	22.5%	19.8%	15.2%	18.5%
Over 50% to 80%	19.3%	21.2%	21.8%	18.8%	26.7%	27.8%	18.2%	20.7%	28.1%	18.0%	27.0%	26.9%	19.0%	21.9%	23.5%
Over 80% to 120%	22.7%	29.7%	22.0%	23.6%	24.4%	17.5%	23.6%	23.3%	21.5%	21.4%	25.1%	20.0%	21.6%	28.2%	21.4%
Over 120% to 140%	10.4%	6.5%	7.2%	9.4%	10.0%	7.0%	9.5%	9.8%	6.0%	9.4%	8.9%	6.6%	11.1%	7.4%	7.0%
Over 140%	27.3%	20.2%	25.2%	28.4%	20.8%	20.5%	28.6%	24.0%	24.9%	30.0%	11.5%	17.8%	28.4%	20.3%	24.3%

Percentages may not sum to 100.0 due to rounding.

\* Pre-Hurricane Iniki

\*\* In 1992, the lowest household income category was “less than \$25,000.” That category was expanded into two categories for 1997. \*\*\* Medians were derived from the categorical survey data, excluding refusals.

+ In 1992, the lowest category for HUD income comparisons was “50% or less.” That category was expanded into two categories for 1997.

Source: SMS, Inc., Hawaii Housing Policy Study, 2003, Table IV-A-3, August 23, 2003

## **Housing Supply**

In 2002, there were 453,697 housing units in the State of Hawaii, of which 311,466 or 68.7 percent were on Oahu. Maui County and the Big Island had similar housing inventories – 58,358 and 58,966 units, respectively. The County of Kauai had the smallest count with 24,907 units.

Of the total housing units, approximately 55 percent were single-family units, 27.5 percent were condominiums, 10.5 were apartments, and the remaining 7 percent were other structures (e.g., military, student housing, or cooperatives). Statewide, over 95 percent of single family and 77.5 percent of condominium units are fee simple. See Tables III-3 and III-4.

The supply of housing that is available for sale or rent has declined. Market research consultant Ricky Cassidy of Data@Work notes that the best indicator of housing supply is the number of units that are listed for sale. As of June 2003, listings for single-family units have fallen for eight straight years on Oahu. The Honolulu Advertiser reported that in February 2004, there was an available inventory of 623 newly-constructed units for sale in the City and County of Honolulu compared to 1,117 new units in 2003 and 1,173 in 2002. (Andrew Gomes, “*New-home sales climb on Oahu,*” Honolulu Advertiser)

**Table III-3. Housing Inventory by Type - 2002**

<b>Honolulu County</b>							
<b>Zone</b>	<b>Single Family</b>	<b>Condominium</b>	<b>Apartment</b>	<b>Military</b>	<b>Student Housing</b>	<b>Cooperative</b>	<b>Total</b>
1	14,682	8,451	8,052	5,941	0	0	37,126
2	12,118	44,218	20,524	0	3,202	1,947	82,009
3	28,602	5,338	1,299	0	128	692	36,059
4	26,604	5,026	1,582	2,274	0	242	35,728
5	4,398	761	167	0	940	0	6,266
6	2,931	381	153	0	0	0	3,465
7	4,864	513	1,800	6,237	0	0	13,414
8	8,652	2,337	458	59	0	0	11,506
9	48,106	24,888	5,567	7,332	0	0	85,893
<b>Total</b>	<b>150,957</b>	<b>91,913</b>	<b>39,602</b>	<b>21,843</b>	<b>4,270</b>	<b>2,881</b>	<b>311,466</b>
<b>State</b>							
<b>County</b>	<b>Single Family</b>	<b>Condominium</b>	<b>Apartment</b>	<b>Military</b>	<b>Student Housing</b>	<b>Cooperative</b>	<b>Total</b>
Honolulu	150,957	91,913	39,602	21,843	4,270	2,881	311,466
Maui	34,853	19,592	3,769	0	69	75	58,358
Hawaii	47,302	7,712	3,574	68	310	0	58,966
Kauai	18,301	5,653	866	87	0	0	24,907
<b>Total</b>	<b>251,413</b>	<b>124,870</b>	<b>47,811</b>	<b>21,998</b>	<b>4,649</b>	<b>2,956</b>	<b>453,697</b>

Source: SMS, Inc., Hawaii Housing Policy Study, 2003, Table II-1, August 28, 2003

**Table III-4. Housing Inventory by Land Tenure - 2002**

Honolulu County										
Zone	Single Family					Condominium				
	No Data	Fee	Lease	Other	Total	No Data	Fee	Lease	Other	Total
1	3	14,514	88	77	14,682		7,715	714	22	8,451
2	1	11,622	407	88	12,118	2	30,468	13,578	170	44,218
3	3	28,199	330	70	28,602		3,838	1,457	43	5,338
4	3	25,029	1,235	337	26,604		3,669	1,347	10	5,026
5	2	4,051	288	57	4,398		130	626	5	761
6		2,809	63	59	2,931		348	28	5	381
7	6	4,760	85	13	4,864		348	158	7	513
8		6,698	1,626	328	8,652	1	2,032	280	24	2,337
9	4	47,146	762	194	48,106	1	21,416	3,322	149	24,888
<b>Total</b>	<b>22</b>	<b>144,828</b>	<b>4,884</b>	<b>1,223</b>	<b>150,957</b>	<b>4</b>	<b>69,964</b>	<b>21,510</b>	<b>435</b>	<b>91,913</b>
<b>Percent</b>		<b>95.94%</b>	<b>3.24%</b>				<b>76.12%</b>	<b>23.40%</b>		
<b>State</b>										
County	Single Family					Condominium				
	No Data	Fee	Lease	Other	Total	No Data	Fee	Lease	Other	Total
Honolulu	22	144,828	4,884	1,223	150,957	4	69,964	21,510	435	91,913
Maui	14	32,938	1,384	517	34,853	1	16,555	2,921	115	19,592
Hawaii	22	44,802	1,738	740	47,302	1	6,355	1,303	53	7,712
Kauai	76	17,057	827	341	18,301		3,948	1,688	17	5,653
<b>Total</b>	<b>134</b>	<b>239,625</b>	<b>8,833</b>	<b>2,821</b>	<b>251,413</b>	<b>6</b>	<b>96,822</b>	<b>27,422</b>	<b>620</b>	<b>124,870</b>
<b>Percent</b>		<b>95.31%</b>	<b>3.51%</b>				<b>77.54%</b>	<b>21.96%</b>		

Source: SMS, Inc., Hawaii Housing Policy Study, 2003, Table II-2, August 23, 2003

The demand for housing in the State of Hawaii is at an all-time high as exhibited by the high volume of home sales and rising prices. Combined resales and new sales grew by 51 percent from 2001 to 2003.

<b>Table III-5. Market Growth, 2001-2003</b>					
<b>All Sales</b>	<b>Oahu</b>	<b>Maui</b>	<b>Hawaii</b>	<b>Kauai</b>	<b>State</b>
2001	9,073	2,824	2,288	852	15,037
2002	10,961	2,967	2,716	1,007	17,651
2003	13,990	4,105	3,385	1,199	22,679
	<b>Oahu</b>	<b>Maui</b>	<b>Hawaii</b>	<b>Kauai</b>	<b>State</b>
2001-2002	21%	5%	19%	18%	17%
2002-2003	28%	38%	25%	19%	28%
<b>Combined</b>	<b>54%</b>	<b>45%</b>	<b>48%</b>	<b>41%</b>	<b>51%</b>

Source: Ricky Cassiday, Data@Work, May 2004

This trend has continued into 2004 on Oahu as well as the Neighbor Islands. The Honolulu Board of Realtors reported that in April 2004, sales of condominiums on Oahu were up 24.1 percent over sales in April 2003. The sale of single-family homes on Oahu increased by 12.8 percent during the same period. Resales prices for condominiums and single-family homes on Oahu also climbed by 24.2 percent and 20.0 percent, respectfully, between April 2003 and April 2004.

<b>Table III-6. Oahu Home Sales, April 2003-April 2004</b>				
<b>Single Family Home Resales</b>				
	Number of Sales	Compared To:	Median Sales Price	Compared To:
2004	361		\$435,000	
2003	320	Up 12.8%	\$362,500	Up 20.0%
<b>Condominium Resales</b>				
2004	685		\$205,000	
2003	552	Up 24.1%	\$165,000	Up 24.2%
Source: Honolulu Board of Realtors, May 5, 2004				

The increase in housing activity and prices in recent years is primarily attributable to three factors. First, rapidly falling mortgage interest rates have spurred potential buyers to act quickly to enter or move up in the housing market. Second, housing construction rates have not kept pace with this short-term demand. Third, sales of new housing units to non-residents have increased. According to Ricky Cassiday of Data@Work, while total sales (combined resales and new sales) grew by 51 percent from 2001 to 2003, new home sales grew more by 73 percent, and new resort sales grew the most by 160 percent.

<b>Table III-7. New Resort Sales, 2001-2003</b>					
<b>All Sales</b>	<b>Oahu</b>	<b>Maui</b>	<b>Hawaii</b>	<b>Kauai</b>	<b>State</b>
2001-2002	21%	5%	19%	18%	17%
2002-2003	28%	38%	25%	19%	28%
<b>Combined</b>	<b>54%</b>	<b>45%</b>	<b>48%</b>	<b>41%</b>	<b>51%</b>
<b>New Only</b>	<b>Oahu</b>	<b>Maui</b>	<b>Hawaii</b>	<b>Kauai</b>	<b>State</b>
2001-2002	17%	-6%	-9%	-10%	7%
2002-2003	62%	63%	71%	35%	62%
<b>Combined</b>	<b>89%</b>	<b>53%</b>	<b>55%</b>	<b>22%</b>	<b>73%</b>
<b>New Resort</b>	<b>Oahu</b>	<b>Maui</b>	<b>Hawaii</b>	<b>Kauai</b>	<b>State</b>
2001-2002	610%	34%	108%	57%	98%
2002-2003	63%	-24%	79%	35%	31%
<b>Combined</b>	<b>1055%</b>	<b>1%</b>	<b>273%</b>	<b>112%</b>	<b>160%</b>
Source: Ricky Cassiday, Data@Work, May 2004					

The rapid increase in sales to non-residents may be a short-run aberration generated by economic growth on the Mainland and major market housing costs approaching parity with Hawaii. However, some observers believe that the critical mass of second homes and affordability of second homes in Hawaii will cause a long-range increase in the number of housing units not available to local residents.

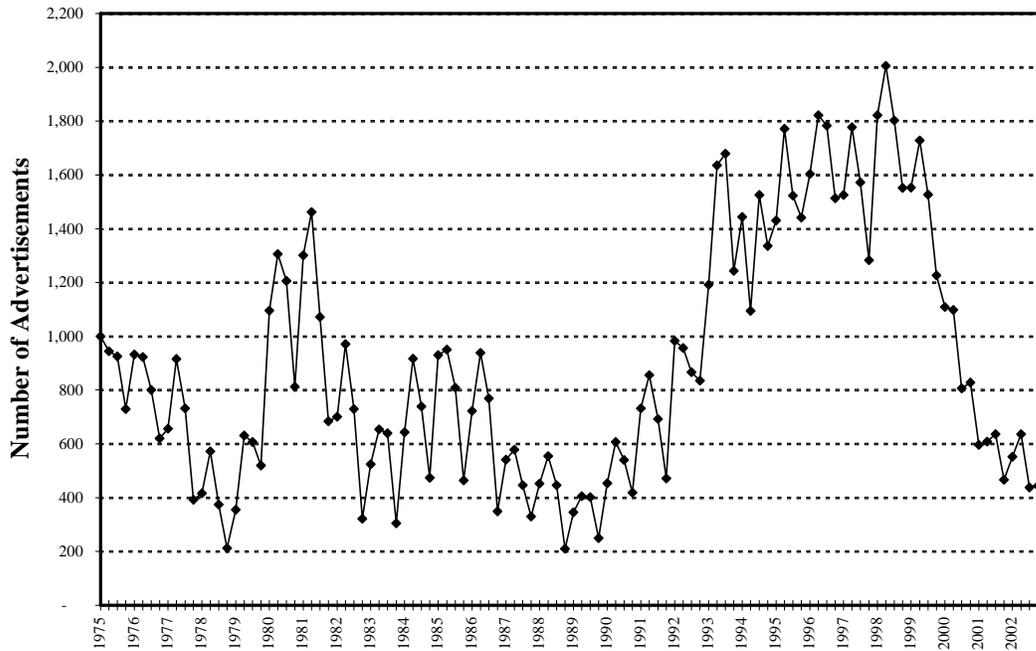
The rental housing market has also tightened significantly. As shown in the charts on the following pages, the supply of rental housing units as measured by the number of newspaper advertisements has decreased, resulting in higher rents. With increasing numbers of visitor arrivals more units are being absorbed for visitor use. Single-family rentals have also entered the home-ownership market as owners sell to the burgeoning number of buyers wishing to take advantage of low interest rates. The same factors that caused higher activity in the home

ownership market have contributed to re-sales of multifamily rental projects, often resulting in higher rents. As a result, rents have skyrocketed in all counties. In Hawaii, however, that has not translated into increased production. Very high land and construction costs make even relatively high-end multifamily rental projects unprofitable. Since 1990 only limited rental development has occurred in the state of Hawaii and that has been mostly subsidized housing for the elderly.

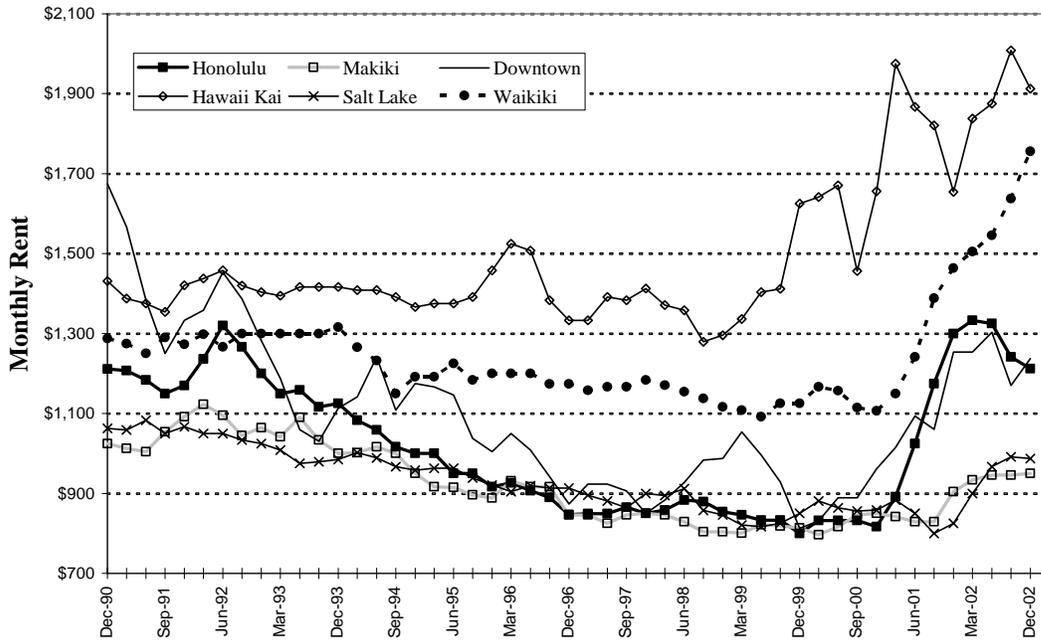
The effect on low-end renters will be severe. Rental housing units for households below fifty percent of median income are produced by government housing agencies for subsidized housing programs. Very slow growth in these units will force low and very low-income households into the private market, where availability is low and prices are high. Increased production of permanent, affordable housing is needed to keep up with the rising demand. Failure to do so could contribute to an even greater increase in homelessness.

The following charts are from the Hawaii Housing Policy Study 2003.

### Oahu Number of Apartment Advertisements (Quarterly)



### Honolulu 2 Bdrm Apartment Rent by Area (3-Quarter Rolling Average)



### Vacancy Rates

In 2000, the State of Hawaii rental vacancy rate was 8.2 percent and the homeowner vacancy rate was 1.6 percent. Vacancy rates for the City and County of Honolulu in 2000 were 8.6 percent for rental units and 1.6 percent for homeowner units. Vacancy rates for all counties in 2000 are shown in Table III-9.

Vacancy Rate	Honolulu	Maui	Hawaii	Kauai	State
Homeowner	1.6%	1.2%	1.9%	1.2%	1.6%
Rental	8.6%	7.2%	7.6%	6.1%	8.2%

Source: U.S. Census, American FactFinder, General Housing Characteristics: 2000

In 2002, the U.S. Census reported that the statewide rental vacancy rate dropped to 4.2 percent while the homeowner vacancy rate grew to 2.4 percent. 2002 vacancy rates for the City and County of Honolulu exhibited a similar pattern with a rental vacancy rate of 4.2 percent and a homeowner vacancy rate of 2.4 percent.

According to the 2000 Census, Hawaii was one of the ten states with the highest percentage of housing stock classified as “vacant – for seasonal, recreational, and occasional use.” These units are often referred to as “vacation” homes. Based on the 2000 U.S. Census, about 5.6 percent of the State’s housing stock was classified vacant for seasonal use (Honolulu - 2.2%, Hawaii - 8.1%, Kauai - 15.2%, and Maui (including Kalawao) - 17.3%). (U.S. Census Bureau, Housing Characteristics: 2000, Census 2000 Brief, Issued October 2001)

### Condition of housing units

The condition of housing units, as measured by the number of units that lack complete plumbing or complete kitchen facilities, has improved between 1990 and 2000 (Table IV-10). As shown in Table III-11, statewide, more households are satisfied with the condition of their housing units.

	State		Honolulu		Hawaii		Kauai		Maui 1/	
	1990	2000	1990	2000	1990	2000	1990	2000	1990	2000
Percent:										
Lacking complete plumbing	1.1	1.0	0.6	0.6	3.6	2.7	1.3	0.9	1.2	1.0
Lacking complete kitchen facilities	1.6	1.4	1.3	1.2	3.4	3.0	1.8	1.6	1.4	1.1

1/ Includes Kalawao County  
 Source: DBEDT, The State of Hawaii Data Books 2002 (Table 21.16) and 2000 (Table 21.17)

## **Crowding**

The extent of crowding (defined as 1.01 persons or more per room) has decreased from 22.2 percent in 1992 to 9.6 percent in 2003. The percentage of households that were crowded or doubled up (defined as multiple families in one household) also decreased from 43.6 percent in 1992 to 18.4 percent in 2003. This trend is anticipated to continue, at a declining rate, as household sizes decrease.<sup>i</sup> As reported in Table III-1, there are increasing numbers of single member households and households comprised of persons who are married with no children. The table also shows the extent of crowded or doubling up by county.

## **Cost of Housing**

In 2003, the average monthly mortgage payment for all types of units statewide was \$1,433, up from \$1,319 in 1997 and \$800 in 1992. The 2003 average monthly rent for all types of units statewide was \$992, up from \$897 in 1997 and \$793 in 1992. Table III-12 summarizes housing costs by tenure and county for 1992, 1997 and 2003.

Due to higher housing costs, the extent of cost burden (i.e., paying more than 30% of income for housing) has also grown particularly among renters. In 2003, in the City and County of Honolulu approximately 30 percent of homeowners and 35 percent of renters were cost-burdened. Table III-13 provides shelter-to-income ratios by county for 1992, 1997 and 2003.

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<sup>i</sup> From 1970 to 1980, the average household size decreased by approximately 12%, from 3.59 to 3.15 persons. From 1980 to 1990, the average household size decreased by approximately 4%, from 3.15 to 3.01 persons. From 1990 to 2000, the average household size decreased by approximately 3%, from 2.01 to 2.92 persons.

**Table III-10. Housing Unit Condition by County, 1992, 1997 and 2003**

Characteristic	County of Residence														
	Honolulu			Maui			Hawaii			Kauai			Total		
	1992	1997	2003	1992	1997	2003	1992	1997	2003	1992*	1997	2003	1992	1997	2003
<b>Total Housing Units</b>	285,487	309,473	292,003	48,850	54,639	43,687	45,408	54,643	54,644	20,643	24,112	20,460	400,388	442,867	410,795
<b>Owner occupied</b>															
Excellent condition	47.2%	31.3%	42.0%	51.7%	34.6%	44.9%	51.8%	41.7%	45.6%	49.1%	42.1%	48.1%	48.6%	33.5%	43.2%
Satisfactory condition	42.6%	46.7%	46.1%	37.8%	47.6%	42.0%	40.6%	41.7%	43.5%	42.1%	41.8%	41.8%	41.6%	45.9%	45.0%
Fair condition	8.6%	18.3%	10.8%	9.7%	14.5%	10.1%	6.2%	12.6%	8.7%	6.8%	13.2%	8.6%	8.3%	16.9%	10.3%
Poor condition	1.7%	3.7%	1.1%	0.8%	3.3%	3.0%	1.3%	4.1%	2.2%	2.0%	3.0%	1.5%	1.5%	3.6%	1.5%
<b>Rented</b>															
Excellent condition	22.5%	20.9%	22.4%	26.7%	24.9%	27.5%	28.5%	25.5%	26.5%	24.9%	26.6%	29.7%	23.5%	21.9%	23.7%
Satisfactory condition	51.7%	46.3%	52.4%	42.9%	48.3%	46.6%	46.1%	45.0%	46.1%	54.6%	44.3%	46.9%	50.6%	46.3%	50.8%
Fair condition	20.0%	26.7%	21.6%	24.4%	21.8%	20.0%	16.1%	19.9%	22.8%	15.2%	22.4%	18.3%	19.8%	25.6%	21.4%
Poor condition	5.7%	6.0%	3.6%	5.9%	5.0%	5.9%	9.3%	9.6%	4.6%	5.2%	6.7%	5.0%	6.0%	6.3%	4.0%

Percentages may not sum to 100.0 due to rounding. \* Pre-Hurricane Iniki

Comments: The satisfaction with housing unit condition question was asked exactly the same way in 1992, 1997 and 2003. In general, the satisfaction ratings were somewhat higher in 2003.

Source: SMS, Inc., Hawaii Housing Policy Study -2003, Table IV-A-4.

**Table III-11. Housing Cost By Tenure and County, 1992, 1997 and 2003**

Characteristic	Honolulu			Maui			Hawaii			Kauai			Total		
	1992	1997	2003	1992	1997	2003	1992	1997	2003	1992*	1997	2003	1992	1997	2003
<b>Total Households</b>	247,349	272,234	292,003	34,266	39,252	43,687	39,789	46,271	54,644	16,981	18,817	20,460	338,385	376,574	410,794
<b>Average monthly Mortgage</b>															
(all types of units)	\$821	\$1,430	\$1,546	\$776	\$1,210	\$1,310	\$651	\$954	\$1,072	\$726	\$1,151	\$1,284	\$800	\$1,319	\$1,433
Average SFD Rent**		\$1,369	\$1,650		\$1,664	\$1,346		\$1,069	\$1,078		\$1,290	\$1,306			\$1,488
<b>Average monthly rent</b>															
(all types of units)	\$864	\$928	\$1,014	\$730	\$850	\$979	\$556	\$697	\$859	\$807	\$830	\$983	\$793	\$897	\$992
Average 2 Bedroom Rent**		\$923	\$1,072		\$1,138	\$1,072		\$644	\$843		\$860	\$885			\$1,037
<b>Average mortgage payment:</b>															
<b>By years in current unit</b>															
Less than 1 year	\$886	\$1,431	\$1,616	\$824	\$1,497	\$1,972	\$752	\$1,030	\$1,455	\$888	\$1,448	\$1,673	\$867	\$1,387	\$1,636
1 to 5 years	\$879	\$1,668	\$1,729	\$781	\$1,519	\$1,448	\$707	\$1,168	\$1,143	\$722	\$1,304	\$1,490	\$853	\$1,548	\$1,559
6 to 10 years	\$656	\$1,697	\$1,689	\$755	\$1,339	\$1,436	\$455	\$1,122	\$1,174	\$559	\$1,167	\$1,373	\$634	\$1,501	\$1,577
More than 10 years	\$564	\$1,241	\$1,414	\$609	\$986	\$1,091	\$314	\$730	\$953	\$552	\$968	\$1,089	\$553	\$1,135	\$1,299
<b>By type of unit</b>															
Single family	\$915	\$1,472	\$1,650	\$831	\$1,259	\$1,346	\$691	\$1,038	\$1,078	\$773	\$1,168	\$1,306	\$863	\$1,330	\$1,488
Multi-family	\$832	\$1,335	\$1,239	\$719	\$789	\$1,104	\$579	\$840	\$919	\$612	\$881	\$1,014	\$813	\$1,286	\$1,213

\* Pre-Hurricane Iniki

\*\* Average monthly rents taken from the Housing Inventory Study, 2003. See Section III.

Comments: Average monthly shelter payments are based on payment reports by demand survey respondents in 2003. Responses were recorded in categories and midpoints were used to generate these estimates. Figures reported exclude responses from households who occupied their units without payment of cash rent. Across all locations and unit types, shelter payments were notably higher in 2003 than in 1997. Most of the survey figures are comparable to but lower than those shown in the Housing Inventory Study, reflecting the impact of non-advertised rents, which are frequently lower than advertised rents.

Source: SMS, Inc., Hawaii Housing Policy Study, 2003, Table IV-A-5, August 23, 2003

Table III-12. Shelter-to-Income Ratios, 1992, 1997 and 2003

Characteristic	County of Residence														
	Honolulu			Maui			Hawaii			Kauai			Total		
	1992	1997	2003	1992	1997	2003	1992	1997	2003	1992*	1997	2003	1992	1997	2003
<b>Total Households</b>	247,349	272,234	292,003	34,266	39,252	43,687	39,789	46,271	54,644	16,981	18,817	20,460	338,385	376,574	410,794
<b>Monthly shelter payment as percentage of income</b>															
Under 30	55.7	55.1	52.6	59.3	47.9	52.6	70.2	51.8	56.5	60.3	44.9	56.2	58.0	53.5	53.3
30 to 40	14.1	18.9	17.1	18.1	16.0	17.1	12.4	18.1	15.4	17.7	18.7	14.0	14.5	18.5	16.7
Over 40	20.2	18.4	15.3	15.8	19.8	16.6	11.5	20.4	15.5	13.7	24.7	16.9	18.4	19.1	15.5
Not enough information	10.0	7.5	15.0	6.7	16.4	13.6	5.9	9.7	13.5	8.1	11.7	12.9	9.1	8.9	14.4
<b>Percent with shelter-to income ratio of 30% or more</b>															
<b>by years of occupancy</b>															
Less than 1 year	61.1	40.8	42.5	47.3	41.4	52.2	51.5	49.6	42.4	46.3	61.2	43.2	57.8	42.2	43.6
1 to 5 years	43.7	43.2	49.6	49.8	50.0	38.3	35.8	52.5	41.7	31.1	56.5	43.2	43.3	45.6	46.2
6 to 10 years	34.9	46.9	37.6	30.6	47.3	26.5	18.5	42.6	31.2	18.5	41.4	31.4	31.1	46.0	35.3
More than 10	12.7	35.1	24.9	17.0	33.7	26.0	6.7	30.8	26.8	15.6	39.6	26.0	12.6	34.7	25.3
<b>by tenancy</b>															
Rented or no cash	44.6	41.4	48.9	43.8	38.6	40.5	37.8	52.0	49.0	36.9	53.4	44.4	43.7	42.4	47.7
Owner occupied	23.0	24.3	28.0	27.6	26.1	30.0	17.2	21.2	27.8	28.1	26.2	29.7	23.0	24.1	28.3

\* Pre-Hurricane Iniki

Comments: The shelter-to-income ratio is the ratio of monthly payments for rent or mortgage to monthly household income. A ratio of .30 or less is considered by some financiers as a qualification for financing and housing purchase. Ratios higher than .30 indicate the household is paying more for shelter than the standard.

Source: SMS, Inc., Hawaii Housing Policy Study, 2003, Table IV-A-7, August 23, 2003

## **Inventory of Assisted Housing**

### Government Assisted Rental Housing

Approximately 20,000 government-assisted rental housing units are available to assist low and moderate-income households throughout the state. An inventory of government-assisted housing is included in Appendix C.

The majority of the government-assisted rental housing units are expected to remain in the inventory.

### Stock Available to Serve Persons with Disabilities

See Appendix C.

### Stock Available to Serve Persons with HIV/AIDS and their Families

See Appendix C.

#### IV. HOUSING AND SPECIAL NEEDS HOUSING NEEDS ASSESSMENT

##### Estimate of housing need for 2005-2009

For the City and County of Honolulu, approximately 32,580 new units are projected to be needed from 2005-2009 to meet overall housing demand. This estimate of housing need include the existing “pent up” demand for housing which is assumed to be satisfied over 20 years, as well as anticipated demand based on the formation of new households.

Table IV-1 provides estimates of statewide housing need from 2005-2009. The estimates are based on a Housing Supply/Demand Model that was formulated as part of the Hawaii Housing Policy Study, 2003 Update.

**Table IV-1. Projected Housing Need by Income Group, 2005-2009**

<b>% of HUD Median Income</b>	<b>Honolulu</b>	<b>Maui</b>	<b>Hawaii</b>	<b>Kauai</b>	<b>State</b>
<30 %	2,160	560	410	160	3,290
30-50%	5,980	820	630	480	7,910
50-80%	7,450	1,320	1,240	680	10,690
80-100%	4,060	520	440	210	5,230
100-120%	4,970	650	530	250	6,400
120-140%	2,430	290	150	190	3,060
140-180%	2,490	320	430	190	3,430
>180%	3,040	380	530	230	4,180
<b>Total</b>	<b>32,580</b>	<b>4,860</b>	<b>4,360</b>	<b>2,390</b>	<b>44,190</b>

##### Comprehensive Housing Affordability Strategy (CHAS) Data

The U. S. Department of Housing and Urban Development (HUD) consolidated housing data from the U.S. Census 2000 and produced data tables on housing problems, affordability and special housing needs for the state and for each county. The tables provide information on Renter and Owner households according to the following income categories: households with incomes under 30% of the median, households with incomes between 30% and 50% of median, households with incomes between 50% and 80% of median, and households with incomes above 80% of median. These tables are provided in Appendix D. In brief, the following trends emerge:

- The lower the income, the greater the housing problem. More specifically, 44% of all households in Hawaii had housing problems: 56% of households with incomes between 50%-80% of median had problems; 68% of household between 30%-50% had problems; and 72% of households with incomes below 30% of median had problems.
- Large related households, both renters and homeowners, show the highest rates of housing problems. Among large related households with incomes below 30% of median, 93% of renters and 90% of homeowners experienced problems. Among all large related households in the City and County of Honolulu, 70% of renters and 58% of owners experienced problems.

- Housing affordability is a problem. Nearly one-third (32%) of the City and County of Honolulu’s households were cost-burdened, with housing costs that exceed 30% of their income. 30% of all owners and 35% of all renters were cost-burdened.

Data from the CHAS Databook was analyzed to determine if racial or ethnic groups experienced a disproportionately greater need for any income category in comparison to the needs of that category as a whole. HUD defines disproportionately greater need to exist when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category as a whole.

Table IV-4. demonstrates that there is no disproportionate need between Hispanic; White, Non-Hispanic; Black, Non-Hispanic; and “Other” households in the State of Hawaii.

**Table IV-4. Housing Needs by Racial and Ethnic Groups**

City and County of Honolulu

Households by Income Group	All		Hispanic		White, Non-Hispanic		Black, Non-Hispanic		Other Households*	
	#	%	#	%	#	%	#	%	#	%
Households with incomes <+30% MFI Number with any housing problems	33,257	<b>72%</b>	2,513	<b>78%</b>	6,485	<b>71%</b>	616	<b>61%</b>	23,643	<b>72%</b>
	23,945		1,960		4,604		376		17,005	
Households with incomes >30% to <=50% MFI Number with any housing problems	29,762	<b>68%</b>	2,115	<b>65%</b>	7,770	<b>65%</b>	1,070	<b>43%</b>	18,807	<b>71%</b>
	20,238		1,375		5,051		460		13,353	
Households with incomes >50% to <=80% MFI Number with any housing problems	50,185	<b>56%</b>	2,975	<b>58%</b>	12,915	<b>52%</b>	1,845	<b>42%</b>	32,450	<b>58%</b>
	28,104		1,726		6,716		775		18,887	
All Households with incomes <80% Number with any housing problems	113,204	<b>64%</b>	7,603	<b>67%</b>	27,170	<b>60%</b>	3,531	<b>46%</b>	74,900	<b>66%</b>
	72,287		5,060		16,371		1,611		49,245	

Data Source: CHAS Data Book, Hawaii. <http://socds.huduser.org/scripts/odbc.exe/chas/index.htm>

\* Extrapolation of "Other Households," which represent 66% of Low-Mod households, was calculated from data provided.

**Families on the Public Housing Waiting List**

As of June 30, 2003, there were 13,299 households on the waiting list for federal low-rent public housing statewide. (Households on the public housing wait list may also be on the wait list for Section 8 tenant-based assistance.) Demographic information for households on the public housing waiting list is shown in Table IV-2.

**Table IV-2. Households on Public Housing Waiting List  
as of June 30, 2003**

<b>Wait List for Federal Low-Rent Public Housing</b>	<b># of Families</b>	<b>% of Total Families</b>
Waiting list total	13,299	
Extremely low income (≤ 30% AMI)	10,907	82%
Very low income (>30% but ≤50% AMI)	1,877	14%
Low income (>50% but <80% AMI)	515	4%
Families with children	7,772	58%
Elderly families	1,884	14%
Families with disabilities	2,222	17%
White	2,888	21%
Hispanic	753	5%
Black	288	2%
American Indian, etc.	140	1%
Asian/Pacific Islander/Other	9,983	71%
<b>Characteristics by Bedroom Size</b>		
1 BR	3,005	47%
2 BR	2,371	37%
3 BR	778	12%
4 BR	178	3%
5 BR	32	1%
5+ BR	N/A	N/A

Families on Section 8 Tenant-Based Waiting List – The State and each of the four counties administer Section 8 tenant-based assistance programs and maintain waiting lists for the program. Statewide, 15,221 families were on the waiting lists as of June 30, 2003. Demographic information for households on the waiting list by State and by counties is shown in Table IV-3.

<b>Table IV-3. Households on Section 8 Housing Choice Voucher Waiting List, as of June 30, 2003</b>										
<b>STATE OF HAWAII</b>			<b>HAWAII</b>		<b>HONOLULU</b>		<b>KAUAI</b>		<b>MAUI</b>	
<b>Wait List</b>	<b># of Families</b>	<b>% of Total Families</b>	<b># of Families</b>	<b>% of Total Families</b>	<b># of Families</b>	<b>% of Total Families</b>	<b># of Families</b>	<b>% of Total Families</b>	<b># of Families</b>	<b>% of Total Families</b>
Waiting list	1,433		1,919		8,988		836		2,045	
Extremely low income (<= 30% AMI)	1,068	75%	1,498	79%	6,930	77%	611	73%	1,485	73%
Very low income (>30% but <=50% AMI)	303	21%	364	19%	2,058	23%	225	27%	560	27%
Low income (>50% but <80% AMI)	59	4%	57	2%	0	0%	0	0%	0	0%
Families with children	890	68%	1,146	59%	5,334	59%	536	64%	1,132	55%
Elderly families	261	20%	91	4%	832	9%	45	5%	117	6%
Families with disabilities	164	12%	269	14%	2,495	28%	147	18%	423	21%
White	259	17%	1,139	59%	2,009	22%	319	38%	743	36%
Hispanic	104	7%					100	12%		
Black	25	2%	5	1%	414	5%	13	2%	40	2%
American Indian/Alaska Native	8	1%	13	1%	189	2%	11	1%		
Asian/Pacific Islander/Other	1,138	74%	762	39%	6,376	71%	478	57%	1,262	62%
Wait List	Closed since 4/99		Open		Open		Open		Open	

## Priorities – Housing and Special Needs Housing

### Priority Housing Needs

Table 3, below, identifies the priority housing needs for the City and County of Honolulu. It should be noted that the designation for the Priority Need Level column is related to the anticipated expenditure level of HUD funds by the City, and not necessarily the overall need.

**Table 3**

PRIORITY HOUSING NEEDS (households)		Priority Need Level High, Medium, Low		Unmet Need	
Renter	Small Related	0-30%	H	8,500	
		31-50%	H	9,430	
		51-80%	M	13,629	
	Large Related	0-30%	H	2,815	
		31-50%	M	3,445	
		51-80%	M	4,625	
	Elderly	0-30%	H	6,592	
		31-50%	H	3,295	
		51-80%	M	3,454	
	All Other	0-30%	H	8,290	
		31-50%	M	4,850	
		51-80%	M	8,310	
	Owner	0-30%	M	7,060	
		31-50%	M	8,742	
		51-80%	M	20,167	
Special Needs		0-80%	M	TBD	
<b>Total Goals</b>					
<b>Total 215 Goals</b>					
<b>Total 215 Renter Goals</b>					
<b>Total 215 Owner Goals</b>					

## **Prioritization of Housing Needs**

The following discussion provides a summary explanation of the basis for assigning relative priorities among the categories of housing assistance activities and household types.

It should be noted that it is not the intent of the City to target the implementation of housing programs to specific geographic locations. Due to the nature of the housing market in the City, characterized by low vacancy rates, virtually no stock of existing units which can be rehabilitated so as to expand the stock of affordable housing, and premium prices for all developable land, opportunities to develop affordable housing must be pursued on an island-wide (City-wide) basis, and public and private programs available to support affordable housing activities will be applied wherever allowed.

In assigning relative priorities for assistance among various household types, highest priorities were allotted to those households experiencing what was perceived to be the greatest need for housing assistance activities, based on ability to pay and existing housing conditions.

Increasing the stock of affordable housing is a priority of the City. Although the rental and owner-occupied housing vacancy rate for Oahu is 9.3% as reported by the U.S. Census 2000, this figure is misleading as it includes many condominium units owned by persons residing outside the State, more commonly known as vacation units. One of the significant trends noted in the Hawaii Housing Policy Study, 2003 was that there is a surge in vacation homes being developed in Hawaii, either by new construction or by purchasing existing units from residents. In either case, these units would be out of reach by residents, but may show up in the census as vacancies. SMS research believes that in the last several years availability in the housing rental and purchase markets have been well below 5%. SMS considers vacancy rates above 5% to be one sign of a healthy housing market. Low vacancy rates make opportunities for increasing the affordable housing stock through substantial rehabilitation activities difficult. Often the most expeditious way of increasing the stock of affordable housing is through new construction activities.

All homeless and very low-income renter households are designated as the highest housing priority for new construction or acquisition activities. This relates to the critical need for the addition of substantial numbers of new affordable permanent rental units to the housing stock on Oahu. This will provide homeless households currently residing in shelters with housing to move to once they are able to live independently, as well as to provide affordable housing options for the general population and those households at risk of becoming homeless.

Existing low- and moderate-income homeowners and first-time homebuyers are designated as the next housing priority. Existing low-income homeowners would be targeted for substantial rehabilitation assistance and related infrastructure as a means of removing health and safety hazards and extending the habitable life of even the most substandard housing units. First-time homebuyers would be targeted for new housing construction.

The State and City are targeting new rental housing construction activities for existing urban areas, such as Downtown Honolulu and Kakaako. Substantial rehabilitation activities are also focused on older existing residential areas throughout the City. New homeownership projects in planned communities are targeted for the Ewa district. Infrastructure improvements are targeted

for older residential areas in order to improve health and safety conditions and to support higher density residential and mixed uses, as in Kakaako. Infrastructure improvements would also be targeted for new planned communities in the Ewa area, which are being developed on previously undeveloped lands.

### Priority Special Housing Needs

Table 4, below, identifies the priority special needs housing needs for the City and County of Honolulu. It should be noted that the designation for the Priority Need Level column is related to the anticipated expenditure level of HUD funds by the City, and not necessarily the overall need.

**Table 4**

<b>SPECIAL NEEDS SUBPOPULATIONS</b>	<b>Priority Need Level</b> High, Medium, Low, No Such Need	<b>Unmet Need</b>	<b>Dollars to Address Unmet Need</b>	
Elderly	H	24,170	TBD	
Frail Elderly	H	25,742	TBD	
Severe Mental Illness	M	1,083	TBD	
Developmentally Disabled	M	TBD	TBD	
Physically Disabled	M	TBD	TBD	
Persons w/ Alcohol/Other Drug Addictions	M	TBD	TBD	
Persons w/HIV/AIDS	M	470	TBD	
Other				
<b>TOTAL</b>				

### Prioritization of Special Housing Needs

Special Needs subpopulations include the elderly; frail elderly; those with severe mental illness; the developmentally disabled; the physically disabled; persons with alcohol or other drug addictions; persons with HIV/AIDS; youth exiting the foster care system; probationers, parolees, and ex-offenders re-entering the general population; and others.

The City has developed a substantial inventory of housing projects for persons with special housing needs, including troubled youth, persons with developmental disabilities, the frail elderly, persons with HIV/AIDS, substance abusers, and abused spouses and children. These projects were developed in close coordination with the nonprofit agencies to whom the projects were leased, at nominal rates, and who operate the residential programs at the projects. The City will continue to work closely with nonprofit agencies interested in operating residential treatment programs to ensure that the housing projects developed address the special needs of their clients.

The basis for assigning relative priorities is similar to that which was used for housing in general: assisting those with the greatest perceived needs. Also comparable are the obstacles for developing special needs housing, especially the section on community opposition for all segments except the elderly. Also, during the past several years many of the non-profit organizations that operate facilities for these special needs populations have seen their operating budgets reduced, and as such are reluctant to pursue expanding their facilities.

Consistent with general housing needs, the City does not intend to target the implementation of special needs housing projects to specific geographic locations.

#### Elderly and Frail Elderly Households

The City and County of Honolulu has a total of 55,372 elderly one or two person households, comprising 19% of the total households. Of the total elderly households, renters comprise 32% or 17,764 and owners comprise 68% or 37,608 households. 51% of the renter households reported housing problems, while 25% of the owner households reported housing problems. According to U.S. Census 2000 data, approximately 20,225 people 65 or older live alone, or 17% of the population 65 and older (Census 2000 Summary File 3, PCT2. Non-family Households by Sex of Householder Living Alone by Age of Householder).

Specific numbers on the frail elderly have not been determined, and the frail elderly count is included in the general elderly population. HUD provides CHAS data on elderly households with at least one member 75 or older (See Appendix D). However, local area agencies on aging use the Older Americans Act, as amended in 1992, Sec. 102(28) to define frail elderly as unable to perform at least two activities of daily living without substantial human assistance.

#### Persons with HIV/AIDS and their families

A December 2003, report by the Department of Health stated there are 851 persons living with AIDS in Honolulu, representing 66.5 percent of the State's AIDS population. The cumulative number of AIDS cases as of December 31, 2003, for the City and County of Honolulu was 2,022.<sup>1</sup> Another report, Report on HIV/AIDS in the Hawaiian Islands notes that Hawaii experiences a significant immigration of persons with HIV/AIDS each year, however, they are not accounted for in the case reports, as only cases originally diagnosed in Hawaii are included.<sup>2</sup>

Key informants in a 2002 report estimated of the 2,800 persons living with HIV or AIDS statewide, between 250 and 720 were in need of housing assistance.<sup>3</sup> Since approximately 250 persons were being served at that time, the unmet need could be estimated at 470 persons.

The respective figures for Oahu include housing resources specifically for persons with AIDS in 2002 of 137 units or slots and an unmet need estimated at 75-143. The report noted the primary gap in Hawaii for this population being nursing facilities and care homes as they have refused clients upon finding that they have AIDS.

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<sup>1</sup> Hawaii, Department of Health, HIV/AIDS Surveillance Semi-Annual Report Cases to December 31, 2003.

<sup>2</sup> AIDS Housing of Washington for State of Hawaii and City and County of Honolulu, Report on HIV/AIDS in the Hawaiian Islands, June 2002, page 6

<sup>3</sup> Ibid., page14.

The HOPWA planning group identified the housing needs of this population which included permanent housing (rental subsidy), assisted living, transitional housing, emergency housing, long-term care facilities, care homes and hospice care. Within each of these categories, appropriate supportive services to assist persons with HIV/AIDS to obtain or retain housing were also identified as needs.

### Persons with Disabilities

The Americans with Disabilities Act (ADA) of 1990 defines disability as those that place substantial limitations on an individual's major life activities (i.e., caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working). The three categories of individuals with disabilities are: 1) individuals who have a physical or mental impairment that substantially limits one or more major life activities; 2) individuals who have a record of a physical or mental impairment that substantially limits one or more of the individual's major life activities; and 3) individuals who are regarded as having such an impairment, whether they have the impairment or not. Impairments include physiological disorders or conditions, cosmetic disfigurement, anatomical loss, and mental or psychological disorders.

The State Department of Health, Adult Mental Health Division (AMHD) provides an estimate of 2,900-3,000 persons statewide who have severe and persistent mental illness and low incomes, and are therefore in need of housing assistance.<sup>i</sup> When multiplied by the percentage of state population that Honolulu comprises, 72%, the figure for Honolulu can be estimated between 2,088 and 2,160 persons. AMHD in 2003 controlled 473 Oahu beds for its clients and plans increases to the current capacity as follows: 2004 increase by 40 beds, 2005 increase by 60 beds, and 2006 increase of 47 beds. In addition to dedicated beds, AMHD's supported housing program provided rent subsidies for 185 persons on Oahu in 2003, with planned increases of 100 in both 2005 and 2006. Based on these figures, if the estimate of 2,088-2,160 persons on Oahu with mental illness and housing need does not change, there would remain an unmet need of 1,083 beds in 2006. Because of federal court oversight of the Hawaii State Hospital and related community based services, the state has made significant funding available to this population and vastly increased the housing options available. Persons who do not meet AMHD criteria do not have similar resources available.

No specific data is available to quantify the number of low- and moderate-income persons with disabilities. Data from Census 2000 indicates that 191,100 of Hawaii's 1,211,537 residents, or 16%, have a disability. Information received from the State Department of Health, Developmental Disabilities Council stated that the 2000 Census found that of the 1,087,490 persons statewide over age 5, 18.4 percent was estimated to have any disability, or a total of 199,819.<sup>ii</sup> Of the 745,317 persons aged 16 to 64, 84,839 were estimated to have an employment disability. Of the 21,757 persons on Oahu receiving Supplemental Security Income (SSI) in December 2003, 5,585 were aged, and 10,333 were blind and disabled.<sup>iii</sup> No specific data is

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<sup>i</sup> State of Hawaii, Department of Health Adult Mental Health Division, Community Housing Plan for Persons with Serious and Persistent Mental Illness, FY2002-2006, no date, page 14.

<sup>ii</sup> United States Census, Disability Status: 2000 – Census 2000 Brief, Table 3 Disability Status of the Civilian Noninstitutionalized Population of the United States, Hawaii:2000

<sup>iii</sup> Social Security Administration, Supplemental Security Record (Characteristic Extract Record Format), 100 percent data, Table 3. Number of SSI recipients in state (by eligibility category, age) by county, December 2003.

available to quantify the number of low and moderate-income persons with disabilities. Services providers have indicated that approximately 3,000 are in need of supportive housing statewide.

In a sobering statement on the ability of the disabled population to afford housing, Priced Out in 2002 found that disabled individuals on Oahu, whose primary source of income is supplemental security income (SSI), would have to pay 130.4 percent of their SSI payment in 2002 (which in Hawaii is approximately \$590) to rent a one-bedroom unit priced at the U. S. Department of Housing and Urban Development's (HUD's) fair market rent.<sup>7</sup>

Within the disabled population, the number of developmentally disabled/mentally-retarded clients statewide served by the Department of Health, Developmental Disabilities Division as of June 30, 2003, was 3,139 persons. This figure is low compared to the estimated 1.8% prevalence of developmental disabilities in the population, resulting in an estimated 21,000 persons who may not be receiving services from the State of Hawaii<sup>iv</sup>. Applying the 72% of state population to derive Oahu figures, approximately 2,260 persons are receiving services while another 15,120 persons on Oahu may not be receiving services. Of the total that are receiving services through DOH, 56.7 percent were living with parents. As their parents age, the clients would probably need another type of residential setting.

A consultant to the Hawaii State Council on Developmental Disabilities in 2002 identified many barriers and challenges in attempting to provide greater housing options for persons with disabilities. The 2002 report noted:

...of the estimated 53.9 million with disabilities [nationwide], less than half (48%) own or rent their own homes. Instead, they live in someone else's home or in an institutional setting. In comparison, virtually all adults without disabilities either own or rent their own homes.

This disparity becomes even more significant when data concerning adults with developmental and other severe disabilities are considered. Most of these adults receive residential services from and live in institutions, medical or psychiatric facilities, group homes, adult foster care arrangements, or supervised apartments.<sup>v</sup>

The State Departments of Human Services and Health are currently spearheading Hawaii's effort in Hawaii to develop a plan to comply with the "Olmstead" ruling, which ruling is summarized as follows<sup>vi</sup>:

In June 1999, the United States Supreme Court, in *Olmstead v. L.C.*, 119 S. Ct 2176, ruled that it is a violation of the Americans with Disabilities Act (ADA) for states to discriminate against people with disabilities by providing services in institutions when the individual could be served more appropriately in a community-based setting. States are required to provide community-based

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<sup>7</sup> Technical Assistance Collaborative, Inc., Priced Out in 2002, Boston, May 2003, page 10.

<sup>iv</sup> Personal communication with Joe Shacter, planner, Department of Health, Developmental Disabilities Council, July 7, 2004.

<sup>v</sup> Klein, Jay, "Hawai'i Housing Options for Individuals with Disabilities, Final Report to the Hawai'i State Council on Developmental Disabilities", November 2002.

<sup>vi</sup> Rosenbaum Sara, *The Olmstead Decision: Implications for Medicaid, for the Kaiser Commission on Medicaid and the Uninsured*: Washington, DC, March 2000)

services for people with disabilities if treatment professionals determine that it is appropriate, the affected individuals do not object to such placement, and the state has the available resources to provide the community-based services.

The Court suggested that a state could establish compliance with the ADA if it has 1) a comprehensive, effective working plan for placing qualified people in less restrictive settings, and 2) a waiting list for community-based services that moves at a reasonable pace

The State of Hawaii created an Olmstead Task Force comprised of people with disabilities, their family members, advocacy groups, non-profit agencies, businesses and government agencies. In October 2002, Hawaii's Olmstead Plan was finalized and delivered to Governor Cayetano, who in turn, transmitted it to the Legislature. In January 2004, the Olmstead Task Force was reconvened to identify specific actions, assignments and timelines to implement the Hawaii Plan.<sup>vii</sup> As the implementation plan is scheduled for completion in the fall of 2004, its priorities are not yet included in the City and County of Honolulu's Consolidated Plan.

#### For substance abuse population

The January 2000 Substance Abuse Treatment Plan noted a total need for 50 additional residential treatment beds statewide including 15 for Oahu; however, this was clarified by DOH staff to mean state-funded beds rather than serving as an indication of total substance abuse treatment demand.<sup>viii</sup> Material provided to the 2004 Legislature indicated the following inventory for licensed adult residential substance abuse treatment (short and long-term programs)<sup>ix</sup>:

- Salvation Army Family Treatment Services – 41 beds
- Salvation Army Addiction Treatment Services – 45 beds/20 detx
- Hina Mauka – 45 beds
- Hawaii Alcoholism Foundation (Sand Island) – 53 beds
- Hoomau Ke Ola – 14 beds
- Po'ailani – 16 beds
- Habilitat – 150 beds

#### The same material indicated

The 1998 Hawaii Adult Household Survey indicates there are 82,880 adults in need of treatment (about 9% of the adult population). Approximately 19,062 adults will need publicly funded treatment. Of the 19,062 adults, 50% or 9,531 would enter treatment if treatment were available. There are public resources to provide treatment to approximately 6,369 adults, leaving a gap of 3,162 adults untreated.<sup>x</sup>

During the recovery period according to providers, while there is a need for more clean and sober housing generally, the biggest need is for clean and sober houses for women with children. The second greatest need is for such houses for women.<sup>xi</sup>

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<sup>vii</sup> Personal communication with Aileen Hiramatsu, Chief, MedQuest Division, Department of Human Services, July 7, 2004.

<sup>viii</sup> Hawaii Department of Health, Alcohol and Drug Abuse Division, Substance Abuse Treatment Plan, January 2000, page 15. Clarification provided by personal communication with Chris Yamamoto, ADAD, July 21, 2004.

<sup>ix</sup> Joint House-Senate Committee on Ice and Drug Abatement, Handout, from Elaine Wilson, Chief, Alcohol and Drug Abuse Division, Hawaii Department of Health, August 27, 2003, p. 8.

<sup>x</sup> Ibid., p. 7.

<sup>xi</sup> Personal communication with Marcus Stannard, Administrative Services Director, Salvation Army ATS, July 20, 2004.

## Youth

Although there appears to be little published data, according to Hale Kipa in 2003, a nonprofit agency which provides services to youth including runaway and homeless youth, 100 young persons in Department of Human Services foster homes will face being on their own without permanent familial support this year. The City has leased three homes to Hale Kipa to serve the youth population; however, there appears to be need for additional resources.

## Probationers, Parolees, and Ex-Offenders

According to the State Judiciary System, each year there are about 495 probationers in the state who have special housing needs. Of these, 25% are drug court probationers, 10% are considered “high-risk,” and the remainder is general probationers. Each year, around 375 people who are released from prison on parole have special housing needs (Hawaii Paroling Authority). Also, according to the 2003 Homeless Point-in-Time Study, approximately 5% (300) of the homeless population was released from prison.

This population needs additional “Clean and Sober” residences, community-based substance abuse programs, and the ability to immediately access social services related programs such as medical insurance and food stamps.

Below are summary figures for the State of Hawaii.

**Table IV-4. Supportive Housing Needs**

Special Needs Group	Households in Need of Supportive Housing
1. Elderly	6,049
2. Frail Elderly	Included in Elderly
3. Persons with Severe Mental Illness	3,000
4. Developmentally Disabled	Unknown
5. Physically Disabled	Unknown
6. Persons with Alcohol or Other Drug Addiction	Unknown
7. Persons with HIV/AIDS	900 to 1,500
8. Youth	100 to 125
9. Probationers, Parolees, and Ex-Offenders	1,170
10. Other	Unknown

- Sources:
- 1. Hawaii Housing Policy Study, 2003
  - 3. Adult Mental Health Division, Department of Health, State of Hawaii
  - 7. HOPWA planning group
  - 8. Child Welfare Services, Department of Human Services
  - 9. State Judiciary, Hawaii Paroling Authority, 2003 Homeless Point-in-Time Study

Special Needs Housing

See Appendix C for existing facilities and services that assist persons who are not homeless but require supportive housing.

## **V. HOUSING AND SPECIAL NEEDS GOALS AND STRATEGIES**

For the 5-year period covered by this plan, the City foresees the following goals using CDBG, HOME and HOPWA funds:

- Support 225 families with downpayment loan assistance for homeownership.
- Support 350 families improve the health and safety through rehabilitation loans.
- Develop 279 units of affordable rental housing.
- Develop 362 units of affordable rental housing specifically for seniors or persons with special needs.
- Develop 65 units of transitional housing.
- Provide emergency rent for 175 persons with HIV/AIDS.
- Provide integrated case management services for 250 persons with HIV/AIDS.
- Provide tenant-based rental assistance for 175 persons with HIV/AIDS.
- Provide volunteer coordinator services to assist 175 persons with HIV/AIDS.
- Provide housing-specific supportive services for 175 persons with HIV/AIDS.

Chart 1, Housing and Special Needs Housing Goals, identifies the City's priorities for housing assistance over the next five years.

## II. CHART 1 - HOUSING AND SPECIAL NEEDS HOUSING GOALS

GOALS	PROBLEM/ NEED	INPUTS/ RESOURCES	#	ACTIVITIES	OUTPUT YEAR	OUTPUT	OUTCOMES
Increase Homeownership Opportunities	Low and moderate income families lack the resources to acquire their own home	HOME	HO-1	Provide low interest down payment loans and closing cost loans to low- and moderate-income homebuyers.	2005 2006 2007 2008 2009 TOTAL	20 Loans 20 Loans 20 Loans 20 Loans 20 Loans 100 Loans	100 families receive a down payment and/or closing cost loan and buy a home.
	Low and moderate-income homebuyers lack the downpayment to qualify for a mortgage.	American Dream HOME	HO-2	Provide down payment assistance to low- and moderate-income first time homebuyers.	2005 2006 2007 2008 2009 TOTAL	25 Grants 25 Grants 25 Grants 25 Grants 25 Grants 125Grants	125 homebuyers qualify for a mortgage to purchase a home.
Increase Homeownership Opportunities	Low and moderate-income homeowners are unable to afford to repair their properties.	CDBG	HO-3	Provide low interest loans to low- and moderate-income homeowners to correct deteriorated and hazardous conditions on their properties.	2005 2006 2007 2008 2009 Total	70 Loans 70 Loans 70 Loans 70 Loans 70 Loans 350 Loans	350 homeowners are able to live in a safer and healthier environment.
Increase Rental Housing Opportunities	Shortage of affordable rental units places low-income families at risk of homelessness.	HOME CDBG	RH-1	Provide funds as gap/equity financing to nonprofit developers of affordable rental housing.	2005 2006 2007 2008 2009 TOTAL	124 Units 80 Units 25 Units 25 Units 25 Units 279Units	5,580 unit years of affordability in rental projects.
Provide affordable housing for special needs populations.	Seniors, persons with disabilities and other special needs populations are unable to find suitable, affordable permanent housing.	HOME CDBG	RH-2	Provide funds as grants or loans to nonprofit agencies to develop or acquire housing for seniors and special needs populations that will also include a program of appropriate supportive services to help seniors and persons with special needs to live as independently as possible.	2005 2006 2007 2008 2009 TOTAL	42 Units 170 Units 100 Units 25 Units 25 Units 362 Units	7,240 unit years of affordability in rental projects for seniors and special needs households.

Maintain affordable housing for low- and moderate-income families and special needs populations.	Housing facilities for low- and moderate-income families and special needs populations need capital improvements such as painting and roof replacements to remain in service.	HOME CDBG	RH-3	Provide funds as grants or loans to nonprofit agencies to carry out capital type improvements on facilities used to house low- and moderate-income families and special needs populations.	2005 2006 2007 2008 2009 TOTAL	0 1 Fac. 1 Fac. 1 Fac. 1 Fac. 4 Facilities	4 facilities will be rehabilitated and kept in service in order to assist low- and moderate-income families and persons with special needs.
Strengthen Communities	Homeless families are unable to break the cycle of homelessness due to a shortage of transitional housing and supportive services.	HOME	SN-1	Promote the development of transitional housing designed to provide intermediate term (up to 2 years residency) housing and supportive services to homeless persons. Transitional housing is	2005 2006 2007 2008 2009 TOTAL	45 Units 20 Units 0 Units 0 Units 0 Units 65 Units	1300 unit years of affordability in transitional rental projects - 1080 for homeless families and 220 homeless persons with HIV/AIDS.
Provide affordable housing for special needs populations.	Persons with HIV/AIDS are frequently at risk of home-lessness as the cost of medications, and the impact of HIV/AIDS on their ability to work make it difficult to maintain housing.	HOPWA	SN-2	Provide emergency rent, mortgage, and utility payment to persons with HIV/AIDS who are at risk of homelessness due to the impacts of the HIV/AIDS infection in order to prevent homelessness.	2005 2006 2007 2008 2009 TOTAL	35 People 35 People 35 People 35 People 35 People 175 People	175 persons with HIV/AIDS will be able to maintain housing and avoid homelessness with the help of emergency rent, mortgage, and/or utility payments.
	Persons with HIV/AIDS are unable to secure the services they need to maintain their health and live independently.	HOPWA	SN-3	Provide integrated case management services to assist persons with HIV/AIDS access the goods and services necessary to maintain their health, and live as independently as possible.	2005 2006 2007 2008 2009 TOTAL	50 People 50 People 50 People 50 People 50 People 250 People	250 persons with HIV/AIDS will be able to maintain their health, preserve their housing, and live independently to the extent possible.
	Persons with HIV/AIDS are unable to afford housing due to the impacts of HIV/AIDS on their health and ability to work.	HOPWA	SN-4	Provide tenant-based rental assistance to persons with HIV/AIDS who would otherwise be unable to afford to rent safe, sanitary, and secure long-term housing.	2005 2006 2007 2008 2009 TOTAL	35 People 35 People 35 People 35 People 35 People 175 People	175 persons with HIV/AIDS are able to secure and maintain permanent rental housing.

	The debilitating impacts of HIV/AIDS infection makes it difficult for persons with HIV/AIDS to carryout daily living activities and isolates persons with HIV/AIDS from contacts with the community.	HOPWA	SN-5	Provide fro the services of a volunteer services coordinator to coordinate the delivery of services to persons with HIV/AIDS by community volunteers. Volunteer services include transportation to shopping and medical appointments, delivery of meals and other goods and services, and companionship to prevent persons from HIV/AIDS from becoming isolated in their own homes.	2005 2006 2007 2008 2009 TOTAL	35 People 35 People 35 People 35 People 35 People 175 People	175 persons with HIV AIDS will receive assistance with daily living activities and companionship from a community volunteer that will promote their health and well being, prevent isolation and enhance their overall quality of life.
	Persons with HIV/AIDS do not have the skills and ability to locate and secure safe, sanitary and affordable housing, and even after securing such housing, are challenged to maintain their housing on a long-term basis.	HOPWA	SN-6	Provide housing-specific supportive services including maintaining lists of available housing, working with landlords to accept clients, coaching clients to help them secure housing, and helping clients maintain their housing through follow-up services.	2005 2006 2007 2008 2009 TOTAL	35 People 35 People 35 People 35 People 35 People 175 People	175 persons wit HIV/AIDS are able to secure and maintain housing.

Note: Output Year refers to Federal Year

## Narrative – Housing and Special Needs Housing Goals

In late 2003, the Honolulu City Council passed Resolution 03-343, which established priorities for the use of CDBG funds. Housing was given second priority, behind facilities and services. Within the category of housing the following four components were identified, all to primarily benefit persons of low- and moderate-income: 1) housing for the homeless; 2) special needs housing such as housing for the elderly and handicapped; 3) self-help and for-sale housing; and 4) rental housing and housing cooperatives.

The housing and special needs housing goals for the City's Consolidated Plan follow these priorities. They are consistent with those used previously, where the highest priority was given to those with the greatest need. This would include unassisted, very low-income renter households who pay more than one-half of their income for rent, live in seriously substandard housing, or have been involuntarily displaced.

Increasing the stock of affordable housing is the most appropriate way of addressing the housing needs of the City. Although the figures from the U.S. Census for 2002 show housing vacancy rates for Oahu of 4.2% for rentals and 2.4% for owner-occupied housing, these figures include many "vacation" units not available for residence year round. This means that the housing market is more restricted than these figures indicate. This makes opportunities for increasing the affordable housing stock through substantial rehabilitation activities difficult. Affordability problems in the City are further compounded by the fact that residents on Oahu compete with investors in essentially an international market for housing. Often the most expeditious way of increasing the stock of affordable housing is through new construction activities.

## **VI. GENERAL HOUSING CONCERNS**

### **FAIR HOUSING GOALS**

#### **OVERVIEW: CERTIFICATION TO AFFIRMATIVELY FURTHER FAIR HOUSING:**

The CDBG statute, since 1983, contained a requirement that a grantee “certify” that it will “Affirmatively Further Fair Housing,” which was reflected in the 1988 regulations (24 CFR 570.303(d)). The Comprehensive Housing Affordability Strategy (CHAS) statute, enacted in 1990, required that a jurisdiction provide a similar “certification” that it will “Affirmatively Further Fair Housing (AFFH),” defining “certification” as:

- A written assertion
- Based on supporting evidence
- Available for inspection by the Secretary, the Inspector General, and the public
- Deemed accurate for purposes of this Act unless the Secretary determines otherwise after:
  1. Inspecting the evidence
  2. Providing due notice and opportunity for comment.

However, with regards to the Consolidated Plan, the definition of “certification,” as well as the acceptance of such certifications, is the same for both CDBG and CHAS certifications.

In 1995, HUD published a rule consolidating the CHAS, the community development plan (required by the CDBG program), and the submission and reporting requirements for the four community development formula grant programs (CDBG, HOME, ESG, and HOPWA) into a single plan - the Consolidated Plan. As part of the Consolidated Plan, grantees submit an AFFH certification, which requires:

- The completion of an Analysis of Impediments (AI)
- Actions to eliminate any identified impediments
- Maintenance of AFFH records.

Of note is that the grantee’s AFFH obligation is not restricted to the design and operation of HUD-funded programs at the local level. The AFFH obligation extends to all housing-related activities in the grantee’s jurisdiction, whether publicly or privately funded.

In 1988, HUD developed Fair Housing Review Criteria (24 CFR 570.904c), which described the activities deemed acceptable in reviewing AFFH performance. The criteria stated that, absent independent evidence to the contrary, if grantees conducted an AI and took actions to address such impediments, HUD would presume that they had met their AFFH certification.

AIs would not generally be submitted to HUD for review. Instead, as part of the Consolidated Plan performance report, the grantee would submit a summary of the AI and accomplishments during such program years. However, HUD could request the AI in the event of a complaint and could review the AI during routine onsite monitoring.

The City and County of Honolulu, by organizing Fair Housing in the Community-Based Development Division of the Department of Community Services, which is the prime agency in implementing HUD-funded programs and projects, believes it effective to submit a summary of the AI as part of the Consolidated Plan. The City, by summarizing the AI, publishing a solicitation for public input, summarizing such public responses, and developing the “Logic Model” for inclusion in the Consolidated Plan, is certifying that it is “Affirmatively Furthering Fair Housing.” The public, by being offered the opportunity to comment on the Consolidated Plan, is thus offered a second opportunity to address the City’s efforts toward AFFH.

## **FAIR HOUSING GOALS AND LOGIC MODEL**

AFFH goal setting and practices derive from four sources:

- Impediments, and related “Action Plan” mitigations, and “Measures of Effectiveness” cited in the City and County of Honolulu Analysis of Impediments Final Report (AI), prepared on July 30, 2003, by SMS Research & Marketing Services, Inc.
- Public input regarding the AI report. A public notice soliciting public input regarding the AI was published on May 21, 2004 and received five responses, from citizens D.H., S.G., M.L., H. W., and K.K. (identified by authors’ initials).
- “Fair Housing Planning Guide,” published by the HUD in March 1996 (HUD-1582B-FHEO)
- “Logic Model,” published by the HUD (Form HUD-96010 11/2003), which cited:

### “Strategic Goals

- 1. Increase homeownership opportunities
- 2. Promote decent affordable housing
- 3. Strengthen communities
- 4. Ensure equal opportunity in housing
- 5. Embrace high standards of ethics, management, and accountability
- 6. Promote participation of grass-roots faith-based and other community-based organizations.”

### “Policy Priorities

- Provide increased Homeownership and Rental Opportunities for Low and Moderate-Income Persons, Persons With Disabilities, the Elderly, Minorities, and Families with Limited English Proficiency
- Improving the Quality of Life in our Nation’s Communities
- Encouraging Accessible Design Features
- Providing Full and Equal Access to Grass-Roots Faith-Based and Other Community-Based Organization in HUD Program Implementation
- Participation of Minority-Serving Institutions in HUD Programs
- Ending Chronic Homelessness within Ten Years
- Removal of Barriers to Affordable Housing”

A summary of the AI's three major impediments, remedial actions and measures of effectiveness, with applicable public comments (identified by the author's initials), follows:

1. Limited Supply of Reasonable Units for Target Population

“Action: The City and County of Honolulu Fair Housing Officer must educate County Administration, Council, officials, and community members about the connection between adequate housing supply and fair housing. The Officer must also take the lead in advocating for the housing needs of the underserved.”

“Measure of Effectiveness:

An interim measure of the progress of this action plan will be an increase in the number of senior officials in housing-related agencies who understand the connection between affordable housing availability and fair housing. These individuals will also continue to recognize the Fair Housing Officer as the lead advocate for the underserved.”

Public Comment:

From D.H.: “My comment, as a mentally disabled person who receives Section 8 subsidy is that the report did not address the needs of mentally ill people who are eligible to such Section 8 government entitlements but are homeless. They are not an “underserved protected class” group- but are much worse, an UNSERVED group!”

From S.G.: “In order to qualify for the Section 8 private sector rental voucher program, applicant renters must be low income disabled persons or low income families with children or low income elderly persons. As such, all Section 8 voucher holders are included by definition in Title VIII of the Civil Rights Act...My experience is that although there may be a sufficient quantity of rental housing units affordable with Section 8 rental vouchers in Honolulu, the huge majority of such offerings are not available to Section 8 rental applicants....This “No Section 8” policy seems to me to be a violation of existing federal Fair Housing law...In 2002, neither HUD nor the Hawaii Civil Rights Commission encouraged me to file a Fair Housing complaint about this systemic discriminatory business practice. Instead I followed their advice to seek legislative redress...”

2. Applicants are Unaware of Rights and Resources

“Action: The maximum benefit will be gained by coordinating the communications efforts at the State and County levels. These efforts that involve personally interacting with the applicants and landlords should be left to the Counties, because they can better identify and provide training to their constituents. Those efforts that are broader in scope and can benefit the State as a whole should be the responsibility of the HCDCH.”

“2.a. Non-English Informational Packets

The materials will support the education of applicants as to their rights and why and how they should report any violations of these rights.”

“Measure of Effectiveness

The measure of how well this action has been done is in the number of new brochures distributed each year. The State goal is to develop one new informational packet each year, and the goal of the City and County of Honolulu is to facilitate the distribution of that packet on their island.”

“2.b. Encourage Applicants to Report Violations

The County Fair Housing Office should work with HUD to increase awareness of the toll-free number by researching and developing a joint marketing campaign to promote the line.”

“Measure of Effectiveness

The measures for these actions will be: Work with the State to identify and prioritize language needs for the City and County of Honolulu. Identify appropriate communication channels to best deliver the message of the Hotline availability for the County. Assuming the plan can be implemented without new funding, implementation in 2004.”

Public Comment:

From D.H.: “My experience is that property managers make mistakes, or worse, intentionally act to discriminate against the disabled knowing that such tenants, due to their disability, do not possess the mental ability or continuity required to understand their rights or pursue reporting violations. These victims desperately need skilled assistance to help them frame their issues and collect appropriate evidence to allow their pre-complaint applications to be accepted for processing by the State of Hawaii Civil Rights Commission and the US HUD. This is because the current pre-complaint application forms do not fully allow potential complainants to describe their victimization, which is often done verbally, without witnesses and difficult to prove to an investigator....I believe reporting a fair housing violation is a “double edged sword,” because having once complained, I will probably need such fair housing enforcement services as long as I rent from the same provider- for the property manager, now named as a “Respondent,” now appears to view me as a squeaky wheel. His previous attempts to discard me will likely be exacerbated by the ongoing enforcement actions- which leaves me feeling vulnerable as a tenant under his management. Fear of not getting my annual lease renewed, and resultant homelessness- all because I exerted my legal rights.”

From M.L.: “I have found that potential complainants to the State of Hawaii Civil Rights Commission and the US HUD are unaware of their rights. This is an important constitutional issue and it is vital that everyone be aware of his or her rights, perhaps through increasing the quantity of fair housing seminars available to tenants. Potential complainants are often undereducated and need a skilled advocate to help them properly write about their issues by using the appropriate language, as well as advice on how to collect appropriate evidence. Documentation to help with pre-complaint applications is the only way such complaints will be accepted for processing by such enforcement entities.... I have found that most discrimination is subtle, done with a “he said, she said” method that pre-empts garnering legal proof of such misconduct. As a result, the enforcement entities refuse to accept such pre-complaints for further processing. Further, once the housing provider becomes aware of the allegations, retaliation often occurs and

such complainers are singled out as “trouble makers” and become vulnerable, often not getting their leases renewed or receiving eviction notices (I personally received four eviction notices for standing up for civil rights issues and am still labeled a “trouble maker” by the City and HUD.) This very real fear of not being renewed is a definite threat, which many of us have seen carried out and discourages potential complainants from submitting pre-complaints.”

From H.W.: “As a result of the minimal information that is requested by the poorly drafted forms, the enforcement entities often do not accept such pre-complaints for further processing. In my case, I was subjected to a series of “hate” petitions against me in 2002, prepared in the common area of the project, by a group of tenants bound by a common cause and with the encouragement, consent and assistance of the property manager, apparently in retaliation for my complaining that house rules were not being enforced. This group had, in fact, been formed by the resident manager taking advantage of her position to install certain friends in units in the property.) The contents of the petitions, sent to Mayor Harris and signed by dozens of West Loch tenants and their relatives, vilified my race and gender, as well as slandered my mentally disabled neighbors: these rantings, from people who did not even know me, except as “a haole,” did not nest properly in the “fill in the blanks” portion of the pre-complaint application. I theorize that because of the forms inadequacy, the subsequent investigation failed to request relevant documents from the owner of the project, or from the Fair Housing Office which had attempted to help me with defending myself from the hatred of this group so clearly evident in the petitions...It was also a total shock to me to discover that a recipient of Fair Housing Grant monies, had assisted the promulgators of the petition to form and incorporate a “Tenants Association”: I later personally appealed to the Attorney General’s office which found that the “Tenants Association” was unlawful...Where were the Fair Housing entities at that point? NOWHERE!! More importantly, because the housing provider and property manager became aware of my allegations, it opened the door to potential retaliation because I was singled out as a “trouble maker,” and I still feel vulnerable with respect to the coming time for my lease renewal. Last year, the property manager attempted to raise my rent very significantly...there was eventually a revision, but not to the previous level, and there should never had been an attempt to increase my rent...I believe this very real fear of not being renewed, or having the rent raised even more is very effective in discouraging potential complainants from submitting pre-complaints.”

#### “2.c. Presentations and Training on Fair Housing to Landlords

It will be the responsibility of the City and County of Honolulu to identify ways to reach landlords, in particular the landlords with only one or two units who have not been well represented at prior training sessions. The County will develop a plan to better identify these landlords and to invite them to participate in training sessions.”

#### “Measures of Effectiveness

The measure of success at the County level will be that by 2005, a plan will have been developed and implemented for identifying smaller landlords and their attendance at training sessions shows continued improvement.”

Public Comment:

From K.K.: “I recommend that the fair housing office must educate not only landlords, but also, condominium associations regarding the legal need to provide reasonable accommodations.”

“2.d. Publicizing Outcomes of Fair Housing Discrimination Cases

Increased public awareness of the consequences associated with failure to comply with fair housing laws serves as both an educational tool, as well as a deterrent. Currently, very little information is available to the public regarding the penalties suffered by housing providers who violate fair housing laws and discriminate against certain protected classes. Failure to publish this information may have the unwanted effect of reinforcing the notion that there are not repercussions for violating fair housing laws. The County will support the State’s effort to encourage the publication of case information by HUD and the Hawaii Civil Rights Commission. The County will also identify key media to whom press releases will be provided in order to maximize the reach of this information.”

“Measure of Effectiveness

The measure of success will be that 2005, the County Fair Housing Office will have issued 5 press releases to the media detailing the infraction against fair housing laws and the resulting consequences.”

Public Comment:

From K.K.: “I recommend that the Civil Rights Commission and the U.S. HUD inform landlords, property managers, and condominium associations of the penalties for breaking fair housing laws. If they knew of such penalties they would think twice and not treat requests for handicapped stalls and other reasonable accommodations so lightly.”

From D.H.: “The HCRC and the US HUD really need to PUBLICIZE THE PENALTIES they impose on violators! If penalties were better publicized, particularly to housing providers, they would deter potential violators from creating future victims... In regard to informational presentations, I suspect that information can be a double-edged sword because if a housing provider intends to discriminate against protected classes, a presentation may actually give him or her clues as to what evidence is required for investigators and enforcement. Thus, the landlord may choose to victimize by subtle, verbal harassing tactics, knowing it is not provable.”

From H.W.: “Another significant issue is the failure of the Civil Rights Commission and the US HUD to publicize the penalties they assess violators. I theorize that such entities, despite conducting seminars encouraging victims to report violations, may –in reality- actually process only a very small quantity of complaints. I believe they hesitate to disclose their actual caseload because it is so small. Certainly, if I were aware that enforcement entities would do nothing to enforce the laws that could have helped me, I never would have wasted my energy to complain so fruitlessly.”

“2.e. Incorporate Fair Housing Information Into School Curriculum

The Fair Housing Officer of the City and County of Honolulu will work with the HCDC to coordinate with the Department of Education and introduce Fair Housing rights into their curriculum of life skills. This will prepare them for the market and help them assist their families.”

“Measure of Effectiveness

By mid-2004, the City and County of Honolulu, in conjunction with the state, will have approached officials in the Department of Education with a proposal for this collaborative effort.”

“2.f. Promote Fair Housing Awareness Among Recent Immigrants

Recent lower income immigrants from non-English speaking countries to the United States and Hawaii are likely at greater risk for discrimination because of their lack of familiarity with the language, the housing laws and market for affordable housing.”

“Measure of Effectiveness

By the end of 2004, the City and County of Honolulu Fair Housing Officer will have developed a proposal for a seminar or training session and approached officials at the Immigration and Naturalization Service (INS) with the proposal.”

“2.g. Increase Advocacy Groups’ Awareness of Fair Housing

The City and County of Honolulu Fair Housing Officer will identify and meet with advocacy groups to identify ways to better work together in educating people on Fair Housing Laws.”

“Measure of Effectiveness

These actions will be deemed effective when the County Fair Housing Office has conducted five presentations before the end of 2005. Also by the end of 2005, at least 50 percent of the Advocacy Groups’ Directors will report an increased awareness of Fair Housing laws.”

Public Comment:

From D.H.: “I support this approach if it means that Section 8 case workers, State of Hawaii Mental Health staff, and mental health advocates, etc., would be trained in fair housing, particularly, in regards to assuring that their clients make “requests for reasonable accommodation” in writing, rather than verbally, and insist that the housing provider likewise respond in writing.”

“3. Fair Housing Policies Lack Standardization.

Action: The City and County of Honolulu Fair Housing Office will begin the process of identifying ways to highlight fair housing policies and procedures within the county that are contradictory or lack standardization. As this process of standardizing policies and procedures related to Fair Housing has been acknowledged by the State as an important step in furthering Fair Housing across the State, the City and County will initiate this evaluation within the County and provide the results to the State if requested.”

“Measure of Effectiveness

The measure of effectiveness for this action is that by 2005 the County will identify the various approaches to identifying the policies and procedures for which additional standardization efforts are needed. Additionally, the County Fair Housing Office will investigate the costs involved with alleviating these disparities.”

Public Comment:

From D.H.: “I agree wholeheartedly that the various enforcement entities need to coordinate their efforts and standardize their policies, particularly, the intake of complaints! The current system is profoundly difficult for a mentally disabled person to maneuver without professional assistance. In my case, I sought help from the State of Hawaii HCDCH, U.S. HUD, Legal Aid Society Fair Housing, Volunteer Legal Services, and the City and County of Honolulu Fair Housing Office....I received a range of opinions regarding my “Notice to Vacate”- most responded that it was the landlord’s right to not renew the lease and that no fair housing rights were affected. If I had agreed with these “experts,” and done nothing, I would now be homeless! Only the Honolulu Fair Housing Office took the time to truly listen to my plight and then helped me draft my pre-complaint application....I believe that the City should direct the Fair Housing Office to not just make inquiries and suggestions, but actually supervise the actions of City-contracted property managers and hold them accountable for civil rights violations, thus standardizing fair housing policies, at least for apartments owned or monitored by the City....The current staff of one Fair Housing Officer is hardly enough to deal with the enormity of the needs of Honolulu’s population...I believe other victims of housing discrimination, particularly those with mental disabilities, desperately need such “hands on” services to be able to defend their legal fair housing rights.”

In closing, the following chart, “Fair Housing Goals,” incorporates AFFH goal setting and practices as derived from the four seminal sources.

**III. CHART 2 – FAIR HOUSING GOALS**

<b>U.S. HUD STRATEGIC GOALS</b>	<b>AI AND PUBLIC INPUT PROBLEM/ NEED</b>	<b>INPUTS/ RESOURCES</b>		<b>GRANTEE ACTIVITIES</b>	<b>OUTPUT YEAR</b>	<b>OUTPUT GOALS</b>	<b>OUTCOMES</b>
<p><i>“4. Ensure equal opportunity in housing”</i></p> <p><i>“2. Promote decent affordable housing”</i></p> <p><i>“1. Increase homeownership opportunities”</i></p>	<p><i>“AI 1. Limited supply of reasonable units for target population”</i></p> <p><i>“D.H. Section 8 are not an underserved group, they are an UNSERVED group”</i></p> <p><i>“S.G.: In order to qualify for the Section 8 private sector rental voucher program, applicant renters must be low income disabled persons or low income families with children or low income elderly persons. As such, all Section 8 voucher holders are included by definition in Title VIII of the Civil Rights Act...My experience is that although there may be a sufficient quantity of rental housing units affordable with Section 8 rental</i></p>	<p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p>	<p>FH-1</p>	<p>Participate in meetings and draft and submit testimony to address policies, resolutions, and ordinances that would increase affordable housing.</p> <p>Continue existing research regarding whether lawful income, as well as Section 8, should be recognized as a “protected class”.</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>TOTAL</p>	<p>2-meetings</p> <p>2-meetings</p> <p>2-meetings</p> <p>2-meetings</p> <p>2-meetings</p> <p>10 meetings</p>	<p>Increase the awareness of policy and decision makers regarding the need to provide affordable housing for protected class target groups, to result in 1-proposed legislation every two years.</p>

U.S. HUD STRATEGIC GOALS	AI AND PUBLIC INPUT PROBLEM/ NEED	INPUTS/ RESOURCES		GRANTEE ACTIVITIES	OUTPUT YEAR	OUTPUT GOALS	OUTCOMES
	<i>vouchers in Honolulu, the huge majority of such offerings are not available to Section 8 rental applicants This "No Section 8" policy seems to me to be a violation of existing federal Fair Housing law"</i>						
<p>"4. Ensure equal opportunity in housing"</p> <p>"3. Strengthen communities"</p>	<p>"AI 2. Applicants are unaware of rights and resources: a. Non-English informational packets"</p>	<p>\$ 500 \$ 500 \$ 500 \$ 500 <u>\$ 500</u> \$2,500</p>	FH-2	<p>Obtain and reproduce existing non-English fair housing brochures published by the US HUD and HCRC and distribute to public libraries and appropriate limited-English-proficiency (LEP) service providers</p> <p>Continue existing practice of using bilingual co-workers to provide interpretive services for LEP complainants</p>	<p>2005 2006 2007 2008 2009</p> <p>TOTAL</p>	<p>1,000 brchs 1,000 brchs 1,000 brchs 1,000 brchs 1,000 brchs</p> <p>5,000 brochures</p>	<p>Increase quantity of brochures available in public libraries and service providers from 0-per year to 1,000-per year.</p> <p>Increase quantity of complaint applications to the US HUD and HCRC from non-English complainants from 1-per year to 3-per year. If needed, assist LEP complainants, with staff fluent in the complainant's language, in drafting pre-complaint applications</p>
<p>"4. Ensure equal opportunity in housing"</p> <p>"3. Strengthen communities"</p>	<p>"AI 2.b. Encourage applicants to report violations"</p> <p>"D.H. Disabled tenants do not possess the mental ability to understand their rights."</p> <p>"M.L. I have found that potential complainants are</p>	<p>\$ 300 \$ 300 \$ 300 \$ 300 <u>\$ 300</u> \$1,500</p>	FH-3	<p>Secure permission from US HUD, then publish notices in newspapers that cite the US HUD toll free telephone number as well as HCRC and Honolulu Fair Housing Office numbers to report allegations of illegal housing discrimination</p> <p>Continue existing practice of using bilingual co-workers to provide interpretive services for LEP complainants</p> <p>Continue existing practice of transmitting US HUD and HCRC pre-complaint</p>	<p>2005 2006 2007 2008 2009</p> <p>TOTAL</p>	<p>1-notice 1-notice 1-notice 1-notice 1-notice</p> <p>5 notices</p>	<p>Increase quantity of complaint applications to the US HUD and HCRC from 2-per year to 3-per year.</p> <p>If needed, assist complainants, particularly the mentally disabled and elderly, in drafting requests for reasonable accommodations as well as pre-complaint applications, estimated at 5-per year.</p>

U.S. HUD STRATEGIC GOALS	AI AND PUBLIC INPUT PROBLEM/ NEED	INPUTS/ RESOURCES		GRANTEE ACTIVITIES	OUTPUT YEAR	OUTPUT GOALS	OUTCOMES
	<i>unaware of their rights.”</i>			applications to complainants			
“4. Ensure equal opportunity in housing”	<p>“AI 2.c. Fair housing presentations and training to landlords”</p> <p>“K.K. Fair housing office must educate not only landlords, but also, condominium associations regarding the legal need to provide reasonable accommodation”</p>	<p>\$ 300</p> <p>\$ 300</p> <p>\$ 300</p> <p>\$ 300</p> <p>\$1,500</p>	FH-4	<p>Solicit housing providers, as well as property managers and condominium associations, to attend training sessions, including emphasis on reasonable accommodation. Fund the rental of such training rooms</p> <p>Continue existing practice of reviewing private sector rental advertisements for discriminatory or irregular wording</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>TOTAL</p>	<p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p><u>2-trainings</u></p> <p>10-trainings</p>	<p>Increase the trainees, estimated at 50% of 60-per session, understanding of fair housing laws by 80%, based on a pre-test and post-test comparison</p>

U.S. HUD STRATEGIC GOALS	AI AND PUBLIC INPUT PROBLEM/ NEED	INPUTS/ RESOURCES		GRANTEE ACTIVITIES	OUTPUT YEAR	OUTPUT GOALS	OUTCOMES
<p>“4. Ensure equal opportunity in housing”</p> <p>“3. Strengthen communities”</p>	<p>“AI 2.d. Publicize outcomes of fair housing discrimination cases”</p> <p>“K.K. I recommend that the Civil Rights Commission and the US HUD inform landlords, property managers and condominium associations of the penalties...they would think twice and not treat requests for handicapped stalls so lightly.”</p> <p>“D.H. If penalties were better publicized, they would deter potential violators.”</p> <p>“H.W. Another significant issue is the failure of the Civil Rights Commission and the US HUD to publicize the penalties they assess violators... Certainly, if I were aware that enforcement entities would do nothing to</p>	<p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p>	<p>FH-5</p>	<p>Research the US HUD and HCRC intake protocol and processing of pre-complaints, emphasizing the type of evidentiary basis required for a pre-complaint to be processed, whether existing capacity can handle projected increases in pre-complaints from LEP and mentally disabled applicants</p> <p>Secure outcomes of fair housing cases from the US HUD and HCRC, with identifying proprietary data redacted.</p> <p>Review such outcomes to understand whether applicants have been satisfied with results, or dissatisfied, with emphasis on whether respondents have exhibited retaliatory behavior such as post hoc rent increases or non-renewal of leases</p> <p>Forensically research the background of H.W.’s comment to ascertain its validity. If valid, research whether a reoccurrence can be avoided</p> <p>Disseminate such outcomes at training sessions and press releases</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>TOTAL</p>	<p>10-cases</p> <p>10-cases</p> <p>10-cases</p> <p>10-cases</p> <p>10-cases</p> <p>50-cases</p>	<p>1-curricula item for the 2-training sessions per year; and 1-press release, describing the 10-cases, per year</p>

U.S. HUD STRATEGIC GOALS	AI AND PUBLIC INPUT PROBLEM/ NEED	INPUTS/ RESOURCES		GRANTEE ACTIVITIES	OUTPUT YEAR	OUTPUT GOALS	OUTCOMES
	<i>enforce the laws that could have helped me, I never would have wasted my energy to complain so fruitlessly.</i>						
<p>“4. Ensure equal opportunity in housing”</p> <p>“3. Strengthen communities”</p>	<p>“AI 2.e. Incorporate fair housing information into school curriculum”</p>	<p>\$ 0 \$ 0 \$ 700 \$ 700 <u>\$ 700</u> \$2,100</p>	FH-6	Develop and reproduce a coloring/activity booklet describing fair housing, in a local context, for distribution to schools and children’s section of public libraries	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p>	<p>30% - complete</p> <p>60% complete</p> <p>2,500- booklets</p> <p>2,500- booklets</p> <p>2,500- booklets</p>	1-coloring/activity booklet, with total distribution of 7,500 copies

U.S. HUD STRATEGIC GOALS	AI AND PUBLIC INPUT PROBLEM/ NEED	INPUTS/ RESOURCES		GRANTEE ACTIVITIES	OUTPUT YEAR	OUTPUT GOALS	OUTCOMES
					TOTAL	7,500-booklets	
<p>“4. Ensure equal opportunity in housing”</p> <p>“3. Strengthen communities”</p>	<p>“AI 2.e. Incorporate fair housing information into school curriculum”</p>	<p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p>	FH-7	<p>Outreach to Honolulu Community College administrators regarding potential development of fair housing curricula</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p>	<p>20%-complete</p> <p>60%-complete</p> <p>90%-complete</p> <p>100%-complete</p> <p>Not Applicable</p>	<p>1-curricula item for community college class</p>
<p>“4. Ensure equal opportunity in housing”</p> <p>“3. Strengthen communities”</p>	<p>“AI 2.f. Promote fair housing awareness among recent immigrants”</p>	<p>\$ 300</p> <p>\$ 300</p> <p>\$ 300</p> <p>\$ 300</p> <p>\$ 300</p> <p>\$1,500</p>	FH-8	<p>Financially support the State HCDCH proposed LEP trainings by providing conference space, approach officials at the Immigration and Naturalization Service (INS) to invite their clients to attend</p> <p>Continue existing practice of using bilingual co-workers to provide interpretive services for LEP complainants</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>TOTAL</p>	<p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p>10-trainings</p>	<p>Increase the trainees, estimated at 60-per session, understanding of fair housing laws by 80%, based on a pre-test and post-test comparison</p>
<p>“4. Ensure equal opportunity in housing”</p> <p>“3. Strengthen communities”</p> <p>“6. Promote participation of grassroots, faith-based and other community based organizations”</p>	<p>“AI 2.g. Increase advocacy groups awareness of fair housing”</p> <p>“D.H. Section 8 workers, Mental Health staff, advocates would be trained, particularly in regards to assuring that their clients make requests for reasonable accommodation in writing and insist</p>	<p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p>	FH-9	<p>Approach advocacy groups for underserved protected classes such as the elderly, HIV infected, disabled, and national origin to attend FH-4 trainings</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>TOTAL</p>	<p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p>10-trainings</p>	<p>Increase the trainees, estimated at 50% of 60-per session, FH-4, understanding of fair housing laws by 80%, based on a pre-test and post-test comparison</p>

U.S. HUD STRATEGIC GOALS	AI AND PUBLIC INPUT PROBLEM/ NEED	INPUTS/ RESOURCES		GRANTEE ACTIVITIES	OUTPUT YEAR	OUTPUT GOALS	OUTCOMES
	<i>that housing provider respond in writing.”</i>						
<p>“4. Ensure equal opportunity in housing”</p> <p>“5. Embrace high standards of ethics, management and accountability”</p>	<p>“AI 3. Fair housing policies lack standardization”</p> <p>“D.H. I sought help from the State of Hawaii HCDCH, US HUD, Legal Aid Society, Volunteer Legal Services, and the City of Honolulu regarding my Notice to Vacate. Most responded it was the landlord’s right and that no fair housing rights were affected... the City should direct the Fair Housing Office to not just make inquiries but actually supervise the actions of City-contracted property managers and hold them accountable for civil rights violations”</p>	<p>\$ 200</p> <p>\$ 200</p> <p>\$ 200</p> <p>\$ 200</p> <p>\$1,000</p>	FH-10	<p>Financially support the State HCDCH trainings to housing staff and require City Department of Facility Maintenance and Department of Community Services Housing Assistance staff to attend</p> <p>Forensically research the background of D.H.’s comment to ascertain its validity and, if valid, identify specific training curricula that could prevent a reoccurrence</p> <p>Research whether the Fair Housing Officer’s existing placement in the Dept. of Community Services should outreach into the Dept. of Facilities Maintenance (DFM) to better service DFM tenants</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>TOTAL</p>	<p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p>2-trainings</p> <p><u>2-trainings</u></p> <p>10-trainings</p>	<p>Increase the trainees, estimated at 50-per session, understanding of fair housing laws by 80%, based on a pre-test and post-test comparison</p>

U.S. HUD STRATEGIC GOALS	AI AND PUBLIC INPUT PROBLEM/ NEED	INPUTS/ RESOURCES		GRANTEE ACTIVITIES	OUTPUT YEAR	OUTPUT GOALS	OUTCOMES
<p>“4. Ensure equal opportunity in housing”</p> <p>“5. Embrace high standards of ethics, management and accountability”</p>	<p>“AI 3. Fair housing policies lack standardization”</p> <p>“D.H. The current system is difficult for a mentally disabled person to maneuver without professional assistance.”</p>	<p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p>	FH-11	<p>Fair Housing Officer, as part of Section 504 obligations, to be “on call” to assist City Section 8 clients having difficulty understanding housing related regulations</p> <p>Research whether the Fair Housing Officer’s existing placement in the Dept. of Community Services (which administers Section 8 clients) should outreach into the Dept. of Facilities Maintenance (DFM) to allow DFM tenants to have such “on call” service</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>TOTAL</p>	<p>8-cases</p> <p>8-cases</p> <p>8-cases</p> <p>8-cases</p> <p>8-cases</p> <p>40-cases</p>	<p>Increase the knowledge of Section 8 clients regarding housing related regulations, by preventing an estimated 2-evictions and 6-Notices of Violations per year.</p>
<p>“4. Ensure equal opportunity in housing”</p> <p>“5. Embrace high standards of ethics, management and accountability”</p> <p>“Encouraging Accessible Design Features”</p>	<p>“AI 3. Fair housing policies lack standardization”</p>	<p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p> <p>\$ 0</p>	FH-12	<p>Fair Housing Officer, as part of Section 504 obligations, to review zoning ordinances, particularly in regard to group homes, and occupancy standards, with Corporation Counsel and Dept. of Planning and Permitting; and “transition plans” for housing facilities renovation with Dept. of Facilities Maintenance.</p> <p>Inspect physical accessibility in City-owned residential projects.</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>TOTAL</p> <p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p> <p>2009</p> <p>TOTAL</p>	<p>2-regulatns</p> <p>2-regulatns</p> <p>2-regulatns</p> <p>2-regulatns</p> <p>2-regulatns</p> <p>10-regulations</p> <p>2 inspectns</p> <p>2 inspectns</p> <p>2 inspectns</p> <p>2 inspectns</p> <p>2 inspectns</p> <p>10 inspections</p>	<p>Increase the awareness of City officials regarding fair housing, by reviewing an estimated 1-regulations per year.</p>
<p>“4. Ensure equal opportunity in housing”</p> <p>“3. Strengthen communities”</p>	<p>“AI 3. Fair housing policies lack standardization”</p>	<p>\$ 0</p> <p>\$ 0</p> <p>\$5,000</p> <p>\$ 0</p>	FH-13	<p>Produce, in coordination with State HCDCH and other Counties, a local context fair housing informational video</p>	<p>2005</p> <p>2006</p> <p>2007</p> <p>2008</p>	<p>10%-complete</p> <p>20%-complete</p>	<p>1-Year 2007 “Fair Housing Video”</p>

U.S. HUD STRATEGIC GOALS	AI AND PUBLIC INPUT PROBLEM/ NEED	INPUTS/ RESOURCES		GRANTEE ACTIVITIES	OUTPUT YEAR	OUTPUT GOALS	OUTCOMES
		\$ 0 \$5,000			2009	100%-complete Not Applicable Not Applicable	
<p>“4. Ensure equal opportunity in housing”</p> <p>“3. Strengthen communities”</p>	<p>“AI 3. Fair housing policies lack standardization”</p>	<p>\$ 0</p> <p>\$25,000</p> <p>\$ 0</p> <p>\$ 0</p> <p><u>\$25,000</u></p> <p>\$50,000</p>	FH-14	Develop scope of services, secure consultant, to update “Analysis of Impediments”	2005 2006 2007 2008 2009	<p>10% -complete</p> <p>1-AI Report</p> <p>0% complete</p> <p>10%-complete</p> <p><u>1-AI Report</u></p> <p>2-AI Reports</p>	<p>1-Year 2006 “Analysis of Impediments” report</p> <p>1-Year 2009 “Analysis of Impediments” report</p>
<p>“4. Ensure equal opportunity in housing”</p> <p>“5. Embrace high standards of ethics, management and accountability”</p>	<p>“AI 3. Fair housing policies lack standardization”</p>	<p>\$1,400</p> <p>\$1,400</p> <p>\$1,400</p> <p>\$1,400</p> <p><u>\$1,400</u></p> <p>\$7,000</p>	FH-15	Increase knowledge of staff regarding new developments in fair housing law by sending staff to HUD-endorsed fair housing training	2005 2006 2007 2008 2009	<p>1-HUD training</p> <p>1-HUD training</p> <p>1-HUD training</p> <p>1-HUD training</p> <p>1-HUD training</p> <p><u>1-HUD training</u></p> <p>5-HUD trainings</p>	<p>Increase the fair housing staff’s understanding of fair housing laws.</p>

Note: Output Year refers to Federal Year

## **Lead Based Paint**

The State of Hawaii's Department of Health provides health and diagnostic screenings for about one-third of the children who are eligible for the state health insurance program. Less than 1% of the screened children have elevated blood lead levels. This is a low rate.

The use of lead in residential paint was banned in 1978. Census 2000 Summary File 3, Table H34, shows that 300,470 of Hawaii's 460,542 housing units, or 65%, were built in 1979 or earlier. These units may contain lead-based paint hazards

## **Anti-Poverty Strategy**

Most anti-poverty programs such as financial assistance, education, and health services are the responsibility of the State of Hawaii. With the passage of Personal Responsibility and Work Opportunity Reconciliation Act of 1996, otherwise known as the "Welfare Reform Bill", the economically disadvantaged will be impacted, as this reform restricts eligibility and reduces benefits. Those areas especially affected will be the Temporary Assistance to Needy Families (TANF), Supplemental Security Income (SSI), and food stamp programs, as well as legal immigrants. It is anticipated that there will be an increased need for emergency shelters, other homeless programs and support services, as families have their benefits reduced or eliminated.

Many families in various HUD-assisted programs have been affected by welfare reform. Housing agencies and owners, especially those with public housing development and Section 8 programs, have needed to provide economic opportunities through education, job training and supportive services to serve its clientele and stay financially sound.

The City's Section 8 Rental Assistance Program provides rental subsidies to the extremely low- and low-income families that are primarily elderly, disabled and those with special needs. The rental subsidy is "*invisible*" so that households receiving rental subsidies are not identified or labeled as being "*low income or poor,*" and can remain anonymous in the community that they elect to reside in. On behalf of the tenant, Section 8 pays the rent subsidies to landlords so they are assured of regular payments. Tenants also pay their share of the rent to their landlord. The Family Self-Sufficiency (FSS) Program is one of the key components within the umbrella of the Section 8 Rental Assistance Program. This program develops and implements effective mechanisms for integrating participating families to make the transition from governmental dependency to productive employment and provide them with an opportunity to acquire the "*American Dream*" of eventual "*homeownership.*"

Some transitional housing projects provide childcare services to residents who are working or undergoing training or education.

The City's Department of Community Services, WorkHawaii Division administers the seven Oahu Worklinks sites that provide employment training to economically disadvantaged adults and youths in the City. Services provided by WorkHawaii include 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. Funding for WorkHawaii is provided through the federal Workforce Investment Act. The City's Community Economic Development (CED) strategies are integral components in this effort in addition to the following programs described in helping families to become self-sufficient.

## **Barriers To Affordable Housing**

During 1996, under the State's coordination, the City teamed up with the neighbor county governments and the State to fund a study on impediments to fair housing. This study, Fair Housing Analysis of Impediments in the State of Hawaii was prepared by the Hawaii Real Estate Research Education Center and published in November 1996. It identified these impediments and recommended an appropriate plan of action to overcome them. Although the focus was fair housing, it had a component, *Economic Impediments to Fair Housing*, which is relevant to the issue of barriers to affordable housing. Items from this study are included in the discussion below. Although the study was completed several years ago, the findings are still accurate.

The major barriers to affordable housing are 1) high costs relative to wages, 2) inadequate infrastructure and 3) regulatory restrictions.

### **1. High Costs Relative to Wages**

The City's high housing costs and low vacancy rate are characteristic of a housing market where the demand for housing exceeds the supply. Factors such as the relatively small amount of land zoned for residential purposes, the added cost of importing building materials and the large number of investors who have bought real estate on Oahu have made this island one of the highest priced housing markets in the country. In addition, on a statewide basis, the vast majority of job category wages were significantly below national averages, making the housing market that much less affordable to local residents. High land and construction costs make the large-scale development of affordable rental and for-sale housing financially difficult in urban Honolulu. However, opportunities do exist for the development of smaller scale affordable rental development on in-fill lots in the urban core. These smaller developments could be targeted for the elderly or other special needs groups which must be located close to the wide range of supportive services available only in downtown Honolulu. There are also opportunities in the urban core to provide rehabilitation loans to homeowners and owners of rental housing to preserve the existing housing stock. Large-scale development of affordable rental and for sale housing is more feasible in the City's urbanizing second city of Kapolei where land prices are lower. New master planned communities that provide a range of housing types for different family sizes and incomes are more easily planned in this new urban center. However, the availability and cost of providing infrastructure to support a new development may offset land cost savings, and supportive services and transportation options for residents may not be as widely available.

### **2. Inadequate Infrastructure**

Many established neighborhoods in urban Honolulu lack adequate infrastructure that would otherwise permit higher intensity land development of vacant in-fill lots, as well as encourage the redevelopment of older obsolete structures. In addition, the cost of developing new infrastructure in urbanizing areas of the island can be prohibitively expensive. Many regional infrastructure systems, including Honolulu's major transportation corridors and wastewater facilities are already operating at or above established capacities. Improvements to these regional infrastructure systems typically require substantial capital investments, and/or changes in policy to manage or limit usage.

### **3. Regulatory Restrictions**

The public sector in Hawaii has been accused of implementing the strictest land use laws in the United States that has led to an unprecedented degree of government controls over land development. By and large, these regulations have been implemented to address environmental concerns, and to establish systematic land use review procedures.

These regulations have had the benefit of protecting environmental, cultural, and community resources. However, these benefits have also subjected the developer, and ultimately housing consumers to certain costs that can be directly attributable to compliance with these land use and development regulations.

In general, Hawaii's land development regulations can affect the final cost of housing production in several ways. First, development standards, such as requirements for underground utilities in new subdivisions can add significantly to the cost of development. Second, multiple, complex, and oftentimes overlapping land use approvals and permitting requirements can significantly add to the time it takes to develop a project, which translates into higher interest and carrying and planning costs to the housing developer. Claims have been made that local governments are inadvertently contributing up to 15% to 20% in added housing production costs due to obsolete and unnecessary complicated codes, regulations and procedures. Third, vagueness of design standards and confusion about the permitting process adds unpredictability and risk to housing development. And lastly, obsolete regulations can preclude new, innovative housing developments that are responsive to changing consumer needs and changing construction and engineering methods.

In addition, the following points were added which apply to this discussion of the extent to which State and/or local policies, as well as other institutional factors affect the availability of affordable housing.

#### 4. Tax Policies

By the passage of Act 294, SLH 1990, the City must comply with the prevailing wage requirements of the State Labor Department for any project receiving tax benefits or other assistance under the provisions of Chapter 201G, HRS. This requirement has added substantially, some estimate by as much as 20%, to the cost of a housing project.

#### 5. Policies That Affect The Return On Residential Properties

The City currently has a policy of requiring that developers of housing projects which require a land use approval (development plan and/or zoning) must set aside 10% of the housing units for households earning 80% or less of median income, and an additional 20% set aside for households earning between 81% and 140% of median income. To the extent that the prices and/or rents of the set aside units are limited by government actions, the return to the residential developer is affected. It should be noted that currently there is a moratorium on enforcing this policy. The City does not have rent controls that would artificially limit residential rents.

The City has assisted in the maintenance of the existing housing stock through its residential rehabilitation loan program for low-income homeowners and owners of low-income rentals. The City has also provided rehabilitation loans and grants to nonprofit supportive housing providers.

Ultimately, many of the tax incentives to maintain housing, particularly rental housing, are under the jurisdiction of the Federal and State governments.

## 6. Community Opposition

Communities are often resistant to new housing developments due to perceived impacts from additional traffic, increased usage of existing public facilities such as schools and parks, and the costs associated with increased public services such as police and fire protection. In addition, developers of low income housing, and housing for persons with special needs such as the mentally challenged, abused spouses, and youths at risk, must often face the NIMBY (Not In My Back Yard) syndrome from existing communities fearful that these projects will introduce "bad elements" into their community and decrease property values.

### **Strategy to Remove Barriers**

There are some available options and suggested strategies however, which may remove barriers and streamline development approvals. Existing State statutes already authorize the State and Counties to bypass many of the regulatory impediments to affordable housing development. Pursuant to Chapter 201G, Hawaii Revised Statutes, the State and Counties can preempt various regulations and standards under a 45 day approval process to support the development of affordable housing projects, where a certain percentage of the units in the projects are determined to be affordable to target income groups and where the requested exemptions do not contravene public health and safety standards.

Act 227, Session Laws of Hawaii 1992 mandates the State and City to reduce the time necessary to obtain all State and County approvals for a residential project to 12 months. The City is required to reduce the time to receive grading, building, subdivision and other ministerial permits to 6 months. The City and State have been working on preliminary recommendations to implement Act 227.

Additional strategies that have been suggested by various interest groups as possible actions to remove regulatory barriers to affordable housing development are the elimination of the State Land Use Commission (SLUC) and increasing the acreage of land designated for residential use under the City's Land Use Ordinance.

In Hawaii, the SLUC determines the placement of all lands in one of four State Land Use Districts: Urban; Rural; Agriculture; and Conservation. All projects on previously undeveloped lands of 15 acres or more must first receive SLUC approval if they involve redistricting lands from Agriculture or Conservation to Urban. County zoning adds a second layer of regulations. This first tier of State regulation has become superfluous because the Counties have established land control procedures and are capable of evaluating and making decisions regarding land use issues. Elimination of the SLUC, however, requires action on the part of the Hawaii State Legislature.

Another obstacle to government assisted affordable housing projects is opposition to development in established communities and can be a major factor in delaying and adding to the cost of such projects. To alleviate/remove such obstacle, the City works directly with representatives of affected communities to address legitimate concerns related to proposed projects.

Pursuant to Senate Concurrent Resolution 135 adopted by the State Senate in 2004, the Housing and Community Development Corporation of Hawaii on August 17, 2004 convened an affordable housing task force to address issues constraining affordable housing development. Workgroups focused on financing, infrastructure and permit processing, and submitted recommendations that will be presented to the 2005 legislature, including any necessary legislation.

## **VII. HOMELESS**

### **Goals – Homeless**

For the 5-year period covered by this plan, the City foresees the following goals using CDBG, ESG and/or HOME funds:

- Provide shelter for 7,500 persons.
- Provide support services for 5,000 persons while in emergency or transitional shelters.
- Transition 750 households from shelters or the street to permanent housing.
- Prevent 350 households from becoming homeless through emergency rental assistance.
- Maintain 3 shelters such that these facilities can provide uninterrupted services.

Chart 3, Homeless Goals, identifies the City's priorities for housing assistance over the next five years.

CHART 3 – HOMELESS GOALS

GOALS	PROBLEM/ NEED	INPUTS/ RESOURCES	#	ACTIVITIES	OUTPUT YEAR	OUTPUT	OUTCOMES
Strengthen communities	Homeless persons need immediate shelter	ESG CDBG	HP-1	Grants to service providers to pay operating costs of emergency and transitional shelters.	2005 2006 2007 2008 2009 TOTAL	1500 1500 1500 1500 1500 7500	7,500 persons are sheltered.
Strengthen communities	Homeless persons need assistance in improving personal situation to allow eventual transition out of homelessness.	ESG CDBG	HP-2	Grants to service providers allow provision of social services including case management and medical clinic services to improve their condition	2005 2006 2007 2008 2009 TOTAL	1000 1000 1000 1000 1000 5000	Short-term 5,000 persons receive support services while they are in emergency and transitional shelter.  Long term 750 households transition from homeless shelters or from the streets to permanent housing
Strengthen communities	Homeless persons need assistance in avoiding eviction or assistance in paying first months rent in addition to security deposit.	ESG CDBG	HP-3	Provide ESG and CDBG matching funds for emergency rental assistance to persons otherwise able to continue rent payments.	2005 2006 2007 2008 2009 TOTAL	70 70 70 70 70 350	350 Households are prevented from becoming homeless
Strengthen communities	Homeless Persons need safe and modern shelters	ESG CDBG HOME	HP-4	Provide funds as needed to renovate emergency and transitional shelters to allow continued shelter for homeless persons.	2005 2006 2007 2008 2009 TOTAL	2 1 0 0 0 3	3 Shelters are maintained adequately and continue to operate.

\*DCS July 04

Note: Output Year refers to Federal Year

## **Narrative – Homeless Goals**

### GOALS: Strengthen Communities

This section summarizes the goals of the City and County of Honolulu to strengthen communities and end chronic homelessness on Oahu by providing services and emergency shelter, transitional housing, and permanent housing to the homeless. This section was written primarily by Honolulu’s Continuum of Care Consortium “Partners in Care.” The Partners’ planning committee created and maintains the “Hawaii Action Plan to End Homelessness,” a ten-year plan to end homelessness which originated as an Oahu document that was expanded to include neighbor island counties by request. The City and County of Honolulu relies on Partners in Care to coordinate homeless activities among its members and to serve as a resource in the City’s preparation of Continuum of Care homeless grant application to HUD.

The City plans to assist nonprofit service providers and other government agencies in providing appropriate services and shelter and housing for all individuals and families who are experiencing homelessness. Emergency and transitional shelters provide homeless individuals and families a secure place to sleep if only temporarily. The City’s goals are to support the operation of such shelters and the provision of services to assist the individuals and families in transitioning to permanent housing. Maintaining the existing emergency and transitional shelters is essential to allow continued operation. The city will provide funding to the extent possible to facilitate continued operations. The City will also fund required planning activities to the extent possible.

In summer 2003, the City and County of Honolulu and the counties of Hawaii, Maui and Kauai contracted with SMS Research, Inc. to prepare a homeless study for Hawaii. The study was divided into six phases; the agency survey, expert interviews, HMIS database analysis, shelter count surveys, external fielding, and telephone interviews. The external fielding consisted of a site count and homeless interviews. In total, 894 homeless interviews were conducted all over the State, including 283 in Maui County, 355 in the City and County of Honolulu, 156 in Hawaii County, and 100 in Kauai County. The key findings of the Study were as follows:

- Using a point-in-time estimate: 4,105 unsheltered homeless and 1,923 sheltered homeless were counted statewide for a combined total of 6,029 homeless individuals. Examining the unsheltered and sheltered homeless populations by county, there were a total of 2,053 and 1,244 respectively on Oahu. (*SMS Research 2003*)

**Goal: HP – 1, Strengthen Communities: Homeless Persons Need Immediate Shelter and**

**Goal: HP – 2, Strengthen Communities: Homeless Persons Need Assistance In Improving Personal Situation To Allow Eventual Transition Out Of Homelessness**

### **Problem/Need:**

In summer 2003, the City and County of Honolulu and the counties of Hawaii, Maui and Kauai contracted with SMS Research, Inc. to prepare a homeless study for Hawaii. The study was divided into six phases; the agency survey, expert interviews, HMIS database analysis, shelter

count surveys, external fielding, and telephone interviews. The external fielding consisted of a site count and homeless interviews. In total, 894 homeless interviews were conducted all over the State, including 283 in Maui County, 355 in the City and County of Honolulu, 156 in Hawaii County, and 100 in Kauai County. The key findings of the Study were as follows:

- Using a point-in-time estimate: 4,105 unsheltered homeless and 1,923 sheltered homeless were counted statewide for a combined total of 6,029 homeless individuals. Examining the unsheltered and sheltered homeless populations by county, there were a total of 2,053 and 1,244 respectively on Oahu. (*SMS Research 2003*)
- Many of the homeless population tended to be either lifetime or long-time residents of the state. 40.7% of the homeless population has lived in the Islands for their entire lifetime. More than half of the homeless population (53%) was lifetime residents or people who had been here for 20 years or more. Only 3.3% of the homeless population has lived in Hawaii for one year or less.
- 37% of the total homeless population is considered Hawaiian or Part-Hawaiian, which is well above the comparative ethnic composition of the population in the State of Hawaii. (*SMS Research, 2003 Homeless Point-in-Time Study, page 17*)
- Homeless individuals cited economic, substance abuse and domestic situations as the major reason for their most recent term of homelessness. (*SMS Research, 2003 Homeless Point-in-Time Study, page 17*)
- The number of hidden homeless has more than doubled in the last decade. A very tight housing market can explain the increase. Housing is less affordable, and it drives those that can least afford it out of the market. (*SMS Research, 2003 Homeless Point-in-Time Study, page 24*)

County	Sheltered Homeless Persons				Unsheltered Homeless		Total Homeless Persons
	From HMIS Records		Not in HMIS Database		Counts	Survey Estimate	
	Transitional	Emergency	Transitional	Emergency			
Honolulu	824	420	-	-	572	1,481	3,297
State	1,238	623	-	62	1,267	2,839	6,029

	Individuals	Persons in Families	Persons in Families with Children	Person in Non-Family Groups	Total
<b>Sheltered</b>					
Honolulu	506	738	495	-	1,244
State	640	1,281	897	2	1,923
<b>Unsheltered</b>					
Honolulu	470	729	346	854	2,053
State	1,289	1,708	765	1,108	4,105

(*SMS Research, 2003 Homeless point-in-Time Study, page 7*)

## **Activities**

Through a request for proposals process, the City will award available Emergency Shelter Grant and matching funds to agencies providing emergency and transitional shelter to persons who are homeless.

## **Inputs/Resources**

Over a five-year period, the City's award of Emergency Shelter Grant and matching funds is anticipated to provide 7,500 persons with shelter and 5,000 with services. The long-term outcome is anticipated to be 750 persons transitioned to permanent housing.

## **Goal: HP – 3, Strengthen Communities: Homeless Persons Need Assistance In Avoiding Eviction And/Or Assistance In Paying First Months Rent In Addition To Security Deposit.**

*“The most economically efficient way to end homelessness is to prevent its occurrence. Financial assistance to prevent an eviction, mediation to address problems with a landlord or lender, and case management can all prevent individuals and families from becoming homeless. A 1991 study of eviction prevention programs by the U.S. Department of Health and Human Services found that the average cost to prevent family homelessness was one-sixth the average cost of a stay in a shelter. Yet a recent examination of the continuum of care planning process found that few of the communities studied dedicate substantial resources to preventing homelessness.” (National Alliance to End Homelessness, Toolkit)*

## **Problem/need:**

The Federal Emergency Management Agency (FEMA) and private foundations provide emergency rental assistance. It is an eligible activity under the Emergency Shelter Grant program; however, demand has been higher for ongoing shelter operations and services.

## **Activities:**

In the past emergency rental assistance has been awarded five different agencies with different means of distributing assistance. While most agencies serve all clients at risk on a first come, first served basis, one agency was selected to provide assistance to persons being released from prison as that population nationwide has been a focus of chronic homelessness.

## **Inputs/Resources:**

To assist in homelessness prevention, the City will commit ESG and CDBG matching resources for emergency rental assistance to 70 persons annually to prevent homelessness for a total of 350 persons for the years 2005 through 2009. Emergency rental and utility assistance is provided to clients who would be otherwise able to continue rental payments in permanent housing upon receipt of one-time assistance.

## **Goal HP-4 Homeless Persons Need Safe and Modern Shelters**

Emergency shelters do not charge a fee and operations are supported by government and private sources. Both emergency shelters in Honolulu as well as some of the domestic violence shelters are facilities owned by the City & County of Honolulu and leased or contracted to nonprofit agencies for operation.

### **Activities**

In order to achieve the goal of providing the homeless a safe and secure sleeping environment, the City will provide funding support for the renovation and major repair of emergency and transitional facilities, with priority for facilities owned by the City.

### **Inputs/Resources**

To this end, the City will commit ESG and/or CDBG matching resources to fund the renovation, repainting, and facility maintenance costs of 3 emergency shelters over the years 2005 through 2009.

## PRIORITIES – HOMELESS OAHU

**Table C – Priorities Homeless Needs**

Table C below includes figures from the Housing and Community Development Corporation of Hawaii, Homeless Programs Branch. The figures in italics are those included in Honolulu’s 2004 Continuum of care application for homeless grant funds and are based on a June 2004 polling of shelters. **These tables are specifically for ESG/CDBG/HOPWA funding sources.**

<b>TABLE C</b>	<b>PRIORITY HOMELESS NEEDS TABLE C</b>	<i>Estimated Need</i>	<i>Current Inventory</i>	<i>Unmet Need/Gap</i>	<b>Relative Priority</b>
<b>Individuals</b>					
<b>Example</b>	<b>Emergency Shelter</b>	<b>115</b>	<b>89</b>	<b>26</b>	<b>M</b>
<b>Beds / Units</b>	Emergency Shelter	<i>627/126</i>	<i>404/100</i>	<i>223/26</i>	M
	Transitional Housing	<i>512/454</i>	<i>632/304</i>	<i>-120/150</i>	H
	Permanent Housing	<i>1856/1017</i>	<i>906/705</i>	<i>950/312</i>	H
	Total	<i>2995/1597</i>	<i>1942/1109</i>	<i>1053/488</i>	
<b>Estimated Supportive Services Slots</b>	Job Training	607	238	369	M
	Case Management	3966	2029	1937	H
	Substance Abuse Treatment	120	111	9	H
	Mental Health Care	1065	210	855	M
	Housing Placement	1691	1082	609	M
	Life Skills Training	1781	1115	666	M
	Other: Dental Care	122	44	78	M
<b>Estimated Sub-Population</b>	Chronic Substance Abusers	2377	347	2030	H
	Seriously Mentally Ill	1708	1062	646	M
	Dually – Diagnosed	1992	304	1688	M
	Veterans	800	194	606	M
	Persons with HIV/AIDS	480	223	247	H
	Victims of Domestic Violence	128	80	48	M
	Youth	82	38	44	M
	Other: Elderly	50	34	16	M

<b>TABLE C</b>	<b>PRIORITY HOMELESS NEEDS TABLE C</b>	<i>Estimated Need</i>	<i>Current Inventory</i>	<i>Unmet Need/Gap</i>	<b>Relative Priority</b>
<b>Persons in Families with Children</b>					
<b>Example</b>	<b>Emergency Shelter</b>	<b>115</b>	<b>89</b>	<b>26</b>	<b>M</b>
<b>Beds / Units</b>	Emergency Shelter	212/337	180/187	32/150	M
	Transitional Housing	1552/1065	852/691	700/374	H
	Permanent Housing	304/1892	50/892	254/1000	H
	Total	2068/3294	1082/1770	986/1524	
<b>Estimated</b>	Job Training	295	101	194	M
	Case Management	546	340	206	H
	Substance Abuse Treatment	10	10	0	H
<b>Supportive Services</b>	Mental Health Care	8	8	0	M
	Housing Placement	234	130	104	M
<b>Slots</b>	Life Skills Training	600	336	264	M
	Other: Childcare	206	48	158	M
	Dental Care	84	20	64	M
<b>Estimated Sub-populations</b>	Chronic Substance Abusers	625	128	497	H
	Seriously Mentally Ill	75	60	15	M
	Dually - Diagnosed	18	18	0	M
	Veterans	63	34	29	M
	Persons with HIV/AIDS	240	121	119	H
	Victims of Domestic Violence	1650	750	900	M
	Youth				n/a
	Other:				

HUD Table 1A

## **Narrative – Homeless Needs**

### **1. Describe basis for assigning priority:**

The basis for assigning relative priority for homeless needs was based on a meeting of Partners-In-Care members who met in the office of Sandra Miyoshi, The State of Hawaii Coordinator on Homelessness in June 2004.

### **2. Identify obstacles:**

Obstacles to solving homelessness include the buying and selling of illegal drugs by the homeless, insufficient funds to service homeless with drug addictions or dually diagnosed, insufficient funds for outreach to the newly homeless, poverty and lack of formal education found in some of the homeless, and soft weather that makes it easy for some to maintain a “house-less lifestyle.”

### **3. Describe general priorities for allocating \$ geographically:**

The City’s general priority is to fund agencies that have a prior track record in working with Community Development Block Grant, Emergency Shelter Grant, and HOPWA funds. These agencies are geographically found throughout urban Honolulu and rural Oahu.

### **4. Describe general priorities for allocating \$ priority needs:**

The City’s general priority is to fund emergency and transitional shelters and services, as a first line measure to assist persons who are homeless, as permanent housing is not immediately available to most homeless individuals and families. The City also provides funds to service providers for prevention of homelessness, primarily emergency rental and utilities assistance. When capital improvements are needed the City attempts to secure CDBG funds for such costs.

### **5. Rationale for establishing relative priority needs:**

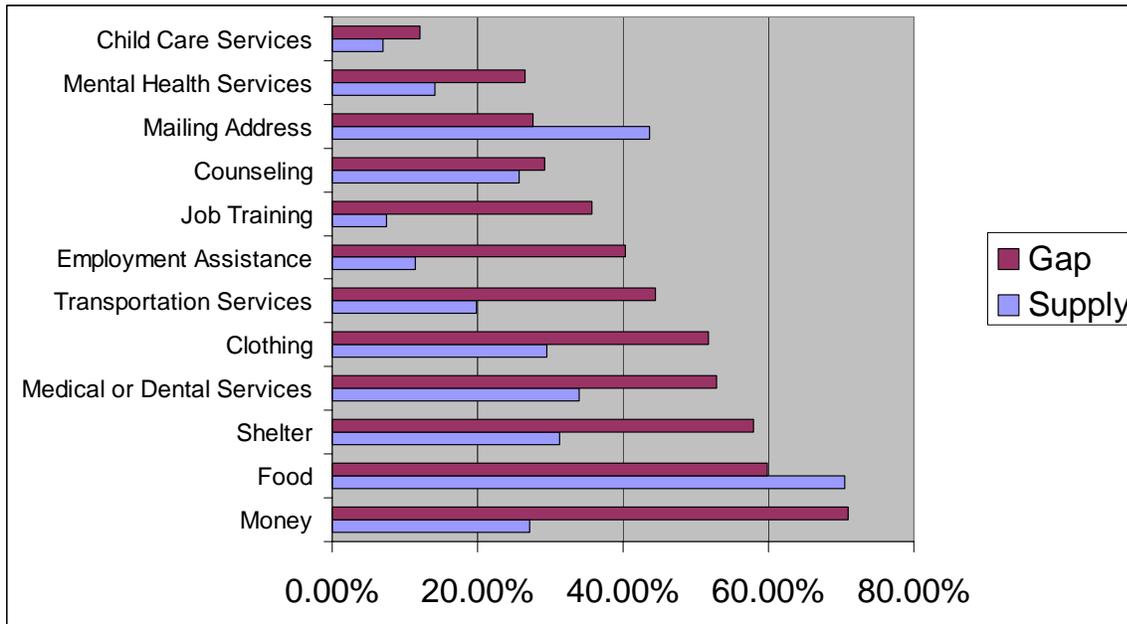
The City’s rationale for establishing relative priority needs in table C relies upon expertise of Partners In Care (Partners), an Oahu membership organization of homeless service providers, other social service professionals, representatives of local and state governments, and consumers of services. Partners In Care is a coordinating body that develops recommendations for programs & services to fill gaps in Oahu’s Continuum of Care, provides direction in response to HUD’s annual competition for homeless funding. Partners is the lead entity that developed, “The Hawaii Action Plan to End Homelessness.”

#### **Footnote:**

1. Housing gaps analysis in *italics* from City and County of Honolulu, Department of Community Services.

## Most Needed Services

According to the SMS Homeless Study, the most needed services identified by persons who were homeless in 2003 were money, food, shelter, medical and dental services, clothing and transportation. For nearly all the services covered by the survey, need exceeded supply as reported by unsheltered homeless people. The gaps in services were highest for money, job training, employment assistance, and shelter.



	<b>Supply</b>	<b>Gap</b>
Money	27.20%	70.90%
Food	70.40%	59.90%
Shelter	31.20%	57.90%
Medical or Dental Services	33.90%	52.90%
Clothing	29.60%	51.80%
Transportation Services	19.80%	44.50%
Employment Assistance	11.40%	40.30%
Job Training	7.40%	35.70%
Counseling	25.70%	29.20%
Mailing Address	43.60%	27.60%
Mental Health Services	14.20%	26.50%
Child Care Services	7.00%	12.10%

(SMS Homeless Survey, Page 21)

## Needed Services Ranked

The above figure shows the relationship between the services needed and received by the homeless population ranked in order of need as reported by survey respondents. The gap analysis shows some disparity between the level of services provided and the perceived needs of the homeless population. The most needed services in 2003 were money, food, shelter, medical and dental services, clothing and transportation. When asked about services they had received from public or private agencies in the past 30 days, the homeless most often reported receiving food (69 percent), a mailing address (43 percent), and medical or dental services (33 percent).

For nearly all the services covered by the survey, need exceeded supply as reported by unsheltered homeless people. The gaps in services were highest for money, job training, employment assistance, and shelter. For two services -- food and a mailing address -- the supply seems to have exceeded demand in 2003.

When homeless persons in the State were asked where they got most of their food, there were three prevailing responses. About forty one percent said they obtained food from human services. Approximately thirty eight percent said that most of their food is obtained from supermarkets, and about 34 percent obtained their food from a church.

## Homeless Needs Continued:

### Homeless Population

Over the course of one year, thousands of individuals and families experience homelessness throughout Hawaii and on any given night, it is estimated that 6,029 persons are homeless in the State of Hawaii. Over the course of one year, more than 14,000 individuals are homeless throughout the Islands of Hawaii. (SMS Research). The City & County of Honolulu has the highest homeless population in the State with an estimated 3,297 homeless on any given night and an estimated 9,495 persons over the course of one year.

### Nature and Extent of Homeless in the County of Honolulu

In the summer of 2003, SMS Research completed a homeless needs assessment to provide comprehensive, up-to-date information on homelessness in the State of Hawaii. The key findings of the Study were as follows:

- o Examining the unsheltered and sheltered homeless populations by county, there were a total of 2,053 and 1,244 respectively on Oahu. (SMS Research 2003)

County	Sheltered Homeless Persons				Unsheltered Homeless		Total Homeless Persons
	From HMIS Records		Not in HMIS Database		Counts	Survey Estimate	
	Transitional	Emergency	Transitional	Emergency			
Honolulu	824	420	-	-	572	1,481	3,297

	Individuals	Persons in Families	Persons in Families with Children	Person in Non-Family Groups	Total
<b>Sheltered</b>					
Honolulu	506	738	495	-	1,244
<b>Unsheltered</b>					
Honolulu	470	729	346	854	2,053

(SMS Research, 2003 Homeless point-in-Time Study, page 7)

- Many of the homeless population tended to be either lifetime or long-time residents of the state. 49.5% of the homeless population has lived in the County of Honolulu for their entire lifetime. More than 67% of the homeless population was lifetime residents or people who had been here for 20 years or more. Only 3.3% of the homeless population has lived on Oahu for one year or less.
- Homeless individuals cited economic difficulties, substance abuse and domestic situations as some of the major reasons for their most recent term of homelessness.  
**(SMS Research, 2003 Homeless Point-in-Time Study, page 17)**
- The number of hidden homeless has more than doubled in the last decade, while the number of at-risk homeless has declined by more than half. A very tight housing market can explain the increase in hidden homeless. Housing is less affordable, and it drives those that can least afford it out of the market.  
**(SMS Research, 2003 Homeless Point-in-Time Study, page 24)**
- 42% of the homeless population on Oahu is considered Hawaiian or Part-Hawaiian, which is well above the comparative ethnic composition of the population in the State of Hawaii.  
**(SMS Research, 2003 Homeless Point-in-Time Study, page 16)**
  - Korean - .9%
  - Japanese – 1.5%
  - Hispanic – 1.5%
  - Chinese – 3.0%
  - Black – 3.0%
  - Filipino – 5.4
  - Caucasian – 27.9%
  - Mixed, not Hawaiian – 1.2%
  - Other – 10%
  - Don't Know, Refused – 2.7%

### **Characteristics of Hidden Homeless and At-Risk Homeless**

Table 11 presents a comparable set of estimates for Hidden Homeless and At-Risk persons and households in Hawaii from 1992 to 2003. Estimates include official population and household counts for 1992 through 1997. Estimates of number of persons in households have been adjusted for 1997 to reflect actual household sizes.

**IV. TABLE 11: HIDDEN HOMELESSNESS AND AT-RISK OF HOMELESSNESS, 1992 TO 2003**

	1992	1997	2003
Households	375,018	396,008	410,795
Hidden Homeless	17,618	26,929	41,007
At-risk	111,747	71,483	50,122
Adequately Housed	245,653	297,596	319,665
Persons	1,158,613	1,211,640	1,228,025
Hidden Homeless	90,506	144,022	228,449
At-risk	322,755	220,734	155,058
Adequately Housed	745,352	846,886	844,518
Persons per Household	3.09	3.06	2.99
Hidden Homeless	5.14	5.35	5.57
At-risk	2.89	3.10	3.09
Adequately Housed	3.03	2.87	2.64

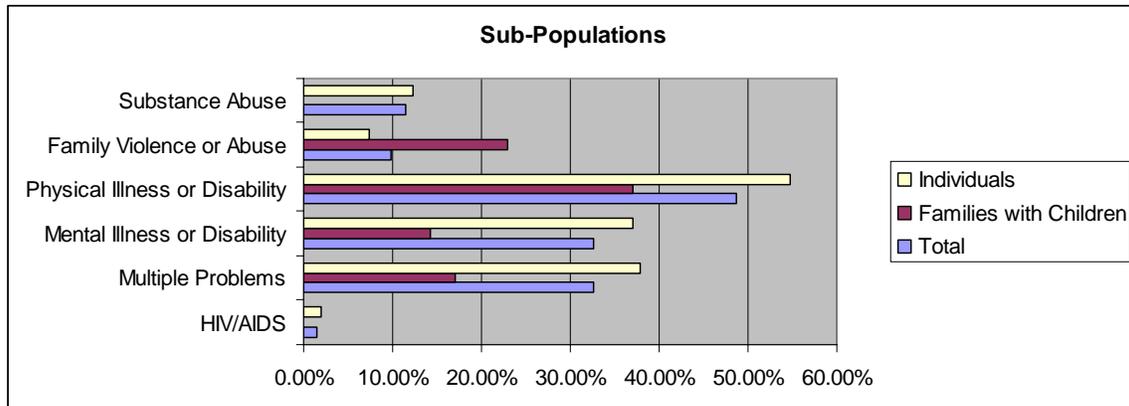
Source: Hawaii Housing Policy Study, 2003

Note: Estimates of hidden homeless and at-risk homelessness were also done as part of the 1999 Homeless study. Those numbers though not exactly comparable in those that come out the HHPS, are 76,635 hidden homeless, and 206,924 at-risk of homelessness for the State of Hawaii.

The number of hidden homeless has more than doubled over the last 10 years, while the number of at-risk homeless has declined by more than half. A very tight housing market can explain the increase in hidden homeless. Housing is less affordable, and it drives those that can least afford it out of the market.

## Nature and Extent of Homelessness by Sub-Populations

There are many subpopulations within the homeless population. Individuals living with different types of disabilities and multiple disabilities face enormous challenges when seeking services and housing. Families with children also face barriers when attempting to leave homelessness.



### Homeless Families and Children

	Honolulu
<b>Total</b>	<b>3,297</b>
<b>Individuals</b>	<b>976</b>
<b>Persons In Families</b>	<b>1,467</b>
<b>Persons in Families with Children</b>	<b>841</b>
<b>Children</b>	<b>402</b>
<b>Persons in non-family groups</b>	<b>854</b>

(SMS Research, 2003 page 24)

## Chronic Homelessness

The issue of chronic homelessness was at the top of the agenda during the 2003 US Conference of Mayors. President Bush, in 2002 stated a goal of ending chronic homelessness in ten years. The Hawaii State Homeless Policy Academy (Academy) is on a fast track to meet this challenge. The Academy was initiated in 2002 in response to a joint initiative of the federal Departments of Health and Human Services, Housing and Urban Development, and Veterans Affairs. The effort marked the beginning of a resource sharing among federal agencies to coordinate the needs of the nation's chronically homeless at the local level that have not adequately been met by existing government safety nets by improving access to "mainstream" systems such as welfare, food stamps, Medicaid, social security, veteran's benefits, etc. Homelessness represents the very least productive environment in which to cope with mental illness and addiction.

The Academy's mission is to plan and develop a more comprehensive and integrated system of permanent housing and services for people who are chronically homeless to help them achieve their optimal level of health, safety and well being. The ultimate success of that mission rests with the commitment and collaboration of the counties, private sector providers, governmental agencies, homeless persons, and people of Hawaii to a strategic plan that will eliminate barriers and achieve outcome-oriented coordinated care. Although the Academy's Plan reflects long-term goals, the collaboration that has started through this endeavor has already enabled benchmarks to be met. For example, discussions between homeless and mainstream service providers have enabled barriers to

be lowered. (Please contact Sandra Miyoshi of HCDCH for further details on the Hawaii Homeless Policy Academy Plan).

In April 2003, the Housing and Community Development Corporation of Hawaii (HCDCH) conducted a survey of service providers under contract for homeless services, to estimate the number of individuals who are currently receiving some type of services and meet the HUD definition of being chronically homeless. The agencies that were surveyed included State funded programs that provide emergency shelter and/or outreach to the homeless. Following is the breakdown:

Institute for Human Services	Oahu	214
Kalihi-Palama Health Center	Oahu	433
Kauai Economic Opportunity	Kauai	167
Office of Social Ministry	Big Island	256
Salvation Army, Maui	Maui	784
Waianae Comprehensive Health Center	Oahu	70
Waianae Community Outreach	Oahu	393
Waikiki Health Center	Oahu	1,309
Raw Total		3,626
Unduplicated Total		3,337

The estimated number of chronically homeless presents a big challenge that we must meet. Although the chronically homeless make up approximately 10% of the overall national homeless population, they consume an estimated 50% of available resources. This fact has slowed progress made on providing the homeless access to permanent housing.

The developmentally disabled sub population is a group that often does not get counted when discussing homelessness. With the closure of many facilities that provided services to this population, many DD individuals have been taken care of by their aging families. As these caregivers continue to age, the need for more support services to prevent homelessness and other situations will become more apparent. The State Council on Developmental Disabilities estimates that 1.8% of the overall State population have developmental disabilities. Of this number, approximately 3,000 receive services from the Department of Health. (Hawaii State Council on Developmental Disabilities)

### **Characteristics of Homeless Subpopulations, 2003**

SMS, INC. in 2003 identified and calculated the sub-populations within the larger homeless population residing in the State of Hawaii and determined the type and level of services that may be required. It was suggested that the data might be applied toward the creation of prevention programs geared toward the sub-populations that have the largest number and are the easiest to treat. For the State, persons with physical illness or disability exhibited the largest sub-population making up 40 percent of the total homeless persons surveyed. Those suffering from mental illness or disability made up the second largest population (30%). Dual diagnosed, or people that exhibited multiple problems, also made up 30 percent of homeless. Responses to questions posed by surveyors in the SMS study varied widely due to individual clients with diminished capacity, conflicted personal dynamics (felons), or clients that use illegal or controlled substances. (SMS Inc., Homeless Point-In-Time Count Report, 2003)

## **Homeless Families With Children**

The Continuum of Care Gaps analysis Chart for 2003 Homeless Families with Children identifies 1,240 individuals as sheltered (emergency/transitional) or unsheltered. Families experience the full range of factors that contribute to homelessness such as poverty, low skill level, limited education, substance abuse, violence, and unemployment, legal and financial problems. Dependency of minor children adds additional stressors. Often in cases of domestic violence, substance abuse, instable housing, infrequent school attendance, child abuse and neglect, the contributing factors are intensified for all. In order to stabilize the family and assist them in becoming self-sufficient and in obtaining and retaining permanent housing, one must provide a foundation of supportive services for the family unit.

A multiplicity of issues must be addressed when working with families who are homeless. Issues include: cultural identity, communication skills, family strengthening with emphasis on parenting, family bonding, conflict resolution, goal setting, time management skills, stress management, appropriate childcare and youth programs, family activities, basic life skills, educational plans (as in Individual Educational Plans or crisis support plans for troubled youth) which focus on building a bridge between home and school, job readiness and job skill training which help to establish a work ethic, identifying education as an integral to self-development and opportunity for employment, broad use of therapy targeting deep rooted issues arising from trauma, neglect and abuse of a child, by the adult and/or child.

Parents in recovery, have children in recovery. Families of trauma involve and affect all. Often the family in recovery must refrain from associating with their former circle that includes other family members, friends, etc. This means that the relationships and social structures must be built up. It is a complex interwoven challenge to effectively provide the appropriate referrals and opportunities that will assist the families in breaking cycles, often generational, co-dependency, violence and limited options to succeed in sustaining a quality of life that provides adequate shelter, food, education and employment. Outstanding legal issues, poor credit history, mental health concerns, physical disabilities all disable a family further. Once a family is stabilized they have many challenges in securing employment that will provide enough income to support self-sufficiency. Childcare and youth supervision along with sick day coverage become crucial factors in the ability of adults to pursue education or employment opportunities. With the Welfare Reform Act of 1996, many adults have reached or are soon about to reach the 60 month limit of benefits. There are fewer mainstream resources for this population. Realtors are often reluctant to rent even with Section 8 vouchers due to a number of reasons and finding appropriate housing within a given school district can be challenging. Affordable, sustainable housing is a major challenge for even those individuals who are well educated and employed. It is a greater challenge for those who have disabilities or other factors that further complicate their situation. They need supportive services to assist them in becoming stable family members and contributing citizens, as they build the skills necessary for long-term success.

Homeless Families often are found on the beaches and hidden away with other families. They seem to form a community out of necessity in the harsh reality of homelessness. There are very few programs that can meet the needs of these families. There is only one emergency shelter for homeless families on Oahu, the Institute for Human Services (I.H.S.). I.H.S. is filled to capacity on a nightly basis and often must turn whole families away for lack of space. When families are

homeless it is not just the adults that are going through traumatic times, it is the children, many of whom do not attend school or get appropriate medical care and therefore are stuck in the cycle of homelessness for years to come.

## **Youth**

Homeless youth are individuals who are 21 years old or younger, do not live in a safe environment with a relative, and have no other safe alternative living arrangement. Street youth are runaway youth or youth that are indefinitely or intermittently homeless, spending a significant amount of time on the street or in other areas that increase their risk of sexual abuse, sexual exploitation, prostitution and/or drug abuse. On the streets of Waikiki, hundreds of youths can be seen walking about. If you did not know it, you would never guess that a large number of these youths have nowhere to spend the night.

Youth homelessness has often been overlooked when studying the homeless issue. Few agencies provide the specialized services necessary to working with this group. In order to get a good understanding of the issues around youth homelessness as well as the gaps in services, Hale Kipa's Youth Outreach Program provided the following overview.

Hale Kipa (The House of Friendliness) is one of the main agencies on the island of Oahu who provides outreach and services to youth on the streets. Hale Kipa's Youth Outreach Program provides services to runaway, homeless, and street identified youth and young adults up to the age of 22. The youngest seen is usually around 11 or 12, though sometimes younger. Most of the clients served are local youth on Oahu. Travelers from the Mainland and other countries sometimes come through, but they don't tend to stay around for more than a few months. Many of this population have histories of abuse (physical, sexual, etc), substance use, arrest, and out of home placements (foster care, treatment programs, etc). They often share that they feel safer on the streets than at home. Many individuals are labeled as "throwaways" rather than runaways. This means that they have been thrown out of their houses as opposed to running away. A few are still involved with their families (sometimes living together on the streets as a homeless family), but most of the time they have been disconnected from family. One could break the population down into 3 basic types. The first type is (usually younger) and is likely a runaway/rebellious youth/young adult who is on the streets by choice and hasn't been on the streets very long.

The second type are youth who have been on the streets for a while and realize that being on the streets isn't as fun and exciting as it initially seemed, but do not have other alternatives. The third type is the chronic homeless who take their identity as street youth and for whom it is the norm. If youth stay in the streets long enough, they begin to transition from one stage to the next. The younger ones often get picked up by the police for status offenses, so programs only see them for short periods of time (a few months usually). There are some who are chronic status offenders whom are seen by providers over and over again for a few months at a time, and they often become long-term once they turn 18. The Hale Kipa Transitional Living Program (for clients 18 to 22 years old) appears to work well for the second level clients, but is a struggle for the street identified youth. Once someone accepts the street lifestyle as normal, it becomes very hard for him or her to leave the streets behind. Virtually everything they do, all their friends, all their "leisure" activities revolve around the streets and it is difficult to give up this community, especially to try to return to the community that threw them onto the street originally.

Over the course of a year Hale Kipa probably sees between 300 and 400 separate individuals at the drop-in center. Not all of these youth are homeless, some are simply at risk for homelessness or come in with friends and many of them only access services a few times. There are probably about 150 to 200 youth who are repeat clients and about half of these fall into the chronically street identified group. These numbers don't count the youth who are encountered on the streets during outreach. Hale Kipa tries to target just about anyone who looks age appropriate, as you never know who may need the services.

### **Severe and Persistent Mental Illness**

*Department of Health, Adult Mental Health Division, State Plan for Mental Health, Fiscal-Year 2002-2003*

The mission of the State Department of Health, Adult Mental Health Division (AMHD) is to promote, provide, coordinate, and administer a comprehensive mental health system for individuals eighteen years of age and older who have a severe and persistent mental illness. Among those to whom this mission applies are persons with severe and persistent mental illnesses who are homeless. AMHD continues to update its plan on a regular basis to fit the ongoing needs of the community. It is also working on improvement of Division services including the development of 24-hour access to services and capacity building measures.

Persons who are seriously and persistently mentally ill and homeless are one of the most vulnerable populations in our society. Medical problems, developmental disability, and substance abuse often exacerbate schizophrenia and bipolar illnesses. In and out of jails, prisons, hospitals, this homeless subgroup is often at-risk for suicide, homicide, and abuse. Their housing needs include access to various options, with provision of integrated services. The Housing First Model, Interim Housing and Specialized Residential Services and Supported Housing are of particular benefit to persons who are homeless, providing diversion/assessment and regaining of functional skills, respectively. These housing models recognize housing as a right whereby admission is not contingent on the acceptance of services. Services are based on consumer choice.

Two studies conducted recently suggest that anywhere from 24% to 41% of homeless adults suffer from mental illness or a dual diagnosis. Using the HCDCH estimate of homelessness in Hawaii (i.e., 2,827-3,515 persons), the estimated count of homeless mentally ill adults in Hawaii ranges from 678-1,159 (24%- 41% of 2,827) to 844-1,441 (24%-41% of 3,515 persons).

### **Description of Available Activities available to persons who are homeless with a serious and persistent mental illness including representative payee services, array of housing choices, crisis services, outreach, case management, psycho-social rehabilitation and psychiatric treatment.**

The Access Line is a 24/7 standardized approach to manage calls for access to assessment mental health services, crisis, jail diversion, information and referral. Outreach workers can access services through the line statewide. Assessment services for homeless persons who are potentially severely and persistently mentally ill and those with problems of substance abuse are available through assignment of staff at Oahu's major homeless shelter, the Institute of Human Services, as well as through appointments in client accessible community locations.

Outreach efforts, are provided through federal funding through the Project for Assistance to Transition from Homelessness (PATH) Program, and through AMHD funding assisting homeless consumers with serious and persistent mental illness on each island. Approximately 222 persons on Oahu were served in FY 2002 (Provided by B. Miranda, AMHD). In addition to outreach, homeless consumers are also linked to ACT, Intensive and Targeted, case management teams. Rates of engagement appear to be more successful as a result of increased integrated treatment and the provision of housing.

Psychiatric treatment for persons who are homeless with serious and persistent mental illness on Oahu is provided through Kalihi-Palama Health Center's Health Care for the Homeless Project and other AMHD service providers including five (5) Community Mental Health Centers on Oahu and AMHD contracted Purchase of Services providers.

Housing resources specifically designated for persons who are homeless and seriously mentally ill include 35 beds from HUD transitional funds and thirty-beds at Safe Haven. Seventy-two (72) newly renovated studios were available at Kalaeloa on Oahu in January 2004 from closure of a military base. Additional housing resources for this population include thirty HUD Shelter Plus Care (SPC) rental subsidies administered by Steadfast Housing Development Corporation.

### **Substance Abuse**

The use of substances has become a very serious problem. In September 2003, the Lieutenant Governors office convened a "Drug Summit" to discuss the issues and create recommendations to take to the legislature. More than 300 people were invited to join in this 3-day conference. The Lt. Governor developed a "Hawaii Drug Control Strategy: A New Beginning" that outlined the goals and mission of the summit. The "mission is to reduce harm to the Hawaii community by responding to the unique prevention, treatment, criminal justice, and law enforcement needs associated with drug distribution, illicit drug use and underage drinking. Drawing upon government-community partnerships, the Strategy will reduce the factors that put residents at risk for substance abuse and increase protective factors to safeguard the people of Hawaii from the negative consequences associated with illicit drug use and underage drinking."

A three-prong approach was advocated for many participants at the drug summit and the documentary film. The three approaches include: prevention, treatment and interdiction. Without focus on all three of these approaches at the same time, little may change for the future of Hawaii.

### **Treatment Services (data reported by the Alcohol and Drug Abuse Division (ADAD) of the Hawaii Department of Health)**

The data pertains to substance abuse treatment services provided to two groups, 1) homeless individuals and 2) all persons served by ADAD-funded substance abuse treatment programs for adults on the Island of Oahu during the period 3/1/02 through 2/28/03, which is the most recent 12-month period for which such data are available:

During the 12-month period, 491 homeless persons were admitted to residential treatment and 105 homeless persons were admitted to outpatient treatment services on Oahu. Therefore, a total of 596 homeless persons were admitted to residential or outpatient substance abuse treatment services on Oahu during the period. Regarding the total number of all persons admitted to substance abuse treatment services on Oahu during the 12-month period, a total of 1,289 persons were admitted to

residential treatment and 1,779 persons were admitted to outpatient treatment. Based on the above data, a) the 491 homeless persons on Oahu admitted to residential substance abuse treatment accounted for 38 percent of the 1,289 total persons admitted for residential treatment during the 12-month period; b) the 105 homeless persons admitted to outpatient treatment services on Oahu accounted for 6 percent of the 1,779 persons on Oahu who were admitted for outpatient treatment services; and c) therefore, the 596 homeless persons on Oahu who were admitted to either residential or outpatient treatment services accounted for 19 percent of the 3,068 persons on Oahu who were admitted to either residential or outpatient substance abuse treatment services from 3/1/02 through 2/28/03. Service providers estimate that the number of homeless individuals needing substance abuse treatment far exceeds the number of available slots.

## **Discharge Planning**

A growing number of people in Hawaii who have recently been discharged from publicly funded institutions, find themselves homeless upon release or soon afterwards. Discharges that result in homelessness must be eliminated. Housing and Community Development Corporation of Hawaii's December 2002 discharge planning data showed that the institutions are reporting that approximately 14 percent of their discharges are occurring in this manner. Appropriate discharge planning from all institutions is essential to the closure of the front door to homelessness. Across the nation, State Departments of Corrections, mental health hospitals and foster care systems are examining their programs for gaps in follow-up care. In Hawaii, the Hawaii Homeless Policy Academy has begun to work with various institutions in an attempt to decrease homelessness upon release.

## **Homeless Strategies**

Following are the strategies set forth to accomplish ending homelessness in Hawaii within the next decade as determined by Partners In Care. Change in the political, social and economic state of Hawaii is inevitable, as are the circumstances surrounding homelessness. The Plan that has been developed by PIC has been created with change in mind. The Plan will be reviewed on an annual basis and subsequent changes will be made at those times. The end goal of this plan will remain the same: ending homelessness.

### **A. Describe strategy to address homeless population:**

#### **1. Homeless Persons: Access to Appropriate, Affordable, Safe and Decent Housing For All.**

The Continuum of housing for homeless individuals includes emergency and transitional housing. Rather than increasing the supply of emergency and transitional shelter beds; however, providers are advocating permanent supportive housing as the solution to homelessness.

The "Housing First" model has been nationally recognized as a prime example of prevention of homelessness. This concept is based on the premise that housing must be attained first in order to gain stability and work on the underlying reasons for homelessness. *"Supportive housing'- permanent housing with attendant social services-was in the past often considered prohibitively expensive, but has emerged as a good investment because it is shown to substantially reduce the use of other publicly funded services. For those placed in the permanent supportive housing program (in New York City), the reduced use of acute care services nearly offset the costs of the supportive housing."* (Dennis Culhane, University of Pennsylvania Researcher.) Many

individuals who suffer from a severe mental illness have benefited greatly from this model program. The HUD Shelter Plus Care program has housed several hundred individuals in Honolulu over the last several years and has proven its effectiveness. Individuals were given an opportunity to live where they chose and be assisted through supportive services. The retention rate in this kind of program is very high.

Partners in Care recognizes the need to support new housing development as well as preservation of the existing housing stock. In addition to funding new housing development, the City's housing rehabilitation loan program provides low-interest loans to homeowners and landlords to preserve existing housing stock.

## **2. Prevent Individuals and Family From Being Homeless**

“The most economically efficient way to end homelessness is to prevent its occurrence. Financial assistance to prevent an eviction, mediation to address problems with a landlord or lender, and case management can all prevent individuals and families from becoming homeless. A 1991 study of eviction prevention programs by the U.S. Department of Health and Human Services found that the average cost to prevent family homelessness was one-sixth the average cost of a stay in a shelter. Yet a recent examination of the continuum of care planning process found that few of the communities studied dedicate substantial resources to preventing homelessness.” (National Alliance to End Homelessness, Toolkit)

Oahu's Continuum of Care must dedicate time and finances to the endeavor of prevention. This includes enhancing the coordination between emergency assistance agencies and moving beyond one-time crisis payments to providing time limited housing subsidies until families become financially stable. Continuous case management services beyond crisis will also assist in preventing future homelessness. Many who are currently homeless have been homeless several times during their lives. Prevention is key to stopping this cycle. Education is also crucial so that individuals and families are able to avoid homelessness.

Creation of a Rapid Exit program in shelters will assist in having people homeless for as little time as possible. In order for this to be successful, there must be affordable housing for individuals and families to go into. Through crisis financial assistance and development of a security deposit/first months rent loan program, families and individuals will be able to move quickly into housing. Education of landlords and tenants is also essential to prevent future homelessness. Landlords often find that they must evict people due to non-compliance with house rules or non-payment. A support system for landlords must be developed so that people are counseled on how to be good tenants and programs are available that will assist people so they do not have to be evicted. Landlord/tenant mediation can be used to prevent homelessness and assure landlords that they will not be losing their income. Support services that include legal assistance must also be a part of prevention. Currently there are programs that assist people in eviction procedures and other legal matters. These services should continue and more individuals and families should have access to them.

Discharges from hospitals and the criminal justice system must be improved to prevent homelessness upon release. Treatment teams that include hospital/criminal justice system personnel as well as community partners must be in place well before release. This will decrease the number of people found on the streets right after discharge. This is often difficult if the

individual plans to live on the street, but if there are enough options available to the person, he/she may decide to go into housing versus the streets.

Outreach is often the first link that people have to service providers. Outreach to individuals and families who are at risk for becoming homeless, should be increased to those who are at or below the poverty level to prevent homelessness and improve their financial situation so they can move out of poverty. Education is often key in this goal. Other elements that must be addressed include the lack of affordable childcare and transportation.

### **3. Homeless Subpopulations: Decrease Barriers to Housing.**

There are many barriers to housing for individuals and families who are homeless. Past housing history and criminal history often prevent individuals from attaining housing. They are unable to enter public housing if they have any former debts or have been convicted of a crime.

Landlords often are hesitant to rent to section 8 tenants and homeless individuals due to the possibility of property damage beyond the security deposit. Landlords with past bad experiences find themselves financially responsible for much of the damage by tenants, which discourages them from participating in rental assistance programs. Many different regions in the United States have incorporated a damage insurance program to assist with property damage. Although damage above the deposit does not happen often, the security of a fund that will assist in paying for damages will encourage landlords to participate in subsidized programs.

Education is essential to improve an individual's ability to increase their income. The City through its Work Hawaii programs supports work programs for low-income individuals.

### **4. Improve Data Collection/Research.**

Data collection and research is essential at all levels of ending homelessness. Through research and data collection, the true need and gaps on Oahu can be determined. The Homeless Management Information System (HMIS) required by HUD, is being implemented by HCDCH, with agencies receiving HUD funds from the City scheduled for inclusion shortly. Agencies who do not receive HUD, State of Hawaii, or City and County funding will also be requested to participate. The data derived from the system would be provide up-to-date information on gaps and needs in services.

The Health Insurance Portability, Accountability Act (HIPAA) has impacted many agencies since its implementation in April of 2003. The new regulations and policies within this act have increased the barriers to care for individuals in our community. The providers need to work together to decrease these barriers while still ensuring the privacy of individuals. Agencies have not been able to discard unique forms, policies and procedures that do not allow sharing of information and appropriate communication. Greater coordination must be achieved in this area.

### **5. Provide Appropriate Support Services**

Support Services are essential for the continued success of consumers. These can be time limited services or ongoing services. Support services can include case management, treatment services,

life skills training, legal services, benefit attainment assistance, needle exchange, services for HIV/AIDS consumers, veterans etc.

Health insurance coverage for treatment of substance abuse and mental health continues to be an issue.

Case management is often the key to maintaining housing. Through regular checks and follow-ups, individuals get the support needed to stay housed. Although many programs provide case management services, there is a lack of and long-term case management services. After case management is removed from the emergency setting, homeless persons may decompensate, and require a higher level of care and may lose their housing.

## **6. Create Collaborative Partnerships to End Homelessness**

Effective collaboration must be created to end homelessness. Every sector of the community must be involved. The different sectors, including the tourism authorities, neighborhood boards, business associations, tenant associations and others have all encountered the homeless and must work together with homeless service providers to solve the issue. This requires education of all sectors. Providers must be open to education regarding business' concerns and businesses must be made aware of providers concerns. Through creation of a statewide homeless coalition, all islands can share their ideas, concerns, successes and failures and can become more effective advocates for the homeless.

## **OAHU CONTINUUM OF CARE**

The general population as well as the homeless population is greatest on the island of Oahu. Consequently, Oahu receives the majority of homeless assistance funding.

Homeless Outreach/Assessment

### **Homeless Unsheltered**

59% of Oahu's homeless population is single adults

11% are single parent families

12% are two parent families

7% are adult groups with children

7% are couples with no children

4% are adult groups with no children

### **Homeless Sheltered**

44% of Oahu's Sheltered Homeless are single adults

34% are single parent families

18% are two parent families

2% are couples with no children

3% are part of inter-generational families

## Homeless Outreach/Assessment and Homeless Populations and Subpopulations

Following are the Homeless Outreach/Assessment Chart and the Homeless Population and Subpopulations Chart. These charts were developed through surveys given to service providers and based on waitlist and availability within programs. Outreach workers also provided information based on encounters with individuals in the community.

### Continuum of Care: Homeless Outreach/Assessment Chart

		Current Inventory in 2003	Under Development in 2003	Unmet Need/ Gap
<b>Individuals</b>				
<b>Beds</b>	Emergency Shelter	300	0	150
	Transitional Housing	692	311	650
	Permanent Supportive Housing	841	22	1100
	<b>Total</b>	<b>1,833</b>	<b>333</b>	<b>1900</b>

### Persons in Families With Children

<b>Beds</b>	Emergency Shelter	179	0	200
	Transitional Housing	732	0	300
	Permanent Supportive Housing	26	0	500
	<b>Total</b>	<b>937</b>	<b>0</b>	<b>1000</b>

### Continuum of Care: Homeless Population and Subpopulations Chart

A. Part 1: Homeless Populatio n	B. Sheltered		C. Unsheltered	D. Total
	E. Emergency	F. Transitional		
1. Homeless Individuals	300 (A)	692 (A)	493 (A/E)	1,430 (A/E)
2. Homeless Families with Children	51 (E)	210(E)	94 (A/E)	354 (A/E)
2a. Persons in Homeless Families with Children	179 (A)	732 (A)	329(A/E)	1,240 (A/E)
<b>Total (lines 1 + 2a)</b>	<b>479 (A/E)</b>	<b>1,424 (A/E)</b>	<b>822 (A/E)</b>	<b>2,725(A/E)</b>

Part 2: Homeless Subpopulations	Sheltered	Unsheltered	G. Total
1. Chronically Homeless	294	247	518
2. Seriously Mentally Ill	198		
3. Chronic Substance Abuse	579		
4. Veterans	216		
5. Persons with HIV/AIDS	59		
6. Victims of Domestic Violence	232		
7. Youth	522		

Keith Ishida, City and County of Honolulu, Department of Community Services, August 10, 2004

## **Existing Homeless Facilities**

### **Emergency Shelter Services**

On the island of Oahu, there is only one emergency shelter provider for single men, single women and families, the Institute for Human Services (I.H.S.). IHS helps over 2,300 homeless men, women and families with children each year! 59% of homeless families and individuals who actively participate in the IHS program achieve their goal to transition to alternative housing usually within 3 months. IHS, The Institute for Human Services, provides emergency temporary shelter, food, clothing, advocacy, support services and referrals for people who are homeless. IHS is committed to providing quality services with compassion, dignity and respect, recognizing each individual's capacity for change.

The programs that are provided at I.H.S. are essential to the thousands of individuals who use the shelter facilities. Currently there are waiting lists for the women and family shelter that puts further stresses on this population. Some support the idea of creating new emergency shelters while others promote creation of affordable, permanent housing. This Plan focuses on the later solution, as it is seen as a true solution to homelessness.

## Existing Homeless Facilities

The table below was included in the City and County of Honolulu's 2004 Continuum of Care application for HUD homeless grant funds.

### Fundamental Components in CoC System -- Housing Activity Chart

Target Population Key: SM = Single Males Only; SF = Single females only; SMF = Single male or females only

FC = Families with Children; YM = only male youth (under 18yrs); YF = only female youth (<18); YMF = male and female (<18); O = others

DV = Domestic Violence only; VET = Veterans only; AIDS = HIV/AIDS;

Fundamental Components in CoC System -- Housing Activity Chart												
Component: <i>Emergency Shelter</i>												
Provider Name	Facility Name	Geo Code	Target Population 2004 Year Round (Units/Beds)					2004 All Beds				
			A	B	Family Units	Family Beds	Individual Beds	Year Round	Seasonal	Overflow Voucher		
<b>Current Inventory</b>												
Windward Abuse Shelter	Windward Abuse Shelter	150144	SF	DV	1	26		26				
Child and Family Service	Honolulu Domestic Violence Shelter		SF, FC	DV	1	34		34				
Child and Family Service	Leeward Domestic Violence Shelter		SF, FC	DV	1	22		22				
Parents and Children Together	Ohia Domestic Violence Shelter		SF, FC	DV	1	8	4	12				
Institute for Human Services	Sumner Street Shelter		SM				240	240				
Institute for Human Services	Ka'aahi Street Shelter, Single		SFO				52	52				
Institute for Human Services	Ka'aahi Street Shelter, Families		FC		N/A	97		97				
Hale Kipa	Emergency Shelter		SMF, YMF, O				8	8				
					<b>Subtotal</b>			187	304	491	0	0
<b>Under Development</b>												
					<b>Subtotal</b>			0		0	0	
Component: <i>Transitional Housing</i>												

Provider Name	Facility Name	Geo Code	Target Population 2004 Year Round (Units/Beds)					2004 All Beds		Overflow Voucher
			A	B	Family Units	Family Beds	Individual Beds	Year Round	Seasonal	
<b>Current Inventory</b>										
Homeless Solutions	Nakolea	150144	SMF					64	64	
Homeless Solutions	Vancouver House		FC			33	102		102	
Homeless Solutions	Kulaokahua		SMF					34	34	
Catholic Charities	Maililand Transitional Housing		FC			42	150		150	
Gregory House Programs	Gregory House		SMF	HIV				11	11	
Gregory House Programs	HOPWA		SMF, FC	HIV			37	21	58	
Gregory House Programs	HOPWA - SPNS		SMF, FC	HIV			27	12	39	
Holo Loaa	Onemalu						50		50	
Holo Loaa	Weinberg Villages Waimanalo		FC			30	60		60	
Ho'omau Ke Ola	Lahilahi		SMF					8	8	
Salvation Army ATS	ATS Waokanaka (Residential Treatment Program)		SMF					66	66	
Salvation Army FTS	Kaimuki		FC			29	56		56	
Hina Mauka	Kaneohe		SMF					5	5	
Hale Kipa	Youth Shelters		YMF					9	9	
Mental Health Kokua	Safe Haven		SMF					25	25	
Mental Health Kokua	Ahuimanu		SMF					5	5	
Mental Health Kokua	Sierra House 1		SMF					5	5	
Mental Health Kokua	Sierra House 2		SMF					11	11	
Child and Family Service	Domestic Violence Transitional Hsg.		FC			12	20		20	
Oxford House	Various Houses		SMF					172	172	
Steadfast Housing	Hale Ulu Pono (Kalaeloa/Barbers Pt)		SMF					30	30	
Steadfast Housing	Ahukini (Hawaii Kai)							5	5	
US Veterans Intiatie - Hawaii	Veteran in Progress (Bldg. 1772)		SMF	VET				98	98	
US Veterans Intiatie - Hawaii	Veterans with SMI (Bldg. 34)		SMF	VET						
Kahumana	The Farm (Waianae)		SMF					15	15	
Hawaii Alcoholisms Foundation	Sand Island		SMF					53	53	
Po'ailani	9-4 bed apts		SMF					36	36	
Po'ailani	2 8-bed apts		SMF					16	16	
			<b>Subtotal</b>				691	705	1,396	0

Under Development										
US Veterans Initiative - Hawaii	Building 37		SMF	VET				150		
Gregory House Programs	Michael's Place		SMF	HIV				15		
Alternatives Structures Intl	Kahumana Phase II		FC		34	102				
			<b>Subtotal</b>		34	102		165		0
Component: <i>Permanent Supportive Housing**</i>										
Provider Name	Facility Name	Geo Code	Target Population 2004 Year Round (Units/Beds)					2004 All Beds		
			A	B	Family Units	Family Beds	Individual Beds	Year Round	Seasonal	Overflow Voucher
Current Inventory										
Kalihi Palama Health Center	New Beginnings (S+C)	150144	SMF, FC		4	10		76	86	
Kalihi Palama Health Center	Streets to Homes (S+C)		SMF					70	70	
Gregory House Programs	Shelter Plus Care		O	HIV		26		31	57	
Homeless Solutions	Weinberg Hale		SMF					58	58	
Institute for Human Services	HOMES (S+C)		SMF					22	22	
Institute for Human Services	Home at Last (S+C)		SMF					30	30	
Steadfast Housing	Supportive Housing		SMF					185	185	
Steadfast Housing	Section 8		SMF					96	96	
Steadfast Housing	Shelter Plus Care		SMF					35	35	
Steadfast Housing	Hale Ulu Pono (Kalaeloa/Barbers Pt)		SMF					43	43	
Steadfast Housing	Salt Lake (Likini West)		SMF					1	1	
Steadfast Housing	Mililani Town		SF					5	5	
Steadfast Housing	Haiku (Kaneohe)		SMF					5	5	
Steadfast Housing	Lolii (Kaneohe)		SMF					5	5	
Steadfast Housing	Olomana (Kailua)		SMF					6	6	
Steadfast Housing	Orange (Waianae Duplex)		SMF					4	4	
Steadfast Housing	Richard Lane (Kalihi)		SMF					2	2	
Steadfast Housing	Komo Mai (Pearl City 1)		SMF					5	5	
Steadfast Housing	Kaukama (Maili)		SMF					5	5	
Steadfast Housing	Ikulani (Ewa Beach)		SMF					6	6	
Steadfast Housing	Wilder/Makiki (Honolulu)		SMF					2	2	
Steadfast Housing	2nd Ave (Kaimuki)		SMF					5	5	
Steadfast Housing	8th Ave (Kaimuki)		SMF					5	5	
Steadfast Housing	Keolu (Kailua)		SMF					5	5	
Steadfast Housing	(Waimalu) Pearl City 2		SMF					2	2	

		Geo Code	Target Population 2004 Year Round (Units/Beds)	2004 All Beds						
Provider Name	Facility Name		A	B	Family Units	Family Beds	Individual Beds	Year Round	Seasonal	Overflow Voucher
<b>Current Inventory</b>										
Steadfast Housing	Apuakea (Kaneohe)		SMF				6	6		
Steadfast Housing	Kailua (Section 811)		SMF				6	6		
Steadfast Housing	Village Park (Section 811)		SMF				4	4		
Steadfast Housing	Makaloa (Honolulu)		SMF				1	1		
Steadfast Housing	Hui Alala (Kaneohe)		SMF				5	5		
Mental Health Kokua	Duplex I-II		SMF				10	10		
Mental Health Kokua	Duncan Drive Group Home		SMF				7	7		
Mental Health Kokua	Hale Alohi (Pahoa)		SMF				12	12		
Mental Health Kokua	Hale Malie (Punawai/Kaneohe)		SMF				7	7		
Mental Health Kokua	Awa Papa		SMF				7	7		
Waianae CMHC	Hanalei Street (Makaha)		SM				16	16		
Waianae CMHC	Orange Street (Waianae)		SMF				8	8		
Waianae CMHC	Lahaina St Duplex (Makaha)		SMF				8	8		
Kahumana	Puuhulu Hale (Waianae)		SMF				7	7		
Kahumana	Nanakai Hale (Kapolei)		SMF				5	5		
CARE Hawaii	Cottages (3)		SMF				16	16		
CARE Hawaii	Pearl City Home		SMF				8	8		
PDMI	Kolo Place (University)		SMF				22	22		
PDMI	Lahaina Hale (Makaha)		SMF				18	18		
			<b>Subtotal</b>		4	36	896	932		
<b>Under Development</b>										
Alternative Structures Internation	Group Home		SMF	SMI			5	5		
US Veterans Intiatie - Hawaii	Permanent Housing for Veterans		SMF	VETS			12	12		
			<b>Subtotal</b>				17	17		

## COMMUNITY DEVELOPMENT

### Goals – Community Development

For the 5-year period covered by this plan, the City foresees the following goals using CDBG funds:

- 250 persons who are disabled will benefit from new or improved facilities.
- 150 persons who are elderly will benefit from new or improved facilities.
- 255 predominantly low- and moderate-income children will benefit from new or improved facilities.
- 120 predominantly low- and moderate-income youth will benefit from new or improved facilities.
- 45 persons who are abused spouses will benefit from new or improved facilities.
- 45 persons who are substance abusers will benefit from new or improved facilities.
- 50 persons will benefit from new or improved safe houses.
- 1,000 persons will benefit from new or improved health facilities.
- 250 persons will benefit from improved facilities following ADA improvements.
- 200 persons will benefit from new or improved neighborhood facilities.
- 200 persons will benefit from new or improved recreational facilities.
- 200 persons will benefit from new or improved facilities for persons in need.
- 5000 persons will benefit from new fire protection apparatus.
- 60 persons who are disabled will benefit from new or expanded services.
- 150 elderly persons will benefit from new or expanded services.
- 1,000 predominantly low- and moderate-income youth will benefit from new or expanded services.
- 250 persons who are abused will benefit from new or expanded services.
- 250 persons who are substance abusers will benefit from new or expanded services.
- 250 persons will benefit from new or expanded life skills and/or employment training services.
- 250 persons will benefit from new or expanded legal services.
- 50 persons will benefit from new or expanded safe house-related services.
- 500 persons will benefit from new or expanded services for persons in need.
- 500 persons will benefit from new or expanded health services.
- 1500 ramps will be constructed to improve access for the mobility impaired.
- 4 planning studies and reports related to housing or the homeless will be completed.
- 300 persons or businesses will be provided microenterprise assistance and 105 businesses will be started.
- 32 FTE jobs for persons of low- and moderate-income will be created or retained.
- 6 enterprises will be assisted, benefiting the residents of the corresponding low- and moderate-income service areas.
- 10 communities will obtain an NRSA designation.
- 58 communities will update their strategic and action plans.
- 38 communities will develop project plans to implement strategies.
- 5 commercial properties in Chinatown will benefit by improved health and safety through rehabilitation loans.

#### CHART 4 – COMMUNITY DEVELOPMENT GOALS

Community Needs Goals, identifies the City's priorities for community needs over the next five years.

GOALS	PROBLEM/ NEED	INPUTS/ RESOURCES	#	ACTIVITIES	OUTPUT YEAR	OUTPUT	OUTCOMES
Strengthen Communities	There is a lack of adequate facilities to serve persons with disabilities.	CDBG	PF-1	Acquire, construct or renovate a building to benefit persons with disabilities.	2005 2006 2007 2008 2009 TOTAL	1 1 1 1 1 5	250 persons who are disabled will benefit from new or improved facilities. <sup>1</sup>
Strengthen Communities	There is a lack of adequate facilities to serve the elderly.	CDBG	PF-2	Acquire, construct or renovate a building to benefit the elderly.	2005 2006 2007 2008 2009 TOTAL	1 1 1 1 1 5	150 persons who are elderly will benefit from new or improved facilities. <sup>2</sup>
Strengthen Communities	There is a lack of adequate childcare centers/facilities to serve low- and moderate-income youth.	CDBG	PF-3	Acquire, construct or renovate a building to serve predominantly low- and moderate-income children.	2005 2006 2007 2008 2009 TOTAL	1 0 2 0 2 5	255 predominantly low- and moderate-income children will benefit from new or improved facilities. <sup>3</sup>
Strengthen Communities	There is a lack of adequate youth centers/facilities to serve low- and moderate-income at-risk youth.	CDBG	PF-4	Acquire, construct or renovate a building to serve low- and moderate-income at-risk youth.	2005 2006 2007 2008 2009 TOTAL	2 2 0 2 0 6	120 predominantly low- and moderate-income youth will benefit from new or improved facilities. <sup>4</sup>
Strengthen Communities	There is a lack of adequate facilities to serve abused spouses and/or children.	CDBG	PF-5	Acquire, construct or renovate a building to benefit abused spouses and/or children.	2005 2006 2007 2008 2009 TOTAL	0 1 1 1 0 3	45 persons who are abused will benefit from new or improved facilities. <sup>5</sup>
Strengthen Communities	There is a lack of adequate facilities for treatment and counseling of substance abusers.	CDBG	PF-6	Acquire, construct or renovate a building to benefit predominantly low- and moderate-income substance abusers.	2005 2006 2007 2008 2009 TOTAL	1 0 1 0 1 3	45 persons who are substance abusers will benefit from new or improved facilities. <sup>6</sup>
Strengthen Communities	There is a lack of safe houses for persons wishing to leave the sex trade industry and rebuild their lives.	CDBG	PF-7	Acquire, construct or renovate a building, which will serve as a safe house for persons who have chosen to leave prostitution.	2005 2006 2007 2008 2009 TOTAL	0 0 0 1 0 1	50 persons will benefit from these safe houses. <sup>7</sup>

GOALS	PROBLEM/ NEED	INPUTS/ RESOURCES	#	ACTIVITIES	OUTPUT YEAR	OUTPUT	OUTCOMES
Strengthen Communities	There is a lack of adequate health facilities to serve low- and moderate-income persons.	CDBG	PF-8	Acquire, construct or renovate a building, which will serve as a health facility to benefit predominantly low- and moderate-income persons.	2005 2006 2007 2008 2009 TOTAL	1 0 0 1 0 2	1000 persons will benefit from new or improved facilities
Strengthen Communities	There is a need to improve public facilities through ADA compliance.	CDBG	PF-9	Construct or renovate facilities to comply with ADA requirements.	2005 2006 2007 2008 2009 TOTAL	2 2 2 2 2 10	250 persons will benefit from these improved facilities. <sup>8</sup>
Strengthen Communities	There is a lack of neighborhood facilities.	CDBG	PF-10	Acquire, construct or renovate buildings that benefit low- and moderate-income community.	2005 2006 2007 2008 2009 TOTAL	1 1 1 1 1 5	200 persons will benefit from these facilities. <sup>9</sup>
Strengthen Communities	There is a lack of parks, recreational facilities.	CDBG	PF-11	Acquire, construct or renovate facilities that benefit low- and moderate-income community.	2005 2006 2007 2008 2009 TOTAL	0 1 0 1 0 2	200 persons will benefit from these facilities. <sup>10</sup>
Strengthen Communities	There is a lack of facilities for persons in need.	CDBG	PF-12	Acquire, construct or renovate facilities that benefit low- and moderate-income persons in need.	2005 2006 2007 2008 2009 TOTAL	0 1 0 1 0 2	200 persons will benefit from these facilities.
Strengthen Communities	There is a lack of adequate fire protection apparatus.	CDBG	PF-13	Acquire additional fire protection apparatus to benefit low- and moderate-income communities.	2005 2006 2007 2008 2009 TOTAL	2 0 0 0 0 2	5000 persons will benefit from these facilities.
Strengthen Communities	There is a lack of adequate services for persons with disabilities.	CDBG	PS-1	Provide additional services to benefit persons who are disabled.	2005 2006 2007 2008 2009 TOTAL	20 0 20 0 20 60	60 persons who are disabled will benefit from new or expanded services. <sup>11</sup>

GOALS	PROBLEM/ NEED	INPUTS/ RESOURCES	#	ACTIVITIES	OUTPUT YEAR	OUTPUT	OUTCOMES
Strengthen Communities	There is a lack of adequate services for the elderly.	CDBG	PS-2	Provide additional services to benefit elderly persons.	2005 2006 2007 2008 2009 TOTAL	30 30 30 30 30 150	150 elderly persons will benefit from new or expanded services. <sup>12</sup>
Strengthen Communities	There is a lack of services for low- and moderate-income youth.	CDBG	PS-3	Provide remedial educational, occupational skills developmental, recreational and/or other necessary supportive services for predominantly low- and moderate-income youth.	2005 2006 2007 2008 2009 TOTAL	200 200 200 200 200 1000	1,000 predominantly low- and moderate-income youth will benefit from new or expanded services. <sup>13</sup>
Strengthen Communities	There is a lack of adequate resources to meet the operational needs of agencies servicing abused spouses and/or children.	CDBG	PS-4	Provide additional funding for operation of facilities to benefit abused spouses and/or children.	2005 2006 2007 2008 2009 TOTAL	50 50 50 50 50 250	250 persons who are abused will benefit from new or expanded services. <sup>14</sup>
Strengthen Communities	There is a lack of adequate services for persons who are substance abusers.	CDBG	PS-5	Provide additional services to benefit predominantly low- and moderate-income persons who are substance abusers.	2005 2006 2007 2008 2009 TOTAL	50 50 50 50 50 250	250 persons will benefit from new or expanded services. <sup>15</sup>
Strengthen Communities	There is a lack of adequate life skills and employment training.	CDBG	PS-6	Provide additional services and resources to benefit predominantly low- and moderate-income persons needing life skills and/or employment training.	2005 2006 2007 2008 2009 TOTAL	50 50 50 50 50 250	250 person will be served through these services. <sup>16</sup>
Strengthen Communities	There is a lack of adequate legal resources and services for low and moderate income persons.	CDBG	PS-7	Provide additional services and resources for persons needing legal counseling and advice.	2005 2006 2007 2008 2009 TOTAL	50 50 50 50 50 250	250 persons will be served through these services. <sup>17</sup>

GOALS	PROBLEM/ NEED	INPUTS/ RESOURCES	#	ACTIVITIES	OUTPUT YEAR	OUTPUT	OUTCOMES
Strengthen Communities	There is a lack of adequate public services resources and services to support safe houses.	CDBG	PS-8	Provide additional services and resources for persons needing to leave the sex trade industry.	2005 2006 2007 2008 2009 TOTAL	0 0 25 0 25 50	50 persons will be served through these services. <sup>18</sup>
Strengthen Communities	There is a lack of adequate services for persons in need.	CDBG	PS-9	Provide additional services for persons of low- and moderate-income in need.	2005 2006 2007 2008 2009 TOTAL	100 100 100 100 100 500	500 persons will be served through these services
Strengthen Communities	There is a lack of adequate health services for low- and moderate – income persons.	CDBG	PS-10	Provide additional health services for persons of low- and moderate-income.	2005 2006 2007 2008 2009 TOTAL	100 100 100 100 100 500	500 persons will be served through these services
Strengthen Communities	Improve accessibility for the physically challenged.	CDBG	IN-1	Improve infrastructure for mobility impaired by removing barriers.	2005 2006 2007 2008 2009 TOTAL	500 500 500 0 0 1500	1500 ramps will be constructed to improve access for the mobility impaired. <sup>19</sup>
Embrace high standards of ethics, management and accountability	Preparation and Administration of Planning Studies and Reports	CDBG	AD-1	1. Analysis of Impediments to Fair Housing 2. Hawaii Housing Policy Study 3. Homeless Point-In-Time Count 4. Homeless Needs Assessment Study	2005 2006 2007 2008 2009 TOTAL	0 1 1 1 1 4	4 planning studies and reports that assess Community Development needs to be written and administered. <sup>20</sup>
Embrace high standards of ethics, management and accountability	There is a need to actively and effectively manage the four HUD entitlement programs.	CDBG HOME ESG HOPWA	AD-2	Continuously administer the CDBG, HOME, ESG and HOPWA programs.	2005 2006 2007 2008 2009 TOTAL		Successful administration of the CDBG, HOME, ESG and HOPWA programs.

Note: Output Year refers to Federal Year

## NARRATIVE AND FOOTNOTES: COMMUNITY DEVELOPMENT GOALS

1. The City and County of Honolulu, Department of Community Services (DCS), Office of Special Projects, Planners discussed with private nonprofit organizations such as Opportunities for the Retarded and Lanakila Rehabilitation Center, Inc., during calendar years 1999 to the present the need for additional facilities to serve the disabled. Planners also consulted with the Mayor's Committee for People with Disabilities and State's Disability Communication Access Board for input.
2. DCS planners discussed the adequacy of facilities for the elderly with private nonprofit organizations such as Moiliili Community Center and Opportunities for the Retarded during calendar years 1995 to the present and with the City's Elderly Affairs Division. Statistics show that from 1990 to 2000 Oahu's senior population increased at a rate nearly four times that of the general population. Moreover, projections until the year 2020 indicate that Oahu's 60 plus population continues to be 71.9% of the state's 60 plus population. Therefore, in the next two decades the 60 plus population will grow four times as the Oahu population as a whole. One out of every four person is expected to be 60 years and older. (*City and County of Honolulu's Four Year Plan on Aging, Oct. 1 – 2003 to Sept. 30, 2007*)
3. DCS planners confirmed with Parents and Children Together (PATCH) the lack of adequate childcare centers and facilities to serve low- to moderate-income families. While there appears to be adequate childcare facilities for preschool age children, there is a growing need for facilities on Oahu to accommodate infants and toddlers. With only 30 thirty infants and toddler facilities available each holding 20 children and at full capacity, there, projected demand for such facilities will increase. Approximately 60% of parents, including low and moderate-income families say they need such facilities.
4. DCS researched the lack of adequate youth center and facilities to serve low- to moderate-income youth. In 2003, serious juvenile crime increased such as forcible rape, 42.5% and robbery 1.1%, stolen property 45.5%; possession of synthetics narcotics 33.3%; and runaways 5.6%. Nearly half of all high school seniors, ¼ of 8<sup>th</sup> and 10<sup>th</sup> graders and nearly 1/10<sup>th</sup> of 6<sup>th</sup> graders have tried at least one illicit drug. Moreover, as of July 2002, the Honolulu Police Department had identified 736 gang members, an increase of 185 in the past two years. 71% of gang members are aged 18-25. (*Honolulu Police Department statistics, 2003 and State Department of Health 2002 survey of public and private schools; University of Hawaii Gang Project, February 2003*).
5. DCS planners confirmed with Parents and Children Together (PATCH) the lack of adequate domestic abuse shelters and facilities to serve low- to moderate-income families. Currently there are only (4) Oahu domestic abuse shelters available for women and children each accommodating approximately 20 persons. This amount of shelters does not adequately address the growing demand for such facilities. (*Parents and Children Together*).
6. DCS planners researched the lack of adequate facilities for the treatment and counseling of substance abuse facilities. Hawaii is seen as the number one crystal methyl amphetamine or "ice" using state throughout the nation. Honolulu has been named, as a

high intensity drug trafficking area due to its status as a resort area and high rate of air traffic. The Hawaii State Legislature in spring 2004 appropriated \$14.7 million for drug treatment and prevention programs (*Office of National Drug Control Policy, 2000*).

7. DCS planners consulted with Sisters Offering Support (SOS), a local non-profit agency helping victims of prostitution about the lack of safe houses for persons wishing to leave the sex trade industry and rebuild their lives. Safe houses in other states demonstrate a high rate of recovery and removal from this industry. Only 8% of SOS clients were successful in finding temporary emergency shelters within the past 8 years. Nationwide, there are fewer than a dozen safe houses.
8. DCS planners consulted with the State's Disability Communication Access Board (DCAB). There is a growing need for private nonprofit's to remove architectural barriers and replace with accessible bathrooms, hardware, ramps, entryways, call buttons, parking lots, etc.
9. DCS planners consulted with the U.S. Department of Justice about the need for neighborhood facilities in areas of highest needs. Urban Honolulu, West Oahu and Leeward and Windward Oahu, according to the U.S. Dept. of Justice, these three areas have high rates of unemployment; persons living below the poverty line; substance abuse; high crime rate; gang activity, and high rates of school dropouts (*U.S. Department of Justice statistics*).
10. DCS planners researched the lack of adequate parks and recreational facilities and supervised programs on Oahu and their effect on juvenile crime. In 2003, serious juvenile crime increased such as forcible rape, 42.5% and robbery 1.1%, stolen property 45.5%; possession of synthetics narcotics 33.3%; and runaways 5.6%. Nearly half of all high school seniors, ¼ of 8<sup>th</sup> and 10<sup>th</sup> graders and nearly 1/10<sup>th</sup> of 6<sup>th</sup> graders have tried at least one illicit drug. Moreover, as of July 2002, the Honolulu Police Department had identified 736 gang members, an increase of 185 in the past two years. 71% of gang members are aged 18-25 (*Honolulu Police Department statistics, 2003 and State Department of Health 2002 survey of public and private schools; University of Hawaii Gang Project, February 2003*)
11. DCS planners consulted with the State's Disability Access Board (DCAB) to determine the need for services for persons with disabilities. Services that assist the disabled in obtaining temporary housing are sorely lacking. Moreover, services are needed in assisting landlords in making accessible alterations.
12. DCS planners discussed with private nonprofit organizations such as the Moiliili Community Center and Opportunities for the Retarded during calendar years 1995 to the present day the need for additional services for the elderly. The City's Elderly Affairs Division was also consulted. Statistics show that from 1990 to 2000 Oahu's senior population increased at a rate nearly four times that of the general population. Moreover, projections until the year 2020 indicate that Oahu's 60 plus population continues to be 71.9% of the state's 60 plus population. Therefore, in the next two decades the 60 plus population will grow four times as the Oahu population as a whole. One out of every

four person is expected to be 60 years and older (*City and County of Honolulu's Four Year Plan on Aging, Oct. 1 –2003 to Sept. 30, 2007*).

13. DCS planners discussed with private nonprofit organizations such as Hoolana, World Youth Network, Boys and Girls Club of Hawaii and PACT during calendar years 1998 to the present the lack of remedial educational opportunities and other supportive services for youth from low- and moderate-income families.
14. DCS planners discussed with PACT the need for additional resources to meet the operational needs of agencies serving spouse abuse shelters. Judy Lind representing the Children's Justice Center of Hawaii stated that facilities and services are needed to address this group. Currently there are only (4) Oahu domestic abuse shelters available for women and children each accommodating approximately 20 persons. This amount of funding available for shelter operations does not adequately address the growing demand for such services (*Parents and Children Together*).
15. According to research performed by DCS planners, Hawaii is seen as the number one crystal methyl amphetamine or "ice" using state throughout the nation. Oahu lacks adequate services for persons who are chronic substance abusers. Honolulu has been called a high intensity drug trafficking area due to its status as a resort area and high rate of air traffic. The Hawaii State Legislature in spring 2004 appropriated \$14.7 million for drug treatment and prevention programs (*Office of National Drug Control Policy, 2000*).
16. According to research performed by DCS planners, Hawaii's living and housing costs are among the highest in the nation, resulting in areas of much poverty. In Hawaii, 10.7% of persons live below the poverty line. There is a lack of available and accessible life skills and/or employment training resources for low- and moderate-income persons. It is crucial that persons within this category are trained and given opportunities for gainful employment. While the statewide unemployment rate is 3%, other low- and moderate-income Oahu communities far exceed the average percentage rate ranging from 6% to 69% unemployment (US Census 2000 and Hawaii Census, State Data Center Report, 2002-2003).
17. DCS planners consulted with Volunteer Legal Services Hawaii about the lack of adequate legal resources and services for persons requiring advice related to children and domestic violence. Annually there are approximately 1,400 cases of children needing legal services. Moreover, annually there are 1,150 cases of persons needing assistance in obtaining temporary restraining orders.
18. DCS planners consulted with Sisters Offering Support (SOS), a local non-profit agency helping victims of prostitution. There is a lack of adequate public services and resources available to support safe houses for persons wishing to leave the sex trade industry and rebuild their lives. According to SOS, a local non-profit agency helping victims of prostitution, safe houses in other states demonstrated a high rate of recovery and removal from this industry. Only 8% of SOS clients were successful in finding temporary emergency shelters within the past 8 years. Nationwide, there are fewer than a dozen safe houses.

19. Department of Design and Construction to Implement ADA Curb Ramp Transition Plan for completion by December 31, 2007.
20. Planning Studies and Reports:
  - a. Analysis of Impediments to Fair Housing
  - b. Hawaii Housing Policy Study
  - c. Homeless Point-In-Time Count
  - d. Homeless Needs Assessment Study

**CHART 4a – COMMUNITY ECONOMIC DEVELOPMENT GOALS**

GOALS	PROBLEM/ NEED	INPUTS/ RESOURCE	#	ACTIVITIES	OUTPUT YEAR	OUTPUT	OUTCOMES
Strengthen Communities	Reduce unemployment and underemployment through self- employment programs.	CDBG	ED-1	Micro- enterprise assistance.	2005	40 LMI provided micro-enterprise assistance / 10 businesses started.	100 families earn a livable wage. 50 families no longer reliant on welfare. 25 families purchase homes.
					2006	50 LMI provided micro-enterprise assistance/15 businesses started.	
					2007	60 LMI provided micro-enterprise assistance/20 businesses started.	
					2008	70 LMI provided micro-enterprise assistance/25 businesses started.	
					2009	80 LMI provided micro-enterprise assistance/35 businesses started.	
					TOTAL	300 LMI provided micro- enterprise assistance/105 businesses started.	
					Strengthen Communities	Expand economic opportunities primarily for lower income individuals.	
2006	6 LMI individuals obtain FTE jobs						
2007	6 LMI individuals obtain FTE jobs						
2008	6 LMI individuals obtain FTE jobs						
2009	8 LMI individuals obtain FTE jobs						
TOTAL	32 LMI individuals obtain FTE jobs						

GOALS	PROBLEM/ NEED	INPUTS/ RESOURCE	#	ACTIVITIES	OUTPUT YEAR	OUTPUT	OUTCOMES
Strengthen Communities	Expand economic opportunities to benefit residents of low- and moderate-income areas.	CDBG	ED-3	Assist enterprises that provide goods and services to low- and moderate-income areas.	2005 2006 2007 2008 2009  TOTAL	2 enterprises assisted 1 enterprises assisted 1 enterprises assisted 1 enterprises assisted 1 enterprises assisted  6 enterprises assisted	6 enterprises will be assisted, benefiting the residents of the corresponding low- and moderate-income service areas.
Strengthen Communities	Increase capacity of community organizations to carry out eligible activities.	CDBG	CD-1	Technical assistance for eligible NRSA or economic development activities.	2005 2006 2007 2008 2009  TOTAL	2 Communities obtain NRSA designation 2 Communities obtain NRSA designation 2 Communities obtain NRSA designation 2 Communities obtain NRSA designation 2 Communities obtain NRSA designation  10 Communities obtain NRSA designation	Increased awareness of the most distressed communities on Oahu.  10 of Oahu's most distressed communities significantly increase the amount of community building grants.
Strengthen Communities	Promote participation of grassroots faith-based and other community organizations.	CDBG	CD-2	Community, neighborhood and project development planning.	2005 2006 2007 2008 2009	10 communities update strategic plans/2 communities develop plans 12 communities review & update strategic plans/prepare action plans 12 communities review & update strategic plans/prepare action plans 12 communities review & update strategic plans/prepare action plans 12 communities	Increased awareness of the most urgent needs of 12 of the most distressed Oahu communities. 12 communities have a clear understanding and direction for addressing their needs in a coordinated, and community supported fashion.

GOALS	PROBLEM/ NEED	INPUTS/ RESOURCE	#	ACTIVITIES	OUTPUT YEAR	OUTPUT	OUTCOMES
					TOTAL	review & update strategic plans/prepare action plans 58 communities have updated strategic and actions plans	
Strengthen Communities	Promote participation of grassroots faith-based and other community organizations.	CDBG	CD-3	Community, neighborhood and project development planning.	2005  2006  2007  2008  2009  TOTAL	4 communities develop project plans to implement strategies 6 communities develop project plans to implement strategies 8 communities develop project plans to implement strategies 10 communities develop project plans to implement strategies 10 communities develop project plans to implement strategies 38 communities develop project plans to implement strategies	38 community projects obtain funding to address the most urgent needs outlined in the community's strategic plan.
Strengthen Communities	Commercial property owners in Chinatown are unable to afford to repair their properties.	CDBG	CD-4	Provide low interest loans to commercial property owners in Chinatown to correct deteriorated and hazardous conditions on their properties.	2005 2006 2007 2008 2009 Total	1 Loan 1 Loan 1 Loan 1 Loan 1 Loan 5 Loans	5 commercial property owners in Chinatown are able to operate in a safer and healthier environment.

Note: Output Year refers to Federal Year

## **NARRATIVE AND FOOTNOTES: COMMUNITY ECONOMIC DEVELOPMENT GOALS**

### **Overview**

Economic development is a high priority area that was identified by many community residents and businesses participating in the HUD's Empowerment Zone Application processes in 1998<sup>i</sup> and 2001<sup>ii</sup>. The exodus of large scale corporate agriculture and manufacturing coupled with external shocks to the Island's tourism and military economy due to world conflicts left many businesses and communities in economic distress. Many residents felt a strong need to participate in the empowerment zone processes and participated in developing strategic plans for the betterment of their respective communities. Unfortunately, the City and County of Honolulu did not obtain a federal empowerment zone designation for O`ahu. Undaunted, representatives of the communities eligible for the EZ designation pressed on, continued their planning processes and formed their own nonprofit Community-Based Development Organization, Empower O`ahu (EO). The City government was impressed with their bottom-up planning effort and provided EO with a Community Investment Program fund (CIF) of \$1,000,000 for four of the past five years. The CIF provided seed and gap funds for economic development projects -job creation and microenterprise assistance projects - developed by the Community Initiating Groups (CIGS) and implemented by nonprofit organizations associated with EO.

In addition to the projects and programs initiated by EO, the City, through its Department of Community Services (DCS) implemented a variety of community-based economic development projects and programs funded by CDBG, EPA, the Economic Development Administration<sup>iii</sup>, and the State of Hawai`i. Projects included job creation and business incubation projects with nonprofit agencies, microenterprise assistance programs, loan programs for low- and moderate-income population; a sustainable development project funded by EPA<sup>iv</sup>, and a joint program with the State that creates business incentives to encourage job creation in distressed communities<sup>v</sup>.

The basis of assigning priorities for the Community Development Block Grant program has been the City's Consolidated Plan<sup>vi</sup>. The City Council adopted as policy the major priorities for the City Strategic Action Plan. Low-and moderate-income areas are given priority for CDBG funds.

### **a) Obstacles to Community Economic Development Needs**

City and County of Honolulu believes that the support of microenterprises and businesses will lead to greater employment and entrepreneurial opportunities for low-income individuals and assist in the revitalization of distressed neighborhoods. However, an important tool available under CDBG regulations, grants to for-profit entities, is prohibited by City regulations. Therefore, the City provides federal grants only to nonprofit entities. Although community organizations and nonprofit agencies involved in economic development endeavors have progressed substantially over the past few years, there is a need to build their capacity to plan, develop and implement feasible and sustainable programs and projects.

## **b) General Priorities For Community Economic Development Needs**

DCS is proposing to pursue a more vigorous community economic development strategy over the next five years. The Department is planning to establish a Section 108 loan fund, pursue changes to present City policies to allow the use of public funds to for-profit organizations, and expand efforts to revitalize economically distressed neighborhoods and communities using the Neighborhood Revitalization Strategy Areas (NRSA) program. The new Section 108 loan fund will be used in part to assist in the development of potential private-public partnerships that create job opportunities primarily for low- to moderate-income individuals as well as providing needed public services. It is anticipated that one loan be made annually over the course of the next five years.

The City will continue to support micro-enterprise development initiatives. During the current fiscal year, DCS will administer a CDBG grant to the Samoan Service Providers Association who will provide micro-entrepreneurial technical assistance and employment to a number of income-eligible entrepreneurs and the Waianae Coast Community Alternative Development Corporation will begin to site preparation for an aquaculture/farming micro-enterprise training facility for mentally handicapped individuals from the area. Empower Oahu, through the City's Community Investment Program fund, is implementing 7 micro-enterprise assistance projects in Kalihi, Waimanalo, North Shore, Papakolea, and Central Oahu. One project, Kamaouha Farms, a food processing plant and Noni farm in Wahiawa, has already hired 7 employees. In addition, the City is providing support to the Small Business Administration and the Small Business Development Center at its Chinatown Gateway Housing complex in downtown Honolulu. DCS is in the process of refining relationships with existing service providers and developing new collaborations to establish a more effective micro-enterprise program. A total of \$500,000 per annum is projected for micro-enterprise programs that would incorporate continuation of relationships with existing and potential subrecipients who can assist the City in producing exemplary business development services for the low-income population.

The City allocated CDBG funds to support the development of Pacific Gateway Center's Kitchen Incubator and the acquisition of a vacant former supermarket in a distressed neighborhood for a marketplace/business incubator (Waipahu Festival Market). The Economic Development Administration also provided funds for the development of these projects. Empower Oahu, through the CDBG-funded Community Investment Program, provided funds to Pacific Gateway Center to acquire a downtown Honolulu building to be used as an Enterprise Center. The City provided an additional \$1.7 million for renovations at that site. Over the next five years, DCS is anticipating \$1,000,000 would be needed for both Rehabilitation of Commercial/Industrial Buildings and Commercial/Industrial Infrastructure Development.

The City is embarking on a more vigorous Neighborhood Revitalization Strategy Area (NRSA) program with priority status on communities and neighborhoods meeting HUD's low- and moderate-income criteria. DCS is proposing the continued involvement of its community-based partner, Empower Oahu (EO) who will assist in planning, establishment, and implementing NRSA's coupled with other community-based economic development projects and programs and City initiatives.

Over the next five years it is anticipated that the 10 communities will organize efforts to develop NRSAs and establish and strengthen implementing Community-Based Development Organizations (CBDOs) to make improvements to LMI areas. A concerted effort will be made to encourage faith-based and other community groups to join this effort to combat poverty and improve living conditions in LMI neighborhoods and communities.

For FY 2005-2006 the City granted EO \$150,000 in CDBG funds to embark on a Community Strengthening Program that will assist Oahu's low income communities, target the most distressed neighborhoods for revitalization and improve community capacity to design and implement viable community development programs. EO, with the assistance of the HUD Honolulu Office, has developed a Neighborhood Planning Guide to guide planning and revitalization strategy development and will embark on a campaign to foster community wide planning and target specific neighborhoods for the NRSA process. An assessment of all ten distressed Oahu communities will be conducted, community meetings convened; surveys for block income data conducted where necessary; community profiles developed; and issues, concerns, and strategies identified. It is anticipated during the first 12 months of the Community Strengthening Programs that at least 5 economically distressed neighborhoods will develop a systematic and collaborative approach to community building by obtaining NRSA designation. Wahiawa, Papakolea, Aiea, Waianae, and Waialua are likely candidates for new NRSAs. It is also anticipated that the three established Oahu Community-Based Development Organizations (CBDOs) from Waipahu, Kalihi/Palama/Chinatown, and Koolau Loa will re-evaluate their existing NRSAs and request re-certification.

An essential element for a successful economic development program is planning support. To accomplish this task, DCS proposes allocation of \$400,000 for eligible planning, policy-planning-management-capacity building activities to an appropriate Community-Based Development Organization to continue to assist communities in developing area strategic plans including Neighborhood Revitalization Strategy Areas. In addition, the CDBO would focus on assisting developing the specific programs and projects identified in the community strategic plans or NRSAs. The objective here is to assist in the development that are adequately planned and are ready for funding consideration.

DCS also proposes that \$100,000 be allocated to the Department for planning functions for Community-Based Economic Development (CBED) programs/projects development. Similarly, for CBED and NRSA projects eligible for funding for the following year, DCS requests \$100,000 for a technical assistance pool to assist in the development of the identified project.

### **c) Rationale for Establishing Relative Priority Needs**

The City and County of Honolulu desires to make more effective use of its Community Development Block Grant for community economic development activities to improve the lives of the residents, especially low and moderate-income families. It is recognized that a greater effort in all aspects of planning is critical for a successful program. It is also recognized that there is a need for increased coordination between the City, its residents, institutions, businesses, state and federal agencies to strengthen our Island's communities and make O`ahu more livable.

<sup>i</sup> City and County of Honolulu. *Application for Urban Empowerment Zone Designation* for the Island of O`ahu , State of Hawai`i,

October 1998.

<sup>ii</sup> City and County of Honolulu. *Application for Urban Empowerment Zone Designation* for the Island of O`ahu , State of Hawai`i, October 2001.

<sup>iii</sup> City and County of Honolulu. *Initial Comprehensive Economic Development Strategy for O`ahu*, October 2000.

<sup>iv</sup> Department of Community Services, City and County of Honolulu. *EPA Sustainable Island-Based Regional Development Action Plan*, August 2003.

<sup>v</sup> *Hawai`i Enterprise Zone Partnership*.  
See:[http://www2.hawaii.gov/DBEDT/index.cfm?section=locate\\_your\\_business\\_in\\_hawaii752](http://www2.hawaii.gov/DBEDT/index.cfm?section=locate_your_business_in_hawaii752)

<sup>vi</sup> Department of the Budget, City and County of Honolulu. *Final Fifth Year Consolidated Plan*, Program Year 1999-2000, June 1999.

References:

- Hawai`i Small Business Development Center Network and Hawai`i Business Research Library. *The State of Small Business Hawai`i 2003*.
- Hawai`i Alliance of Community-Based Economic Development. *Families Defining Economic Success, Redefining Wealth and Poverty in Hawai`i*. Prepared for HACBED 2004 Conference.
- Department of Business, Economic Development & Tourism, State of Hawai`i. *Social & Economic Trends in the Past Decade: City and County of Honolulu*. See: [www2.Hawaii.gov/DBEDT](http://www2.Hawaii.gov/DBEDT)
- Department of Community Services, City and County of Honolulu. Interviews with Samoan Service Providers Association, Pacific Gateway Center, Hawai`i Community Loan Fund, and various Small Business Resource Center agencies, Summer 2004.
- Empower O`ahu. *Draft Community Strengthening Program 2005-2009*, July 2004
- Empower O`ahu. *Draft Microenterprise Development Program*, May 28, 2004.

**TABLE D – PRIORITIES COMMUNITY DEVELOPMENT NEEDS**

<b>PRIORITY COMMUNITY DEVELOPMENT NEEDS</b>	<b>Priority Need Level High, Medium, Low, No Such Need</b>	<b>Unmet Priority Need</b>	<b>Dollars to Address Unmet Priority Need</b>	<b>Goals</b>
<b>PUBLIC FACILITY NEEDS</b> (projects)				
Senior Centers	H	3	TBA	3
Handicapped Centers	H	3	TBA	3
Homeless Facilities	H	3	TBA	3
Youth Centers	H	3	TBA	3
Child Care Centers	M	3	TBA	3
Health Facilities	H	2	\$1 million	1
Neighborhood Facilities	H	3	TBA	3
Parks and/or Recreation Facilities	M	1	TBA	1
Parking Facilities	M	TBA	TBA	
Non-Residential Historic Preservation	M	TBA	TBA	
Other Public Facility Needs	H	9	TBA	9
<b>INFRASTRUCTURE</b> (projects)				
Water/Sewer Improvements	M	TBA	TBA	
Street Improvements	M	TBA	TBA	
Sidewalks – Curb Ramps	H	Not Available	TBA	1,500 ramps
Solid Waste Disposal Improvements	M	TBA	TBA	
Flood Drain Improvements	M	TBA	TBA	
Other Infrastructure Needs	M	TBA	TBA	

Note: Other Public Facilities Needs include facilities to benefit abused spouses, substance abusers, persons wishing to leave prostitution and persons seeking to increase the quality of their lives.

<b>PUBLIC SERVICE NEEDS</b> (people)				
Senior Services	H	75	TBA	75
Handicapped Services	H	30	TBA	30
Youth Services	H	500	TBA	500
Child Care Services	M	500	TBA	500
Transportation Services	M	TBA	TBA	
Substance Abuse Services	H	20	TBA	20

<b>PRIORITY COMMUNITY DEVELOPMENT NEEDS</b>	<b>Priority Need Level High, Medium, Low, No Such Need</b>	<b>Unmet Priority Need</b>	<b>Dollars to Address Unmet Priority Need</b>	<b>Goals</b>
Employment Training	H	500	TBA	500
Health Services	H	1000	\$500,000	500
Lead Hazard Screening	M	TBA	TBA	
Crime Awareness	M	TBA	TBA	
Other Public Service Needs	H	275	TBA	275
<b>ECONOMIC DEVELOPMENT</b>				
ED Assistance to For-Profits Businesses	See ED Table			
ED Technical Assistance Businesses	See ED Table			
Micro-Enterprise Assistance Businesses	See ED Table			
Rehab; Publicly- or Privately-Owned Commercial/Industrial Projects	See ED Table			
C/I* Infrastructure Development Projects	See ED Table			
Other C/I* Improvement Projects	See ED Table			
<b>PLANNING</b>				
Planning	H General Community Development Planning / See also ED Table	4	TBA	4
<b>TOTAL ESTIMATED DOLLARS NEEDED:</b>				

\* Commercial or Industrial Improvements by Grantee or Non-profit

Note: Priorities above represent funding by the City using Federal HUD funds.

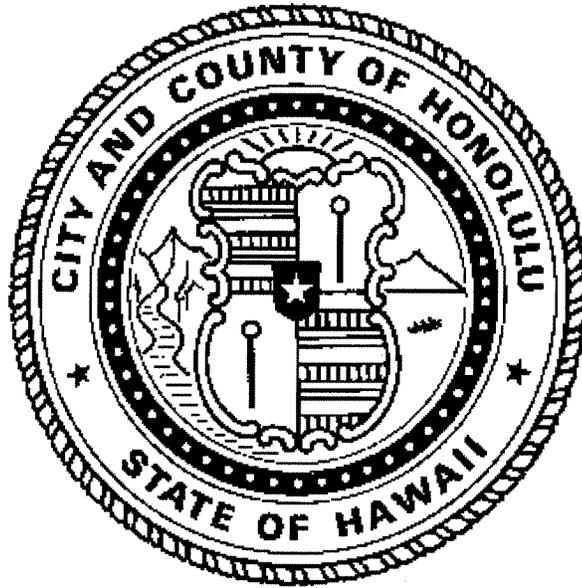
Other Public Service Needs include services to benefit abused spouses, persons needing legal services, persons wishing to leave prostitution and persons in need.

**TABLE E – PRIORITIES COMMUNITY ECONOMIC DEVELOPMENT NEEDS**

<b>PRIORITIES COMMUNITY ECONOMIC DEVELOPMENT NEEDS</b>	<b>Priority Need Level</b>	<b>Unmet Priority Need</b>	<b>Dollars To Address Unmet Priority Need</b>	<b>Goals</b>
<b>ECONOMIC DEVELOPMENT</b>				
ED Assistance to For-Profits (Businesses)	Medium	Establish sec. 108 loan program	\$1,000,000	* Provide loans to viable C/I projects to create jobs and economic opportunities for LMI
ED Technical Assistance (Businesses)	Medium	Establish sec. 108 loan program	\$80,000	* Provide loans to viable C/I projects to create jobs and economic opportunities for LMI
Micro-enterprise Assistance (Businesses)	High		\$500,000	* Establish average of 20 new businesses annually
Rehab; Publicly- or Privately-Owned Commercial/Industrial (projects)	High	Incubators NRSA	\$1,000,000	* Assist in the development of microenterprises or businesses to create opportunities for LMI
C/I* Infrastructure Development (nonprofit projects)	Medium	NRSA Incubators	\$1,000,000	* Assist in the development of microenterprises or businesses to create opportunities for LMI
Other C/I Improvements (projects)				
<b>PLANNING</b>				
Planning	High	EO Planning TA	\$400,000 \$100,000 \$100,000	* Planning/capacity- building activities * DCS planning/cb pool (support other groups, plans (\$100,000 yr) * DCS Technical Assistance pool (capacity building or TA for eligible CDBG project (\$100,000 yr)
<b>TOTAL ESTIMATED DOLLARS NEEDED:</b>				

**\*COMMERCIAL OR INDUSTRIAL IMPROVEMENTS BY THE GRANTEE  
(CITY AND COUNTY OF HONOLULU) OR NONPROFIT.**

# APPENDIX A



CITY AND COUNTY OF HONOLULU  
FINAL AMENDED CITIZEN PARTICIPATION (CP) PLAN  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIPS (HOME)  
EMERGENCY SHELTER GRANTS (ESG)  
HOUSING FOR PERSONS WITH AIDS (HOPWA)  
PROGRAMS

**CITY AND COUNTY OF HONOLULU  
FINAL AMENDED CITIZEN PARTICIPATION (CP) PLAN  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIPS (HOME)  
EMERGENCY SHELTER GRANTS (ESG) AND  
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)  
PROGRAMS**

In 1995, the application submission process required the replacement of the U.S. Department of Housing and Urban Development (HUD's) formula grant programs with a single "Consolidated Plan" submission to HUD. The Consolidated Plan satisfies the submission requirements for the CDBG, HOME, ESG and HOPWA programs, replacing previous individual applications with a single plan and submission. The City's Consolidated Plan contains the identified housing and community development needs and a long-range strategic plan to achieve those needs. The annual Action Plan contains the projects the City will undertake in the upcoming year to address the needs identified in the Consolidated Plan.

The consolidated planning process requires the City to follow a Citizen Participation Plan in the administration of the CDBG, HOME, ESG, and HOPWA Programs. The following represents the City's final amended Citizen Participation Plan.

**I. Encouragement of Citizen Participation**

Citizen participation is encouraged in the implementation of CDBG, HOME, ESG, and HOPWA funded activities. CDBG, HOME, ESG and HOPWA assisted projects targeting the low-income, very low-income and homeless individuals have been implemented in a timely manner as a result of participation by project affected individuals. Citizen participation in all phases of the City's Consolidated Planning process is therefore encouraged.

The City will also take measures to encourage the participation of residents in public and assisted housing by disseminating applicable information at the start of the planning process.

**II. Information to be Provided**

The City will publish in a newspaper of general circulation, a Public Notice, which provides essential information needed to meaningfully participate in the CDBG, HOME, ESG and HOPWA programs. The Public Notice (**Exhibit 1**) will appear at the start of the planning process for every Program Year and will provide information concerning:

- 1) an introduction to the CDBG, HOME, ESG and HOPWA Programs;
- 2) the amount of funds available;
- 3) a statement of each Program's national objective;

- 4) the range of eligible and ineligible activities; and
- 5) the Public Hearing to obtain the views and comments of citizens on the City's housing and community development needs to be considered in the development of the Consolidated Plan.

This Public Notice specifically targets low-income, very low-income and homeless individuals and

Prior to adopting its Action Plan, the City will publish a Public Notice with a summary of its Proposed Action Plan projects for public comment (**Exhibit 2**). The notice will also state where copies of the Proposed Action Plan will be available for review. A 30-day comment period on the City's plan will be provided prior to its submission to HUD.

Upon its adoption, the City will publish a Public Notice with a summary of its Final Action Plan (**Exhibit 3**). The notice will also state where copies of the Final Action Plan will be available for review.

### **III. Access of Records**

A series of Public Notices will be published in a newspaper of general circulation to provide opportunities for the public to participate in the Consolidated Planning process and to keep the public informed of significant events in the CDBG, HOME, ESG, and HOPWA Program process. Notices will be published as practical, ten (10) working days prior to any event. In addition to Notices and Hearings, upon written request, citizens will be provided reasonable access to information and records regarding the City's use of CDBG, HOME, ESG, and HOPWA funds, that are consistent with State and local laws regarding privacy and obligations of confidentiality.

### **IV. Technical Assistance**

Technical assistance will be provided to any group or person requesting such assistance as mandated in the City's CDBG, HOME, ESG and HOPWA Operating Manual. CDBG and HOME Project Proposal Applications (**Exhibit 4**) have been developed as an instrument through which the public can submit projects/activities, which may be eligible for CDBG and HOME funding. The ESG and HOPWA programs use a Request For Proposal (RFP) format. City staff is available to answer questions and to provide assistance in completing the Project Proposal Application(s).

### **V. Public Hearings**

Both the City Administration and City Council carry out public hearings regarding the CDBG, HOME, ESG and HOPWA Programs. Initially, the City Administration will conduct a Public Hearing to obtain the views and comments of the public on housing and community development needs for their communities and to review program performance (**Exhibit 5**). All comments received are considered in the development

of the City's Consolidated/Action Plan. Comments received regarding program performance will be summarized and attached to the final performance report.

Secondly, as part of the City's budget process, the City Council also conducts public hearings where citizens are invited to attend and comment on proposed activities or projects funded by the City, CDBG, HOME, ESG, HOPWA or other resources. Public Notices will be advertised with the public afforded ample time and information to provide comments.

Hearings will be held at a site convenient and accessible to the public. Provisions will be arranged for any individual(s) requiring special services, including interpreters for non-English speaking individuals. The Department of Budget and Fiscal Services shall be notified five (5) working days prior to a scheduled event if special services or bilingual assistance is required.

## **VI. Comments and Complaints**

The City will provide responses to queries, complaints and grievances within fifteen (15) working days as practical. An interim written response will be provided within this time frame should the nature of the query, complaint or grievance not permit a definitive response in a timely fashion.

All comments and/or opinions received will be considered when preparing the final consolidated plan, any amendments to the plan, or performance report. A summary of comments and/or opinions, including a summary of comments and/or opinions not accepted with the reason will be attached to the final Consolidated/Action Plan, amendment of the plan, or performance report.

## **VII. Criteria for Amendment of Plan**

The following amendments to the Final Consolidated Plan will be published for citizen comment:

- a) A change in the Priority Needs identified in the Consolidated Plan; or
- b) A change in the Problem/Need, Activities or Outcomes in the logic models of the Consolidated Plan.

The following amendments to the Final Action Plan will be published for citizen comment:

- a) A change in allocation priorities or a change in the method of distribution of funds;
- b) Carrying out an activity using funds from any program covered by the Action Plan (including program income), not previously described in the Action Plan;
- c) A change in purpose, scope, location or beneficiary of an activity; or

- d) Changes and/or additions made upon adoption of the City's Budget Ordinance.

The following changes to the Action Plan will not be considered substantial in nature and therefore will not be published:

- a) Utilization of funds from the Project Adjustment Account;
- b) Additions and/or deletions of phases within a project; or
- c) Transferring funds between phases within a project.

In addition, an amendment to the Citizen Participation Plan in response to an urgent need, such as a disaster, will not be considered substantial in nature.

Prior to amending its Final Action Plan, the City will publish a notice and provide the public with an opportunity to comment on proposed changes considered substantial in nature, in the use of CDBG, HOME, ESG or HOPWA funds (**Exhibit 6**). On a quarterly basis, the City shall submit to HUD a description of substantial changes adopted subsequent to HUD's approval of the Final Action Plan (**Exhibit 7**).

### **VIII. Annual Application Process**

A schedule reflecting the Annual Consolidated Application process (**Exhibit 8**) provides the process by which the City meets both HUD Statutory and City Budget procedural requirements. Included in the schedule are the necessary CP activities and approximate time frame of Public Notice and Public Hearing publications.

### **IX. Displacement**

It is City policy to minimize displacement of persons as a result of activities assisted with CDBG, HOME, ESG or HOPWA funds and to assist persons actually displaced as a result of such activities. This policy statement is included as part of the City's Public Notice at the initial planning stage of its Action Plan (**Exhibit 1**).

In addition, pursuant to the requirements of 24 CFR Part 42 and 24 CFR 570.606(c), before obligating or expending funds that directly result in the demolition or conversion of low-income dwelling units, the City will publish a public notice with the opportunity to provide comment on proposed activities (**Exhibit 9**). The City will also submit to HUD, information covering a description of proposed displacement activities, proposed time frame, the provision of replacement units, sources of funding, and other pertinent information (**Exhibit 9A**).

### **X. Handicapped Accessibility**

The City will provide assistance to allow individuals with disabilities the opportunity to participate at all levels of planning and assessing the City's programs. Public hearings will be held at locations accessible to persons with disabilities.

All appropriate notices will be distributed for the visually impaired through the Library for the Blind and Physically Handicapped. The City maintains in its Department of Budget and Fiscal Services, audiotape cassettes for use by the visually impaired to provide testimony if unable to attend in person or to submit written communication.

The City also maintains three (3) TDD telephones for the hearing impaired, which are located in the Department of Customer Services (527-5166), the Department of Budget and Fiscal Services (527-5676), and the Department of Community Services (527-6300). The Department of Budget and Fiscal Services shall be notified five (5) working days prior to a scheduled event if special services or bilingual assistance is required.

**PUBLIC NOTICE**

The U.S. Department of Housing and Urban Development (HUD) has several funding programs, which provides approximately \$ \_\_\_\_\_ million dollars annually to the City and County of Honolulu.

Title I of the Housing and Community Development Act of 1974 (Public Law 93-383) created the Community Development Block Grant (CDBG) program which became effective January 1, 1974. Under the CDBG program, a community is able to develop a flexible, locally designed comprehensive community development strategy in order to address the program's primary objective: "...development of viable urban communities, by providing decent housing and suitable living environments and expanding economic opportunities principally for persons of low and moderate income." The funding allocation of the CDBG program is based upon a statutory formula, which assures each entitlement community an annual sum of money to carry out its community development program. An entitlement community is a metropolitan city or an urban county. The entitlement community has complete discretionary authority over how and where CDBG funds are to be spent.

In general, grant assistance may be used for the following activities provided that these activities either 1) principally benefit low and moderate income families, 2) aid in the prevention or elimination of slums and blight, or 3) meet other community development needs having a particular urgency.

- \* Acquisition of real property.
- \* Acquisition, construction, reconstruction, rehabilitation or installation of public facilities.
- \* Provision of public services provided it is a new service or a quantifiable increase in a service now being provided and does not exceed 15% of the City's entitlement.
- \* Payment of the non-federal share in connection with other federal programs undertaken as part of the development program.
- \* Assist privately owned utilities.
- \* Rehabilitation of privately owned buildings and low-income public housing.
- \* Planning activities.
- \* Economic development.
- \* Code enforcement in deteriorated areas expected, together with public improvements and services, to arrest the area's decline.
- \* Renovation of closed school buildings.
- \* Direct homeownership assistance.
- \* Disposition of real property.
- \* Clearance, demolition and removal of buildings and improvements.
- \* Interim assistance to immediately arrest deterioration and alleviate emergency conditions.
- \* Urban renewal completion.
- \* Relocation payments.
- \* Loss of rental income incurred in holding housing units for displacees.
- \* Removal of material and architectural barriers restricting mobility of elderly and handicapped persons.
- \* Historic preservation.
- \* Assistance to subrecipients to carry out activities listed.
- \* Payment of reasonable administrative costs and carrying charges related to the planning and execution of community development activities.

There are a number of activities that cannot be funded with CDBG funds. These include, but are not limited to, the following:

- \* Buildings for the general conduct of government.
- \* Political activities.
- \* Operating and maintenance expenses.
- \* New housing construction unless carried out by a Community Based Development Organization (CBDO).
- \* Income payments for housing or any other funds.
- \* General government expenses.
- \* Purchase of equipment unless as part of an economic development activity or when necessary for use by a recipient or subrecipient in the administration of activities assisted with CDBG funds.
- \* Religious activities.

The City may provide CDBG funds to any CBDO qualified to carry out a neighborhood revitalization, community economic development, energy conservation, or new housing construction project. To qualify as a CBDO,

organizations must meet the following characteristics:

- 1) An association or corporation organized under State or local law to engage in community development activities primarily within an identified geographic area of operation; and
- 2) Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation, with particular attention to the needs of persons of low and moderate income; and
- 3) May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and
- 4) Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents, owners or senior officers of private establishments and other institutions, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and
- 5) Is not an agency or instrumentality of the City and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity; and
- 6) Except as otherwise authorized in paragraph 5) above, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and
- 7) Is not subject to requirements under which its assets revert to the City upon dissolution; and
- 8) Is free to contract for goods and services from vendors of its own choosing.

The HOME program was created under Title II (the HOME Investment Partnerships Act) of the National Affordable Housing Act of 1990. The general purpose of the HOME program includes:

- 1) To expand the supply of decent and affordable housing, particularly rental housing, for low and very low income Americans.
- 2) To strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing.
- 3) To provide both financial and technical assistance to participating jurisdictions, including the development of model programs for affordable low-income housing.
- 4) To extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

In general, HOME funds may be used to pay the following eligible costs:

- 1) Development hard costs defined as the actual cost of constructing or rehabilitating housing.
- 2) Acquisition costs.
- 3) Related soft costs defined as other reasonable and necessary costs incurred and associated with the financing, or development (or both) of new construction, rehabilitation or acquisition of housing assisted with HOME funds.
- 4) Relocation costs.
- 5) Costs related to tenant-based rental assistance.

There are a number of activities that cannot be funded with HOME funds. These include but are not limited to, the following:

- 1) Provide a project reserve account for replacements, a project reserve account for unanticipated increases in operating costs, or operating subsidies.
- 2) Provide tenant-based rental assistance for the special purpose of the existing Section 8 program or preventing displacement for projects assisted with rental rehabilitation grants.
- 3) Provide non-federal matching contributions required under any other Federal program.
- 4) Provide assistance authorized under Part 965 (PHA-Owned or Leased Projects - Maintenance and Operation).
- 5) Carry out activities authorized under Part 968 (Public Housing Modernization).
- 6) Provide assistance to eligible low income housing under Part 248 (Prepayment of Low Income Housing Mortgages).

- 7) Provide assistance (other than tenant-based rental assistance or assistance to a first-time homebuyer to acquire housing previously assisted with HOME funds) to a project previously assisted with HOME funds during the period of affordability established by the City. However, additional HOME funds may be committed to a project up to one year after project completion, but the amount of HOME funds in the project may not exceed the maximum per unit subsidy amount.
- 8) Pay impact fees.

Fifteen percent (15%) of the City's annual HOME allocation from HUD must be set-aside for Community Housing Development Organization (CHDO) use. Organizations must meet the following criteria in order to be considered a CHDO and be eligible for CHDO assistance:

- 1) Be organized under State or local laws.
- 2) Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual.
- 3) Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization.
- 4) Has a tax exemption ruling from the Internal Revenue Service under Section 501c of the Internal Revenue Code of 1986.
- 5) Does not include a public body (including the City and County of Honolulu) or an instrumentality of a public body.
- 6) Has standards of financial accountability that conform to 24 CFR 84.21 "Standards for Financial Management Systems."
- 7) Has among its purposes the provision of decent housing that is affordable to low and moderate-income persons, as evidenced by its charter, articles of incorporation, resolutions or by-laws.
- 8) Maintains accountability to low income community residents by:
  - \* Maintaining at least one-third of its governing board's membership for residents of low income neighborhoods, other low income community residents, or elected representatives of low income neighborhood organizations, and
  - \* Providing a formal process for low income, program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing.
- 9) Has a demonstrated capacity for carrying out activities assisted with HOME funds.
- 10) Has a history of serving the community within which housing to be assisted with HOME funds is to be located.

The Emergency Shelter Grant (ESG) program, authorized under the Stewart B. McKinney Homeless Assistance Act, provides funds to finance the rehabilitation or conversion of existing buildings for use as emergency shelters. It also authorizes, on a limited basis, the payment of certain operating and social service expenses connected with running emergency shelters, as well as short-term financial assistance to individuals and families to prevent homelessness.

In order to maximize the effectiveness of the money, the City's strategy for the use of program funds is to support existing programs benefiting the homeless population. The program objectives related to this strategy include the following:

- 1) Improve physical conditions at existing shelters.
- 2) Support the continued provision and/or expansion of supportive services to enable the homeless to achieve independent living.
- 3) Assist providers in meeting the costs of operating emergency shelters.
- 4) Promote the development and implementation of homeless prevention activities.

In general, ESG funds may be used for the following activities relating to emergency shelters for the homeless:

- 1) Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless.
- 2) Provision of essential services to the homeless.
- 3) Payment of maintenance, operation, insurance, utilities, and furnishings.
- 4) Developing and implementing homeless prevention activities.

In order to be eligible for ESG program funds, applicants must, at a minimum,

- 1) Be a public or private nonprofit entity certified under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. If the private nonprofit entity is primarily a religious organization, the organization must agree to provide all homeless services in a manner that is free from religious influences.
- 2) Have an ongoing emergency shelter program.
- 3) Provide, as part of their shelter program, supportive services intended to assist their clients in achieving independent living.

The Housing Opportunities for Persons With AIDS (HOPWA) program was established in 1992 to provide housing assistance and related supportive services for low-income persons with HIV/AIDS and their families. Grants are provided by formula allocations to States and metropolitan areas with the largest number of cases and incidence of AIDS' and also by competitive selection of projects proposed by State and local governments and nonprofit organizations. The HOPWA program has helped thousands of individuals who face severe challenges to meet medical and housing costs during their illness with assistance that helps them to avoid homelessness by addressing housing needs and access to medical and other supportive care.

HOPWA funds can be used for a broad range of housing designed to prevent homelessness including emergency shelter, shared housing, apartments, single room occupancy units (SROs), group homes, and housing combined with supportive services. HOPWA funds can also be used for housing-related expenses, social services, and program development costs such as:

- 1) housing information and resource identification;
- 2) acquisition, rehabilitation, conversion, lease, and repair of housing;
- 3) new construction for SROs and community residences;
- 4) rent payments, mortgages, and utility payments;
- 5) operating costs;
- 6) technical assistance;
- 7) administrative expenses; and
- 8) supportive services (such as health care, mental health services, chemical dependency treatment, nutritional services, case management, and help with daily living).

The primary beneficiaries of HOPWA funds are low-income persons with AIDS and their families, especially those who are homeless or at great risk of becoming homeless. However, programs that provide housing information, community outreach and education activities can serve persons at any income level.

The City and County of Honolulu has been participating in the CDBG, HOME, ESG and HOPWA programs for the past \_\_, \_\_, \_\_, and \_\_ years respectively. The City is currently planning for its \_\_\_\_\_ ( \_\_th) Consolidated Program Year and anticipates approximately \$\_\_ million dollars from HUD, program income, City match and previous years' carryover to undertake the CDBG, HOME, ESG, and HOPWA programs. Projects selected must be consistent with the goals established in the Final Consolidated Plan for Fiscal Years 2006 to 2010. This Plan is available in hard copy form at the Municipal Reference Library located at City Hall Annex, 558 South King Street, Honolulu or by downloading the document from the City website at <http://www.honolulu.gov/dcs/grantsforms.htm>. In order to receive the entitlements, the City must submit to HUD an Action Plan describing funding plans and certifying its program compliance with federal labor, environmental, civil rights and contracting laws. Consistent with the goals and objectives of the City's CDBG, HOME, ESG, and HOPWA programs, it is a City policy to minimize displacement of persons from residential and nonresidential properties due to projects undertaken with CDBG, HOME, ESG, and HOPWA funds. If a CDBG, HOME, ESG, or HOPWA funded project requires displacement of persons, the City will provide reasonable relocation assistance benefits to affected persons.

As part of the planning process for the \_\_\_\_\_ ( \_\_th) Consolidated Program Year, a public hearing will be held on \_\_\_\_\_ to obtain the views and comments of citizens on the City's housing and community development needs to be considered in the development of the Action Plan. A Public Notice was published on \_\_\_\_\_, in this newspaper with details of the public hearing. Non-English speaking residents will be provided the services of an interpreter and a signer will be made available for the hearing impaired if requested.

Since the thrust of the CDBG, HOME, ESG, and HOPWA programs is intended to principally benefit low income, very low income and homeless individuals, particular emphasis is placed on encouraging citizen participation by these low income, very low income and homeless individuals, by those who reside in areas in which CDBG, HOME, ESG, or HOPWA funded activities are being carried out or wish to have CDBG, HOME, ESG, or HOPWA activities in areas in which they reside. Low income, very low income and homeless individuals are therefore urged to participate in the City's CDBG, HOME, ESG, and HOPWA programs.

**THE CITY WILL USE THE REQUEST FOR PROPOSAL (RFP) PROCESS IN SELECTING PROJECTS. WE ARE CURRENTLY SEEKING PROJECT PROPOSAL APPLICATIONS FOR THE CDBG AND HOME PROGRAMS. RFP AND PROJECT PROPOSAL PACKETS CAN BE OBTAINED BY CALLING 527-5676 OR BY ACCESSING THE CITY'S WEB SITE AT [HTTP://WWW.HONOLULU.GOV/DCS/GRANTSFORMS.HTM](http://www.honolulu.gov/dcs/grantsforms.htm). THE DEADLINE FOR SUBMITTING CDBG OR HOME PROJECT PROPOSALS IS \_\_\_\_\_. PROPOSALS MUST BE SUBMITTED BY 2:00 P.M. TO THE DEPARTMENT OF BUDGET AND FISCAL SERVICES, 530 SOUTH KING STREET, ROOM 208, HONOLULU, HAWAII 96813 IN ORDER TO BE CONSIDERED FOR FUNDING.**

The different RFP process will also be utilized for the ESG and HOPWA programs and will be publicized at a later date. Both the ESG and HOPWA programs use an RFP process that covers two fiscal years. Further information regarding the RFP process for the ESG and HOPWA programs, can be obtained by calling the Department of Community Services at 527-5780 and 527-5092 respectively.

\_\_\_\_\_, Federal Grants Coordinator  
Department of Budget and Fiscal Services  
530 South King Street, Room 208  
Honolulu, Hawaii 96813

\_\_\_\_\_, Director  
Department of Budget and Fiscal Services  
By order of \_\_\_\_\_, MAYOR  
City and County of Honolulu

PUBLIC NOTICE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG),  
HOME INVESTMENT PARTNERSHIPS (HOME),  
EMERGENCY SHELTER GRANTS (ESG) AND  
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAMS

In accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD) regarding the Consolidated Plan, the City and County of Honolulu hereby provides a list of projects being proposed for the City's Action Plan for Fiscal Year \_\_\_\_\_ (July 1, \_\_\_\_\_-June 30, \_\_\_\_\_). The City's Consolidated Plan contains the identified housing and community development needs and a long-range strategic plan to achieve those needs. The annual Action Plan contains the projects the City will undertake in the upcoming year to address the needs identified in the Consolidated Plan. The proposed projects in this, the City's \_\_\_\_\_th Action Plan, are as follows:

Project Title And Description	CDBG Eligibility and National Objective	Acti-vity Code	Fund-ing	Proposed Phase Amount (\$)	Location	Proposed Accomplishment	Subrecipient
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The public is advised that the City and County of Honolulu may incur preaward costs under the CDBG and HOME programs that will not exceed 25% of the current CDBG and HOME allocations. CDBG and HOME funds will be used to reimburse the City when funds become available, subject to sufficient funding from the U.S. Department of Housing and Urban Development. Should funds not be available, the City will cover the costs or future funding for CDBG and HOME projects will be reduced.

As the projects are incorporated as part of the City's Budget Ordinances (Capital and Operating Budgets), all interested parties are invited to attend and provide testimony at the City Council Public Hearing on \_\_\_\_\_ in Council Chambers, 530 South King Street. The proposed projects and allocations listed in this Notice are current as of \_\_\_\_\_ and are not indicative of subsequent changes made by the City Council. Persons unable to attend the Public Hearing can submit their comments in writing prior to \_\_\_\_\_ to: \_\_\_\_\_

\_\_\_\_\_, Federal Grants Coordinator  
Department of Budget and Fiscal Services  
City and County of Honolulu  
530 South King Street, Room 208  
Honolulu, HI 96813

All comments received by the deadline will be taken under advisement in the preparation of the City's Final \_\_\_\_\_ (\_\_\_\_\_) Year Action Plan.

Copies of the Proposed \_\_\_\_\_ (\_\_\_\_\_) Year Action Plan are available for public review at the Municipal Reference Library, City Hall Annex, 558 South King Street, Honolulu, Hawaii 96813.

Upon adoption of the City Budget, the City's Final \_\_\_\_\_ (\_\_\_\_\_) Year Action Plan will be submitted to the U.S. Department of Housing and Urban Development on or about \_\_\_\_\_.

Interested parties may submit written comments prior to \_\_\_\_\_ to the address above.

\_\_\_\_\_, Director  
Department of Budget and Fiscal Services  
By order of \_\_\_\_\_, MAYOR  
City and County of Honolulu

PUBLIC NOTICE

EXHIBIT 3

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG),  
HOME INVESTMENT PARTNERSHIPS (HOME),  
EMERGENCY SHELTER GRANTS (ESG) AND  
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAMS

In accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD) regarding the Consolidated Plan, the City and County of Honolulu hereby provides a list of final projects for the City's Action Plan for Fiscal Year \_\_\_\_ (July 1, \_\_\_\_ - June 30, \_\_\_\_). The City's Consolidated Plan contains the identified housing and community development needs and a long-range strategic plan to achieve those needs. The annual Action Plan contains the projects the City will undertake in the upcoming year to address the needs identified in the Consolidated Plan. The final projects in this, the City's \_\_\_\_ (\_\_\_\_) Year Action Plan, are as follows:

Project Title And Description	CDBG Eligibility and National Objective	Acti-vity Code	Fund-ing	Proposed Phase Amount (\$)	Location	Proposed Accomplishment	Subrecipient
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The public is advised that the City and County of Honolulu may incur preaward costs under the CDBG and HOME programs that will not exceed 25% of the current CDBG and HOME allocations. CDBG and HOME funds will be used to reimburse the City when funds become available, subject to sufficient funding from the U.S. Department of Housing and Urban Development. Should funds not be available, the City will cover the costs or future funding for CDBG and HOME projects will be reduced.

Projects that were added by City Council during the budget process will be given a final eligibility review prior to implementation. Funding for any ineligible project will be reprogrammed at a future date.

The Final \_\_\_\_ (\_\_\_\_) Year Action Plan will be submitted to the U.S. Department of Housing and Urban Development on or around \_\_\_\_\_. Copies of the Final \_\_\_\_ (\_\_\_\_) Year Action Plan are available for public review at the Municipal Reference Library, City Hall Annex, 558 South King Street, Honolulu.

Persons wishing to provide comments on the City's Final \_\_\_\_ (\_\_\_\_) Year Action Plan should submit their correspondence by \_\_\_\_\_ to:

\_\_\_\_\_, Federal Grants Coordinator  
Department of Budget and Fiscal Services  
City and County of Honolulu  
530 South King Street, Room 208  
Honolulu, HI 96813

\_\_\_\_\_, Director  
Department of Budget and Fiscal Services  
By order of \_\_\_\_\_, MAYOR  
City and County of Honolulu

## **EXHIBIT 4**

(9/05)

### **1.0 INTRODUCTION**

Title I of the Housing and Community Development Act of 1974 (Public: Law 93-383) created a new community development block grant funding program which became effective January 1, 1975. This new arrangement replaced eight former categorical grant and loan programs under which grantees competed nationally for funds in specific project categories, including urban renewal; neighborhood development program grants; open space, urban beautification, and historic: preservation grants; public facilities loans; water and sewer and neighborhood facilities grants; and Model Cities supplemental grants.

Under the Community Development Block Grant (CDBG) program, instead of applying for individual grants and loans, a grantee is able to develop a flexible, locally designed comprehensive community development strategy in order to address the program's primary objective: "...development of viable urban communities, by providing decent housing and suitable living environment and expanding economic opportunities principally for persons of low and moderate income".

The funding allocation of the CDBG program is based on a statutory formula that assures each entitlement grantee an annual sum of money to carry out its community development program. An entitlement grantee is a metropolitan city (the central city of a metropolitan area or a city with a population of 50,000 or greater) or an urban county. Under the law, 70 percent of the annual distribution of funds is reserved for entitlement communities. In order to receive its allocation of funds, a community must submit to the Department of Housing and Urban Development (HUD) a Consolidated Plan. Within certain federal limitations (and state limitations under certain state-administered nonentitlement programs), localities have complete decision-making power over how and where the block grant is to be spent. There is no federal project-by-project approval process as in the past.

Since 1974, Title I has undergone some significant revisions. The Housing and Community Development Act of 1977 (public Law 95-128) introduced a dual funding allocation formula, which was designed to benefit the older cities of the Northeast and Midwest, the eligibility of various economic development activities, and stronger citizen participation requirements. In addition, the 1977 Act significantly revised the discretionary block grant program for cities with populations below 50,000 and added a new program, urban development action grants (UDAG), which is designed to leverage private investments into cities suffering from a number of economic distress factors.

The Omnibus Budget Reconciliation Act of 1981 (The Housing and Community Development Amendments of 1981, Public Law 97-35) simplified the block grant application process, allowed communities to use block grant funds for economic development projects involving for-profit businesses, gave state governments the option of administering the small cities program in their jurisdiction according to their own award selection procedures, and significantly reduced citizen participation requirements. The 1981 Act also repealed the Section 701 comprehensive planning grant program, but permitted its activities to be included as CDBG eligible activities.

The Cranston - Gonzalez National Affordable Housing Act of 1990 required grantees to increase the use of their funds for activities benefiting low- and moderate-income persons over a three-year period to 70 percent.

## **2.0 BACKGROUND**

At least every five years, CDBG entitlement grantees submit to HUD a Consolidated Plan in order to receive program funds. The plan consists of: a) a housing and homeless needs assessment; b) a housing market analysis; and c) a strategic plan for the geographic area encompassing the entitlement area. On an annual basis, CDBG entitlement grantees submit to HUD an Action Plan for the entitlement area, describing the specific projects that will be implemented to achieve the goals set forth in the Consolidated Plan.

The strategic plan portion of the Consolidated Plan also requires the City to develop a community development plan that identifies community development and housing needs with specific short- and long-term objectives that provide decent housing and expand economic opportunities primarily for persons of low- and moderate income.

Grantees must furnish their citizens with information concerning the amount of CDBG funds that will be available in the coming program year (including anticipated program income); hold at least one public hearing on the proposed statement of objectives; and publish community-wide, the contents of the proposed statement of objectives. Community comments must be considered in the preparation of the final Consolidated Plan that is submitted to HUD.

Citizens must also be given an estimate of the amount of CDBG funds benefiting low- and moderate-income residents, an estimate of displacement that may be caused by CDBG assisted activities, and how much will be spent on relocation. Citizens and units of local government must be also be given access to program information.

Grantees must submit a series of certifications that their program complies with applicable federal laws relating to civil rights, fair housing, anti-displacement and relocation, safety, labor, environmental protection, lead-based paint, historic preservation, drug free workplace and anti-lobbying. Specific laws included in the certifications are:

- Public Law 88-352, which is Title VI of the Civil Rights Act of 1964 (Nondiscrimination).
- Public Law 90-284 which is the Fair Housing Act.
- Executive Order 11063, as amended by Executive Order 12259 (Equal Opportunity in Housing; HUD implementation is contained in 24 CFR 107).
- Section 109 of the Housing and Community Development Act of 1974.
- Section 110(a) of the Housing and Community Development Act of 1974 (Labor Standards).
- Section 104(g) of the Housing and Community Development Act of 1974 (Environmental Standards).
- Section 202 (a) of the Flood Disaster Protection Act of 1973 and 44 CFR 59 through 79.

- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086 and 12107 (Equal Employment Opportunity).
- Lead-Based Paint Poisoning Prevention Act and Residential Lead-Based Paint Hazard Reduction Act of 1992.
- Use of debarred, suspended or ineligible contractors or subrecipients as set forth in 24 CFR part 5.
- 24 CFR Part 85 and Office of Management and Budget Circulars A-87, A-102, A-110, A-122, A-133 and A-128.
- 24 CFR 85.36 and 24 CFR 84.42 (Conflict of Interest).
- Executive Order 12372 (Intergovernmental Review of Federal Programs).
- 24 CFR part 49 (Eligibility restrictions for certain resident aliens).
- The Architectural Barriers Act of 1968 and the Americans with Disabilities Act.

HUD can delay, condition, or sanction grant awards on the basis of incomplete or inadequate certifications.

Each entitlement grant recipient is required to submit a Consolidated Annual Performance and Evaluation Report (CAPER) to the appropriate HUD area office. The CAPER is due 90 days after the anniversary date of the start of the last funded entitlement program year. The purpose of the CAPER is to review the program's progress, financial status, and level of citizen participation during the past program year.

The CAPER consists of the following elements:

- Summaries of expenditures, activities, and overall program benefit to low- and moderate-income people.
- Summaries of disbursements of lump-sum drawdown and revolving loan funds.
- Characteristics of residents directly benefiting from CDBG expenditures, such as household type, income, and race.

Descriptions of activities to promote fair housing and to accommodate the displacement: of low- and moderate-income people. The grantee must provide the number of displaced lower-income persons relocated into the same census tract.

The intergovernmental review and comment process for federal program funds was revised by Executive Order 12372, which replaced Office of Management and Budget Circular 95. Under the Executive Order, which became effective September 30, 1983, the often lengthy, multi-tiered A-95 review was phased out: and a less stringent consultation process on pending federal action, to be designed by the individual states, was instituted. The loose federal guidelines were intended

to allow states the flexibility to organize an intergovernmental review and comment process that best suited their individual needs.

The only two federal requirements in establishing a state system are: 1) states must inform the federal agency what programs and activities are to be included in the state process (in the case of the CDBG program, HUD is the applicable federal agency); and 2) the states must provide assurances that local officials had been consulted whenever changes are made in the list of selected programs and activities.

States are to select and design their own review and comment process and the delegate area-wide, regional, and local entities. It is expected, although not required, that states will designate a single point of contact to collect local comments and to serve as liaison with Washington.

The federal agency responses to local comments are limited to acceptance, reaching a mutually agreeable solution, or explanation of non-accommodation. States that do not designate a single point of contact are not assured of an "accommodation of explain" response from the federal agency.

A state point of contact does not have to transmit to the federal agency comments on proposed action not within the state process. In those instances, local commenters may submit their comments directly to the federal agency.

### **3.0 REQUIREMENTS**

#### **3.1 FEDERAL**

All projects and activities must either 1) principally benefit low- and moderate-income persons, 2) aid in the prevention or elimination of slums and blight, or 3) meet other urgent community needs. The 1990 program amendments require grantees to spend, at a minimum, 70 percent of their funds on activities benefiting low- and moderate-income persons over a period of three years. Programs failing this standard will be further reviewed to determine if they promote the CDBG program's primary objective of developing viable urban communities principally for low-income persons.

A project is presumed by HUD to benefit low- and moderate-income persons if 51 percent of the funds; support such persons and meets the following standards:

- The project has income eligibility requirements that limit the benefits to lower-income persons.
- The majority of the beneficiaries of the proposed project are lower-income (i.e., the area served by a project is predominantly lower-income).
- Improvements to a business area, a specific firm, or serve an area that is primarily low- and moderate income.
- A facility is designed for use by elderly or handicapped people.
- The majority of jobs created by an economic development activity are available, or will be available, to low- and moderate-income persons.

- A project must be carried out prior to, or as an integral part of, a project that principally benefits lower income persons
- A project serving an area with less than a majority of lower-income persons, will qualify if the community has so few areas where lower-income people are the majority, that it would be inappropriate to limit the grant to projects in such areas.

Programs found to have provided less than 70 percent of their funds for low- and moderate-income benefit activities will be more closely reviewed by HUD to see how the program's activities, taken as a whole, meet the CDBG program's primary objective. For example, a grantee can spend most of its funds on flood relief one year, provided 70 percent of its funds are being spent on low- and moderate-income activities over a two- or three-year period. Otherwise, the grantee would be considered out compliance with the primary objective of the Act.

An activity will be considered to address prevention or elimination of slums or blight in an area if the area meets the definition of a slum or blighted area and there are a substantial number of deteriorated buildings throughout the area. Spot basis rehabilitation in a non-slum and blighted area and urban renewal completion will also be considered to aid in the prevention or elimination of slums and blight.

And lastly, an activity will be considered to address activities designed to meet community development needs having a particular urgency if the City certifies that an activity is designed to alleviate an existing condition (of recent origin) that poses a serious threat to the community and that other sources of funding are not available.

### **3.2 PROJECT ELIGIBILITY**

In general, grant assistance activities may be used for the following activities:

- Acquisition of real property.
- Disposition of real property.
- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements.
- Clearance, demolition and removal of buildings and improvements.
- Provision of public services provided it is a new service or a quantifiable increase in a service now being provided and does not exceed 15 percent of the City's total entitlement.
- Interim assistance to immediately arrest deterioration and alleviate emergency conditions.
- Payment of non-federal share in connection with other federal programs undertaken as part of the development program.
- Urban renewal completion.

- Relocation payments.
- Loss of rental income incurred in holding housing units for displacees.
- Removal of material and architectural barriers restricting mobility and accessibility of elderly and handicapped persons.
- Assist privately owned utilities.
- Rehabilitation of privately owned buildings and low-income public housing.
- Economic Development.

### **3.3 INELIGIBLE ACTIVITIES**

- Religious activities.

README.txt

Documents should be opened in the following order:

- 1) Ad 9-26-2005.DOC
- 2) CDBG RFP Rev 1.9 9-23-2005.doc
- 3) Appendix A HUD 2005 Income Limits 9-14-2005.pdf
- 4) Appendix E CDBG app 1.10 9-23-2005.doc
- 5) Attachment B to RFP Appendix E Budget-Schedule.xls
- 6) Attachment C to RFP Appendix E - Special Economic Development.xls
- 7) Appendix F HOME app 1.09-22.2005.doc

If you are applying only for CDBG funds - open item nos. 1 thru 6

If you are applying only for HOME funds - open item nos. 1, 2, 3 and 7

If you are applying for both CDBG and HOME funds - open item nos. 1 thru 7

## PUBLIC NOTICE

The U.S. Department of Housing and Urban Development (HUD) has several funding programs, which provides approximately \$18 million dollars annually to the City and County of Honolulu.

Title I of the Housing and Community Development Act of 1974 (Public Law 93-383) created the Community Development Block Grant (CDBG) program which became effective January 1, 1974. Under the CDBG program, a community is able to develop a flexible, locally designed comprehensive community development strategy in order to address the program's primary objective: "...development of viable urban communities, by providing decent housing and suitable living environments and expanding economic opportunities principally for persons of low and moderate income." The funding allocation of the CDBG program is based upon a statutory formula, which assures each entitlement community an annual sum of money to carry out its community development program. An entitlement community is a metropolitan city or an urban county. The entitlement community has complete discretionary authority over how and where CDBG funds are to be spent.

In general, grant assistance may be used for the following activities provided that these activities either 1) principally benefit low and moderate income families, 2) aid in the prevention or elimination of slums and blight, or 3) meet other community development needs having a particular urgency.

- \* Acquisition of real property.
- \* Acquisition, construction, reconstruction, rehabilitation or installation of public facilities.
- \* Provision of public services provided it is a new service or a quantifiable increase in a service now being provided and does not exceed 15% of the City's entitlement.
- \* Payment of the non-federal share in connection with other federal programs undertaken as part of the development program.
- \* Assist privately owned utilities.
- \* Rehabilitation of privately owned buildings and low-income public housing.
- \* Planning activities.
- \* Economic development.
- \* Code enforcement in deteriorated areas expected, together with public improvements and services, to arrest the area's decline.
- \* Renovation of closed school buildings.
- \* Direct homeownership assistance.
- \* Disposition of real property.
- \* Clearance, demolition and removal of buildings and improvements.
- \* Interim assistance to immediately arrest deterioration and alleviate emergency conditions.
- \* Urban renewal completion.
- \* Relocation payments.
- \* Loss of rental income incurred in holding housing units for displacees.
- \* Removal of material and architectural barriers restricting mobility of elderly and handicapped persons.
- \* Historic preservation.
- \* Assistance to subrecipients to carry out activities listed.
- \* Payment of reasonable administrative costs and carrying charges related to the planning and execution of community development activities.

There are a number of activities that cannot be funded with CDBG funds. These include, but are not limited to, the following:

- \* Buildings for the general conduct of government.
- \* Political activities.
- \* Operating and maintenance expenses.
- \* New housing construction unless carried out by a Community Based Development Organization (CBDO).
- \* Income payments for housing or any other funds.
- \* General government expenses.
- \* Purchase of equipment unless as part of an economic development activity or when necessary for use by a recipient or subrecipient in the administration of activities assisted with CDBG funds.
- \* Religious activities.

The City may provide CDBG funds to any CBDO qualified to carry out a neighborhood revitalization, community economic development, energy conservation, or new housing construction project. To qualify as a CBDO, organizations must meet the following characteristics:

- 1) An association or corporation organized under State or local law to engage in community development activities primarily within an identified geographic area of operation; and
- 2) Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation, with particular attention to the needs of persons of low and moderate income; and
- 3) A not-for-profit organization or association chartered or otherwise authorized to do business in the State of Hawaii for charitable purposes; and
- 4) Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents, owners or senior officers of private establishments and other institutions, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and
- 5) Is not an agency or instrumentality of the City and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity; and
- 6) Except as otherwise authorized in paragraph 5) above, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and
- 7) Is not subject to requirements under which its assets revert to the City upon dissolution; and
- 8) Is free to contract for goods and services from vendors of its own choosing.

The HOME program was created under Title II (the HOME Investment Partnerships Act) of the National Affordable Housing Act of 1990. The general purpose of the HOME program includes:

- 1) To expand the supply of decent and affordable housing, particularly rental housing, for low and very low income Americans.
- 2) To strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing.
- 3) To provide both financial and technical assistance to participating jurisdictions, including the development of model programs for affordable low-income housing.
- 4) To extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

In general, HOME funds may be used to pay the following eligible costs:

- 1) Development hard costs defined as the actual cost of constructing or rehabilitating housing.
- 2) Acquisition costs.
- 3) Related soft costs defined as other reasonable and necessary costs incurred and associated with the financing, or development (or both) of new construction, rehabilitation or acquisition of housing assisted with HOME funds.
- 4) Relocation costs.
- 5) Costs related to tenant-based rental assistance.

There are a number of activities that cannot be funded with HOME funds. These include but are not limited to, the following:

- 1) Provide a project reserve account for replacements, a project reserve account for unanticipated increases in operating costs, or operating subsidies.
- 2) Provide tenant-based rental assistance for the special purpose of the existing Section 8 program or preventing displacement for projects assisted with rental rehabilitation grants.
- 3) Provide non-federal matching contributions required under any other Federal program.
- 4) Provide assistance authorized under Part 965 (PHA-Owned or Leased Projects - Maintenance and Operation).
- 5) Carry out activities authorized under Part 968 (Public Housing Modernization).
- 6) Provide assistance to eligible low income housing under Part 248 (Prepayment of Low Income Housing Mortgages).

- 7) Provide assistance (other than tenant-based rental assistance or assistance to a first-time homebuyer to acquire housing previously assisted with HOME funds) to a project previously assisted with HOME funds during the period of affordability established by the City. However, additional HOME funds may be committed to a project up to one year after project completion, but the amount of HOME funds in the project may not exceed the maximum per unit subsidy amount.
- 8) Pay impact fees.

Fifteen percent (15%) of the City's annual HOME allocation from HUD must be set-aside for Community Housing Development Organization (CHDO) use. Organizations must meet the following criteria in order to be considered a CHDO and be eligible for CHDO assistance:

- 1) Be organized under State or local laws.
- 2) Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual.
- 3) Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization.
- 4) Has a tax exemption ruling from the Internal Revenue Service under Section 501c of the Internal Revenue Code of 1986.
- 5) Does not include a public body (including the City and County of Honolulu) or an instrumentality of a public body.
- 6) Has standards of financial accountability that conform to 24 CFR 84.21 "Standards for Financial Management Systems."
- 7) Has among its purposes the provision of decent housing that is affordable to low and moderate-income persons, as evidenced by its charter, articles of incorporation, resolutions or by-laws.
- 8) Maintains accountability to low income community residents by:
  - \* Maintaining at least one-third of its governing board's membership for residents of low income neighborhoods, other low income community residents, or elected representatives of low income neighborhood organizations, and
  - \* Providing a formal process for low income, program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing.
- 9) Has a demonstrated capacity for carrying out activities assisted with HOME funds.
- 10) Has a history of serving the community within which housing to be assisted with HOME funds is to be located.

The Emergency Shelter Grants (ESG) program, authorized under the Stewart B. McKinney Homeless Assistance Act, provides funds to finance the rehabilitation or conversion of existing buildings for use as emergency shelters. It also authorizes, on a limited basis, the payment of certain operating and social service expenses connected with running emergency shelters, as well as short-term financial assistance to individuals and families to prevent homelessness.

In order to maximize the effectiveness of the money, the City's strategy for the use of program funds is to support existing programs benefiting the homeless population. The program objectives related to this strategy include the following:

- 1) Improve physical conditions at existing shelters.
- 2) Support the continued provision and/or expansion of supportive services to enable the homeless to achieve independent living.
- 3) Assist providers in meeting the costs of operating emergency shelters.
- 4) Promote the development and implementation of homeless prevention activities.

In general, ESG funds may be used for the following activities relating to emergency shelters for the homeless:

- 1) Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless.
- 2) Provision of essential services to the homeless.
- 3) Payment of maintenance, operation, insurance, utilities, and furnishings.
- 4) Developing and implementing homeless prevention activities.

In order to be eligible for ESG program funds, applicants must, at a minimum,

- 1) Be a public or private nonprofit entity certified under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. If the private nonprofit entity is primarily a religious organization, the organization must agree to provide all homeless services in a manner that is free from religious influences.
- 2) Have an ongoing emergency shelter program.
- 3) Provide, as part of their shelter program, supportive services intended to assist their clients in achieving independent living.

The Housing Opportunities for Persons With AIDS (HOPWA) program was established in 1992 to provide housing assistance and related supportive services for low-income persons with HIV/AIDS and their families. Grants are provided by formula allocations to States and metropolitan areas with the largest number of cases and incidence of AIDS' and also by competitive selection of projects proposed by State and local governments and nonprofit organizations. The HOPWA program has helped thousands of individuals who face severe challenges to meet medical and housing costs during their illness with assistance that helps them to avoid homelessness by addressing housing needs and access to medical and other supportive care.

HOPWA funds can be used for a broad range of housing designed to prevent homelessness including emergency shelter, shared housing, apartments, single room occupancy units (SROs), group homes, and housing combined with supportive services. HOPWA funds can also be used for housing-related expenses, social services, and program development costs such as:

- 1) housing information and resource identification;
- 2) acquisition, rehabilitation, conversion, lease, and repair of housing;
- 3) new construction for SROs and community residences;
- 4) rent payments, mortgages, and utility payments;
- 5) operating costs;
- 6) technical assistance;
- 7) administrative expenses; and
- 8) supportive services (such as health care, mental health services, chemical dependency treatment, nutritional services, case management, and help with daily living).

The primary beneficiaries of HOPWA funds are low-income persons with AIDS and their families, especially those who are homeless or at great risk of becoming homeless. However, programs that provide housing information, community outreach and education activities can serve persons at any income level.

The City and County of Honolulu has been participating in the CDBG, HOME, ESG and HOPWA programs for the past 31, 14, 18, and 7 years respectively. The City is currently planning for its Twelfth (12th) Consolidated Program Year and anticipates approximately \$20 million dollars from HUD, program income, City match and previous years' carryover to undertake the CDBG, HOME, ESG, and HOPWA programs. Projects selected must be consistent with the goals established in the Final Consolidated Plan for Fiscal Years 2006 to 2010. This Plan, which is pending approval by HUD, is available in hard copy form at the Municipal Reference Library located at City Hall Annex, 558 South King Street, Honolulu or by downloading the document from the City website at <http://www.honolulu.gov/budget/cdbg.htm>. In order to receive the entitlements, the City must submit to HUD an Action Plan describing funding plans and certifying its program compliance with federal labor, environmental, civil rights and contracting laws. Consistent with the goals and objectives of the City's CDBG, HOME, ESG, and HOPWA programs, it is a City policy to minimize displacement of persons from residential and nonresidential properties due to projects undertaken with CDBG, HOME, ESG, and HOPWA funds. If a CDBG, HOME, ESG, or HOPWA funded project requires displacement of persons, the City will provide reasonable relocation assistance benefits to affected persons.

As part of the planning process for the Twelfth (12th) Consolidated Program Year, a public hearing will be held on September 28, 2005 to obtain the views and comments of citizens on the City's housing and community development needs to be considered in the development of the Action Plan. A Public Notice was published on September 15, 2005, in this newspaper with details of the public hearing. Non-English speaking residents will be provided the services of an interpreter and a signer will be made available for the hearing impaired if requested.

Since the thrust of the CDBG, HOME, ESG, and HOPWA programs is intended to principally benefit low income, very low income and homeless individuals, particular emphasis is placed on encouraging citizen participation by these low income, very low income and homeless individuals, by those who reside in areas in which CDBG, HOME, ESG, or HOPWA funded activities are being carried out or wish to have CDBG, HOME, ESG, or HOPWA activities in areas in which they reside. Low income, very low income and homeless individuals are therefore urged to participate in the City's CDBG, HOME, ESG, and HOPWA programs.

**THE CITY WILL USE THE REQUEST FOR PROPOSAL (RFP) PROCESS TO SELECT CDBG AND HOME PROJECTS. BEGINNING TODAY, THE CITY IS SEEKING PROJECT PROPOSALS FOR THE CDBG AND HOME PROGRAMS FOR FISCAL YEAR 2007. THE RFP AND PROJECT PROPOSAL PACKETS CAN BE OBTAINED BY CONTACTING THE DIVISION OF PURCHASING OF THE CITY DEPARTMENT OF BUDGET AND FISCAL SERVICES AT THE FOLLOWING WEBSITE: WWW.HONOLULU.GOV/PUR, OR PICKED UP IN PERSON AT THE DIVISION OF PURCHASING, DEPARTMENT OF BUDGET AND FISCAL SERVICES, 530 SOUTH KING STREET, ROOM 115, HONOLULU, HAWAII.**

**AN INFORMATIONAL MEETING ON THE CDBG/HOME REQUEST FOR PROPOSALS WILL BE HELD AT 9:30 A.M., TUESDAY, OCTOBER 11, 2005, AT THE MISSION MEMORIAL AUDITORIUM, WHICH IS LOCATED IMMEDIATELY DIAMOND HEAD OF HONOLULU HALE, 530 SOUTH KING STREET, HONOLULU, HAWAII. THE INFORMATIONAL MEETING WILL BE THE ONLY OPPORTUNITY FOR PROSPECTIVE PROPOSERS TO REQUEST CLARIFICATIONS REGARDING THIS REQUEST FOR PROPOSALS AND THE CDBG AND HOME PROGRAMS.**

**IN ORDER TO BE CONSIDERED FOR FUNDING FOR FISCAL YEAR 2007, THE CDBG OR HOME PROJECT PROPOSALS MUST BE SUBMITTED BY 4:00 P.M., OCTOBER 31, 2005, TO THE DIVISION OF PURCHASING, DEPARTMENT OF BUDGET AND FISCAL SERVICES, 530 SOUTH KING STREET, ROOM 115, HONOLULU, HAWAII 96813. QUESTIONS CONCERNING THIS SOLICITATION MAY BE DIRECTED TO MIKE HIU OF THE PURCHASING DIVISION AT 527-5669.**

A different RFP process will also be utilized for the ESG and HOPWA programs and will be publicized at a later date. Both the ESG and HOPWA programs use an RFP process that covers two fiscal years. Further information regarding the RFP process for the ESG and HOPWA programs, can be obtained by calling the Department of Community Services at 527-5780 and 527-5092 respectively.

Holly Kawano, Federal Grants Coordinator  
Department of Budget and Fiscal Services  
530 South King Street, Room 208  
Honolulu, Hawaii 96813

Mary Patricia Waterhouse, Director  
Department of Budget and Fiscal Services  
By order of MUFU HANNEMANN, MAYOR  
City and County of Honolulu

*Request for Proposals*

Request for Proposals No. 14715

Community Development Block Grant Program  
HOME Investment Partnerships Program

Fiscal Year 2006 – 2007



Offered by:

City and County of Honolulu  
Department of Budget and Fiscal Services

MUFI HANNEMANN, MAYOR  
CITY AND COUNTY OF HONOLULU

Mary Patricia Waterhouse, Director  
Department of Budget and Fiscal Services

September 2005

**Request for Proposals  
Community Development Block Grant (CDBG) Program  
HOME Investment Partnerships (HOME) Program**

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**Appendix A: Income Limits Table**

**Appendix B: HOME Program Income and Rent Limits**

**Appendix C: Detailed Evaluation Criteria**

**Appendix D: City Sexual Harassment Policy**

**Appendix E. CDBG Project Proposal**

**Appendix F. HOME Project Proposal**

Request for Proposals  
Community Development Block Grant (CDBG) Program  
HOME Investment Partnerships (HOME) Program  
Fiscal Year 2006 - 2007

**1. Introduction**

The City and County of Honolulu, through its Department of Budget and Fiscal Services, requests proposals from qualified agencies seeking to undertake housing activities, community development activities, or public or human services which principally benefit persons of low and moderate income using federal CDBG and HOME funds.

Interested agencies should complete and submit a CDBG or HOME project proposal(s) which is available on-line at [http:// www.honolulu.gov/pur](http://www.honolulu.gov/pur). The CDBG and HOME project proposals are attached to this RFP as Appendices E and F, respectively. Completed project proposals and all required attachments should be submitted in original plus three copies by 4:00 p.m. on Monday, October 31, 2005, to:

Department of Budget and Fiscal Services  
Division of Purchasing  
530 South King Street, Room 115  
Honolulu, Hawaii 96813

Agencies submitting CDBG or HOME proposals are responsible for ensuring that their proposals are date- and time-stamped by the Purchasing Division of the Department of Budget and Fiscal Services by the submission deadline stated above. Proposals not received by the submission deadline as evidenced by a valid Department of Budget and Fiscal Services date and time stamp will not be considered for funding in fiscal year 2007 and will be returned to the proposing agency.

An informational meeting on this Request for Proposals will be held at 9:30 a.m., Tuesday, October 11, 2005, at the Mission Memorial Auditorium, which is located immediately Diamond Head of Honolulu Hale, 530 South King Street, Honolulu, Hawaii. The informational meeting will be the only opportunity for prospective proposers to request clarifications regarding this Request for Proposals and the CDBG and HOME programs.

**2. Funding Levels and Priorities**

At this time the City estimates that its fiscal year 2007 CDBG and HOME appropriations will be approximately \$10,500,000 and \$4,500,000, respectively; however, proposers are warned that these amounts are unofficial, unconfirmed estimates only and are subject to change at any time without notice. A portion of the City's CDBG and HOME appropriations may be used to fund program administration, and City-sponsored initiatives. Funds will be allocated according to the activities and priorities established in the City's Consolidated Plan for 2006 – 2010. Proposers are strongly encouraged to review the City's Consolidated Plan, which may be obtained on-line at <http://www.honolulu.gov/budget/consplan0610.pdf>.

For fiscal year 2007 the City has established the following funding targets and priorities. These targets and priorities were developed to reflect the needs of the community and the City's goals and objectives for the CDBG and HOME programs as stated in the City's Consolidated Plan for 2006 – 2007.

Priority	Activity	Targeted Funding Allocation	
		CDBG Funds	HOME Funds
1	Affordable Housing – Construction, acquisition, and rehabilitation of housing, for persons of low and moderate income. Special consideration will be given to projects that principally benefit households earning less than 50% of Honolulu median income.	40%	100%
2	Homeless Assistance – Construction, rehabilitation, and the acquisition of facilities to provide emergency or transitional shelter, or permanent supportive housing to persons who are homeless. Supportive services to persons who are homeless may be funded as public services under the CDBG program. Special consideration will be provided to projects that provide permanent supportive housing projects to chronically homeless persons or homeless persons with disabilities.	30%	
3	Community Development – Projects that promote the development of vibrant, sustainable communities through the construction, acquisition, renovation or renewal of public infrastructure and community facilities such as parks, community centers, and commercial centers that principally serve persons of low and moderate persons, projects which build community capacity and/or provide services to low and moderate income persons including, but not limited to, programs that serve youth at risk, employment training and educational programs, childcare services, and health services. This category shall also include eligible infrastructure and community facility projects directly undertaken by the City and County of Honolulu.	25%	Not Eligible
4	Economic Development – Projects and programs that support entrepreneurship, the creations of jobs, and the growth of commerce. Projects and programs include, but are not limited to, the provision of technical assistance and training to low and moderate income persons seeking to start microenterprises, provision of loans or grants to support the establishment of economic enterprises by low and moderate income persons, and job creation activities that principally benefit persons of low and moderate income.	5%	Not Eligible

While the City intends to allocate its CDBG and HOME funds to achieve the preceding targets and priorities, prospective proposers should note that the City may exercise discretion during the allocation process and is not bound in any way to adhere strictly and mechanically to preceding targeted funding allocations.

Prospective proposers should also note that, pursuant to 24 CFR, Part 570.201(e)(1) and (2), the City may not use more than 15 percent of its CDBG funds to provide public services. Further, it is the City's intent to allocate CDBG public service funds in accordance with the funding allocations shown above.

### **3. Community Development Block Grant Program**

#### **PROGRAM INFORMATION**

Title I of the Housing and Community Development Act of 1974 (Public Law 93-383) created the Community Development Block Grant (CDBG) program which became effective January 1, 1974. Under the CDBG program, a community is able to develop a flexible, locally designed comprehensive community development strategy in order to address the program's primary objective: "...development of viable urban communities, by providing decent housing and suitable living environments and expanding economic opportunities principally for persons of low and moderate income." The funding allocation of the CDBG program is based upon a statutory formula, which assures each entitlement community an annual sum of money to carry out its community development program. The City and County of Honolulu is an entitlement community and, subject to the approval of the United States Department of Housing and Urban Development (HUD), has complete discretionary authority over how and where its CDBG funds are to be spent.

#### **ELIGIBLE AND INELIGIBLE ACTIVITIES**

In general, grant assistance may be used for the following activities provided, however, that these activities either 1) principally benefit low and moderate income families, 2) aid in the prevention or elimination of slums and blight, or 3) meet other community development needs having a particular urgency. For the purposes of the CDBG program, low and moderate income family is defined as a family earning 80 percent or less of Honolulu's median family income, adjusted for family size, as determined by HUD. A current income limits table is attached as Appendix A. As stated in 24 CFR, Part 570.201, eligible CDBG activities include, but are not limited to:

- \* Acquisition of real property.
- \* Acquisition, construction, reconstruction, rehabilitation or installation of public facilities.
- \* Provision of public services provided it is a new service or a quantifiable increase in a service now being provided and does not exceed 15% of the City's entitlement.
- \* Payment of the non-federal share in connection With other federal programs undertaken as part of the development program.
- \* Disposition of real property.
- \* Clearance, demolition and removal of Buildings and improvements.
- \* Interim assistance to immediately arrest deterioration and alleviate emergency conditions.
- \* Urban renewal completion.
- \* Relocation payments.
- \* Loss of rental income incurred in holding housing units for displacees.

- \* Assist privately owned utilities.
- \* Rehabilitation of privately owned buildings and low-income public housing.
- \* Planning activities.
- \* Economic development.
- \* Code enforcement in deteriorated areas expected, Together with public improvements and services, to arrest the area's decline.
- \* Renovation of closed school buildings.
- \* Direct homeownership assistance.
- \* Removal of material and architectural barriers restricting mobility of elderly and handicapped Persons.
- \* Historic preservation.
- \* Assistance to subrecipients to carry out activities listed.
- \* Payment of reasonable administrative costs And carrying charges related to the planning And execution of community development Activities.

The City will consider relocation requirements that may be imposed by the federal Uniform Relocation Act when making funding decisions. **Activities that will require the permanent displacement of existing businesses or residents are strongly discouraged.** As described in 24 CFR, Part 527.207, activities that are ineligible for CDBG funding include, but are not limited to:

- \* Buildings for the general conduct of government.
- \* Political activities.
- \* Operating and maintenance expenses.
- \* New housing construction unless carried out by a Community Based Development Organization (CBDO).
- \* Income payments for housing or any other funds.
- \* General government expenses.
- \* Purchase of equipment unless as part of an Economic development activity or when necessary for use by a recipient or subrecipient in the administration of activities assisted with CDBG funds
- \* Religious activities.

#### SPECIAL ACTIVITIES BY COMMUNITY-BASED DEVELOPMENT ORGANIZATIONS

The City may provide CDBG funds to any community based development organization (CBDO) qualified to carry out a neighborhood revitalization, community economic development, energy conservation, or new housing construction project. Agencies requesting CDBG funds to undertake special CBDO activities must be designated as a CBDO by the City by March 1, 2006. Agencies proposing to undertake activities as a CBDO should verify their status as a designated CBDO with the Department of Budget and Fiscal Services at 527-5062 prior to submission of a proposal. To qualify as a CBDO, organizations must meet the following characteristics:

- 1) An association or corporation organized under State or local law to engage in community development activities primarily within an identified geographic area of operation; and
- 2) Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation, with particular attention to the needs of persons of low and moderate income; and
- 3) A not-for-profit organization or association chartered or otherwise authorized to do business in the State of Hawaii for charitable purposes; and
- 4) Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents, owners or senior officers of private establishments and other institutions, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and
- 5) Is not an agency or instrumentality of the City and does not permit more than one-

third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity; and

- 6) Except as otherwise authorized in paragraph 5) above, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and
- 7) Is not subject to requirements under which its assets revert to the City upon dissolution; and
- 8) Is free to contract for goods and services from vendors of its own choosing.

#### **4. HOME Investment Partnerships (HOME) Program**

##### **PROGRAM INFORMATION**

The HOME program was created under Title II (the HOME Investment Partnerships Act) of the National Affordable Housing Act of 1990 to expand the supply of affordable housing. The general purpose of the HOME program includes:

- 1) To expand the supply of decent and affordable housing, particularly rental housing, for low and very low income Americans.
- 2) To strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing.
- 3) To provide both financial and technical assistance to participating jurisdictions, including the development of model programs for affordable low-income housing.
- 4) To extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

##### **ELIGIBLE AND INELIGIBLE ACTIVITIES**

Pursuant to 24 CFR, Part 92.206, in general HOME funds may be used to pay the following eligible costs:

- 1) Development hard costs defined as the actual cost of constructing or rehabilitating housing.
- 2) Acquisition costs for existing housing or land to be utilized for the development of affordable housing.
- 3) Related soft costs defined as other reasonable and necessary costs incurred and associated with the financing, or development (or both) of new construction, rehabilitation or acquisition of housing assisted with HOME funds.
- 4) Costs for the relocation of residents and businesses displaced as a result of a HOME-funded project. **Projects that will require the permanent relocation of existing businesses or residents are strongly discouraged.**
- 5) Costs related to the provision of tenant-based rental assistance.

All HOME-assisted for-sale housing units must benefit households earning less than 80 percent of median income. All HOME-assisted rental units must benefit households earning less than 60 percent of median income, and 20% of a project's HOME-assisted rental units must benefit households earning less than 50 percent of median income. The rents charged in HOME-assisted rental units may not exceed the limits shown in Appendix B. HOME program income and rent limits are attached as Appendix B.

Pursuant to 24 CFR, Part 92.214, certain activities cannot be funded with HOME funds. These include, but are not limited to, the following:

- 1) Provide a project reserve account for replacements, a project reserve account for unanticipated increases in operating costs, or operating subsidies.
- 2) Provide tenant-based rental assistance for the special purpose of the existing Section 8 program or preventing displacement for projects assisted with rental rehabilitation grants.
- 3) Provide non-federal matching contributions required under any other Federal program.
- 4) Provide assistance authorized under Part 965 (PHA-Owned or Leased Projects - Maintenance and Operation).
- 5) Carry out activities authorized under Part 968 (Public Housing Modernization).
- 6) Provide assistance to eligible low income housing under Part 248 (Prepayment of Low Income Housing Mortgages).
- 7) Provide assistance (other than tenant-based rental assistance or assistance to a first-time homebuyer to acquire housing previously assisted with HOME funds) to a project previously assisted with HOME funds during the period of affordability established by the City. However, additional HOME funds may be committed to a project up to one year after project completion, but the amount of HOME funds in the project may not exceed the maximum per unit subsidy amount.
- 8) Pay impact fees.

#### COMMUNITY HOUSING DEVELOPMENT ORGANIZATION SET-ASIDE

Fifteen percent (15%) of the City's annual HOME allocation from HUD must be set-aside for Community Housing Development Organization (CHDO) use. Organizations must meet the following criteria in order to be considered a CHDO and be eligible for CHDO assistance:

- 1) Be organized under all applicable laws of the State of Hawaii.
- 2) Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual.
- 3) Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization.
- 4) Has a tax exemption ruling from the Internal Revenue Service under Section 501c of the Internal Revenue Code of 1986.
- 5) Does not include a public body (including the City and County of Honolulu) or an instrumentality of a public body.

- 6) Has standards of financial accountability that conform to 24 CFR 84.21 "Standards for Financial Management Systems."
- 7) Has among its purposes the provision of decent housing that is affordable to low and moderate-income persons, as evidenced by its charter, articles of incorporation, resolutions or by-laws.
- 8) Maintains accountability to low income community residents by:
- 9) Maintaining at least one-third of its governing board's membership for residents of low income neighborhoods, other low income community residents, or elected representatives of low income neighborhood organizations, and
- 10) Providing a formal process for low income, program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing.
- 11) Has a demonstrated capacity for carrying out activities assisted with HOME funds.
- 12) Has a history of serving the community within which housing to be assisted with HOME funds is to be located.

Agencies seeking CHDO set-aside funds must be designated as a CHDO by the City and County of Honolulu by March 1, 2006. Applications for CHDO set-aside funds submitted by agencies that are not designated as a CHDO by the City and County of Honolulu will be disqualified and returned to the submitting agency. Agencies wishing to be designated as a CHDO should contact the Federal Grants Branch of the Department of Budget and Fiscal Services at the above address. Agencies that will be requesting CHDO funds are requested to verify their status as a designated CHDO with the Department of Budget and Fiscal Services prior to the submission of a HOME-CHDO proposal.

### **5. Preparation and Submission of Proposals**

Agencies may request CDBG and HOME funds for more than one project or program; however, they must submit separate CDBG and/or HOME applications for each project or program. Agencies seeking CDBG or HOME funds may obtain a CDBG or HOME proposal packet on line at <http://www.honolulu.gov/pur>, or they may pick up the proposal packets in person at the Division of Purchasing, Department of Budget and Fiscal Services, 530 South King Street, Room 115, Honolulu, Hawaii. CDBG and HOME proposals, including all required attachments, shall be submitted in original plus 3 copies by 4:00 p.m., October 31, 2005, as evidenced by the date and timestamp from the Division of Purchasing, Department of Budget and Fiscal Services. Agencies submitting a CDBG or HOME proposal are responsible for ensuring that their proposal is time stamped by the application due date. The City anticipates the following Request for Proposals schedule:

<u>Request for Proposals Activity</u>	<u>Date</u>
Request for Proposals Issued	September 26, 2005
Public Informational Meeting	October 11, 2005
Proposals Due	4:00 p.m. , October 31, 2005

## **6. Evaluation Criteria**

Initially, City staff will screen proposals to determine if their proposed activities are eligible CDBG and/or HOME activities (see 24 CFR, Part 570.200-209, or 24 CFR, Part 92.205-208). The City will reject and return to the proposing agency proposals that seek funding for ineligible activities.

City staff will screen CDBG proposals to determine if they achieve a CDBG national objective (see 24 CFR, Part 570.208).

Following this initial screening, City staff will evaluate, score, and make recommendations regarding the proposals using the following general criteria.

Criteria	Point Range
Readiness to Proceed – Site control has been established for the proposed project or program through ownership, lease, option or agreement. Project is consistent with applicable zoning and land use regulations, infrastructure is adequate, and there will be no displacement of existing businesses or residents. Proposing agency has secured all other resources necessary to undertake the project, including, but not limited to, interim and permanent financing, program staff, curriculum, and materials are in place and available to implement the program.	0 – 30 Points
Displacement – Project will require the permanent displacement of a business or residents.	Minus 10
Project Leverage – CDBG or HOME funds will be leveraged with other resources including, but not limited to, other financial resources, in-kind contributions, and other resources contributed by the proposing agency.	0 – 25 Points
Benefits to Low and Moderate Income Households – For CDBG proposals, the number of low and moderate income households served by the proposed project or program in relationship to non-low and moderate income families served. For HOME funded the number of very low income families served (less than 50 percent of median income) in relation to the number of families at less than 60% of median income or less than 80 percent of median income served by the project.	0-15 Points
Experience and Capacity of the Applicant – Experience of the proposing agency to implement the proposed project or program. This criterion will assess past experience with CDBG or HOME funds or other government grants or loans, the resources of the agency to sustain the project or program to completion and beyond, and the consistency of the project or program with the mission and purpose of the proposing agency.	0 – 25 Points
Consolidated Plan Implementation – The degree to which the proposed project will fulfill a Consolidated Plan goal or objective.	0-25 Points
Projects of Special Emphasis – Additional consideration will be provided to projects that 1) provide permanent supportive housing to chronically homeless persons; 2) provide permanent supportive housing to homeless persons with disabilities; and 3) housing projects that principally serve very low income households earning less than 50% of median income.	Up to 10 points

A more detailed list of the preceding evaluation criteria is attached as Appendix C.

The City reserves the right to request additional information or require amendments to proposals during the proposal evaluation process. The City, in its sole and absolute discretion, may reject a

proposal if the proposing agency refuses to provide the additional information or amend its proposal as required by the City.

### **7. Selection of Projects and Award of CDBG and HOME Funds**

Following the evaluation process, the City will select projects for awards. The City may form a selection committee to select projects. The project selectors will consider the scores and recommendations formulated by the City staff while selecting projects for awards. The project selectors may consider how proposed projects implement the City's Consolidated Plan, General Plan, other community-based plans, and other planning and policy documents.

Funding is subject to the execution of CDBG and HOME grant agreements between the City and the U.S. Department of Housing and Urban Development and the appropriation of CDBG and HOME funds by the Honolulu City Council in the fiscal year 2007 Capital Improvement Projects Budget.

In addition to the CDBG and HOME program regulations, all programs and projects will be subject to all applicable Federal, State, and City laws, ordinances, rules, and regulations related to environmental reviews, procurement of goods and services, and land development. Agencies receiving CDBG or HOME funds must also comply with the City's sexual harassment policy, which is attached as Appendix D.

THE CITY AND COUNTY OF HONOLULU RESERVES THE RIGHT, WITHOUT LIABILITY WHATSOEVER, TO REJECT ANY AND ALL PROPOSALS, IN WHOLE OR IN PART, OR REQUIRE AMENDMENTS TO THE PROPOSALS IF THE GUIDELINES, REQUIREMENTS, AND/OR ELIGIBILITY CRITERIA SET FORTH IN THIS REQUEST FOR PROPOSALS ARE NOT MET. THE CITY AND COUNTY OF HONOLULU ALSO RESERVES THE RIGHT TO AMEND OR SUPPLEMENT REQUIREMENTS AND MATERIALS, AND WILL INFORM APPLICANTS OF SUCH CHANGES PRIOR TO THE SUBMITTAL DATE. NEITHER THE CITY AND COUNTY OF HONOLULU NOR INTERESTED PROPOSERS HAS ANY OBLIGATION UNDER THIS RFP.

**Appendix A**  
**Income Limits Table**

1

## HUD INCOME LIMITS (Effective 2/11/05)

FAMILY SIZE	VERY VERY LOW INCOME (30%)	VERY LOW INCOME (50%)	LOWER INCOME (60%)	LOW INCOME (80%)	MEDIAN INCOME (100%)	GAP GROUP INCOME (120%)	GAP GROUP INCOME (140%)
1.0	\$14,250	\$23,700	\$28,450	\$37,950	\$47,450	\$56,900	\$66,400
2.0	\$16,250	\$27,100	\$32,500	\$43,400	\$54,200	\$65,050	\$75,900
3.0	\$18,300	\$30,500	\$36,600	\$48,800	\$61,000	\$73,150	\$85,350
Base							
4.0	\$20,350	\$33,900	\$40,700	\$54,250	\$67,750	\$81,300	\$94,850
5.0	\$21,950	\$36,600	\$43,900	\$58,600	\$73,150	\$87,800	\$102,450
6.0	\$23,600	\$39,300	\$47,150	\$62,900	\$78,600	\$94,300	\$110,050
7.0	\$25,200	\$42,000	\$50,400	\$67,250	\$84,000	\$100,800	\$117,600
8.0	\$26,850	\$44,700	\$53,650	\$71,600	\$89,450	\$107,300	\$125,200
9.0	\$28,500	\$47,450	\$56,950	\$75,950	\$94,850	\$113,800	\$132,800
10.0	\$30,100	\$50,150	\$60,200	\$80,300	\$100,250	\$120,300	\$140,400
Add/Ami /Person	\$1,628	\$2,712	\$3,256	\$4,340	\$5,420	\$6,504	\$7,588

For families greater than 10 persons, add 8% of BASE for each additional member.

PREPARED BY THE DEPARTMENT OF COMMUNITY SERVICES,  
CITY AND COUNTY OF HONOLULU

**Appendix B**

**HOME Program Income and Rent Limits**

**2005**  
**NOTICE TO HOME PROPERTY MANAGERS**  
**TENANT INCOME LIMITS**

<b>Income Limits</b>			
<b>Household Size</b>	<b>50% of Median</b> 20% of tenants must meet this income standard and occupy very low income rent plus utility units.	<b>60% of Median</b> All tenants must meet this standard.	<b>80% of Median</b> Exceptions Only
1 person	\$23,700	\$28,440	\$37,950
2 persons	\$27,100	\$32,520	\$43,400
3 persons	\$30,500	\$36,600	\$48,800
4 persons	\$33,900	\$40,680	\$54,250
5 persons	\$36,600	\$43,920	\$58,600
6 persons	\$39,300	\$47,160	\$62,900
7 persons	\$42,000	\$50,400	\$67,250
8 persons	\$44,700	\$53,640	\$71,600

**OCCUPANCY**

◊ At the time of initial lease signing:

- All tenants must be  $\leq$  60% of median income.
- For projects of five or more units, at least 20% of tenants must be  $\leq$  50% of median income and occupy the very low income rent-plus-utility units.
- No tenant may sign initial leases in a HOME assisted unit if their income is  $\geq$  80% of median income.
- Tenants whose incomes rise during the HOME prescribed affordability periods may be subject to rent increase as prescribed in 24 CFR 92.252(i).

**2005**  
**NOTICE TO HOME PROPERTY MANAGERS**  
**MAXIMUM RENT AND UTILITY STANDARDS; CHART 1**

<b>MAXIMUM RENT-PLUS-UTILITY STANDARDS</b>						
<b>Subtract Utility Allowance to Determine Maximum Actual Rents</b>						
<b>Unit Size</b>	<b>0 Bedrooms</b>	<b>1 Bedroom</b>	<b>2 Bedrooms</b>	<b>3 Bedrooms</b>	<b>4 Bedrooms</b>	<b>5 Bedrooms</b>
<b>Very-Low-Income Rent-Plus-Utility Standard</b> (at least 20% of the units must be at or below this level)	\$592	\$635	\$762	\$881	\$982	\$1,083
<b>Low-Income Rent-Plus-Utility Standard</b> (all units must be at or below this level)	\$751	\$806	\$969	\$1,112	\$1,220	\$1,328

**MAXIMUM ALLOWABLE HOME RENTS AND UTILITY ALLOWANCES**

- The rent standards above must be reduced if the tenant pays for utilities because the calculation of these rent standards includes all utilities. The cost of telephone service is not considered a utility cost.
- 
- Using allowances provides a mechanism for adjusting the maximum allowable HOME rents when some or all utilities are paid by the tenant.

**Examples:**

\$642 Low Income HOME Rent	\$599 Very Low Income HOME rent
<u>-\$10</u> Allowance For Water	<u>-\$10</u> Allowance for Water
\$632 Maximum Allowable HOME Rent For 80% Of Units	\$589 Maximum Allowable HOME Rent for 20% of Units

- The Section 8 utility allowances prepared by the City and County of Honolulu must be used when adjusting rents.
- Utility adjustments proposed by owners/developers for specific projects must be approved by the City and County of Honolulu.

## NOTICE TO HOME PROPERTY MANAGERS

### U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 8 HOUSING ALLOWANCE FOR UTILITIES AND OTHER SERVICES; CHART 2

Locality		<b>City and County of Honolulu</b>					
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas						
	b. Bottle Gas						
	c. Oil/Electric						
	d. Coal/Other						
Cooking	a. Natural Gas	8	11	13	15	18	20
	b. Bottle Gas						
	c. Oil/Electric	4	7	9	11	13	15
	d. Coal/Other						
Other Electric		33	37	46	50	59	63
Air Conditioning							
Water Heating	a. Natural Gas	15	20	32	45	58	70
	b. Bottle Gas						
	c. Oil/Electric	13	26	39	52	65	78
	d. Solar WH	7	15	17	18	20	22
Water 1/2		8	13	25/29	43	57/84	105
Sewer 1/2		26/18	29/21	34/27	40/32	46/38	51/44
Trash Collection							
Range/Microwave		6	6	6	9	9	9
Refrigerator		7	7	7	9	12	12
All Electric (No Solar)		50	70	94	113	137	156

## **Appendix C**

### **Detailed Evaluation Criteria**

**Detailed Evaluation Criteria  
Community Development Block Grant Program  
HOME Investment Partnership Program**

Criteria	Points
<b>Readiness To Proceed</b>	
<p><b>A. Site Control (5 Points)</b></p> <ol style="list-style-type: none"> <li>1. Proposing agency has established site control either through ownership or lease, or has an executed, legally binding agreement or option to purchase or lease the project site. (5 Points)</li> <li>2. Proposing agency has identified a site for the project or program, and has secured a verbal or nonbinding agreement (e.g. memorandum of understanding) to lease or purchase the site of the project or program. (3 Points)</li> <li>3. Agency has not identified or secured a project site. (0 Points)</li> </ol> <p><b>B. Land Use Entitlements (5 Points)</b></p> <ol style="list-style-type: none"> <li>1. The proposed project or program is consistent with the zoning and land use designations for the project site. (5 Points)</li> <li>2. The proposed project or program is not consistent with existing zoning or land use controls, and the proposing agency has initiated land use amendments or exemptions from land use requirements pursuant to Chapter 201G, Hawaii Revised Statutes. (3 Points)</li> <li>3. The proposed project or program is not consistent with existing zoning or land use controls, and the applicant has not initiated amendments or exemptions to zoning or other land use entitlements. (0 Points)</li> </ol> <p><b>C. Financial Resources (10 Points)</b></p> <ol style="list-style-type: none"> <li>1. The proposing agency has secured all financial resources necessary to undertake the proposed project or program. (10 Points)</li> <li>2. The proposing agency has secured 75% of the financial resources necessary to undertake the proposed project or program. (7 Points)</li> <li>3. Proposing agency has secured 50% of the financial resources necessary to undertake the proposed project or program. (4 Points)</li> <li>4. Proposing agency has secured less than 50% of the financial resources necessary to undertake the proposed project or program. (0 Points)</li> </ol> <p><b>D. Anticipated Timeliness of Expenditures (10 Points)</b></p> <ol style="list-style-type: none"> <li>1. The proposed project is likely to expend the requested CDBG/HOME funds within 12 months after the execution of project agreements as determined by a review of the proposer's implementation schedule, resource commitments, and site control status. (10 Points)</li> <li>2. The proposed project is likely to expend the requested CDBG/HOME funds within 18 months after the execution of project agreements as determined by a review of the proposer's implementation schedule, resources commitments, and site control status. (5 Points)</li> <li>3. The project is unlikely to expend CDBG/HOME funds within 18 months after the execution of legal documents as determined by a review of the proposer's implementation schedule, resources commitments, and site control status. (0 Points)</li> </ol>	30

<p><b>Relocation Requirements</b></p> <p>Program will require the permanent relocation of an existing business or resident.</p>	-10
<p><b>Project Leverage</b></p> <ol style="list-style-type: none"> <li>1. CDBG or HOME funds are less than 20% of total project or program costs. (25 Points)</li> <li>2. CDBG or HOME funds are less than 40% of total project or program costs. (15 Points)</li> <li>3. CDBG or HOME funds are less than 60% of total project or program costs. (7 Points)</li> <li>4. CDBG or HOME funds are less than 80% of total project or program costs. (0 Points)</li> </ol>	25
<p><b>Benefits to Low and Moderate Income Households</b></p> <ol style="list-style-type: none"> <li>1. Over 90% of a CDBG-assisted project or program will benefit low and moderate income households, or 50% of a HOME-assisted project or program will benefit households earning less than 50% of median income. (15 points)</li> <li>2. Over 75% of a CDBG-assisted project or program will benefit low and moderate income households, or 40% of a HOME-assisted project or program will benefit households earning less than 50% of median income. (7 Points)</li> <li>3. Over 60% of a CDBG-assisted project or program will benefit low and moderate-income households, or 30% of a HOME-assisted project will benefit households earning less than 50% of median income. (0 Points)</li> </ol>	15
<p><b>Experience and Capacity of the Applicant</b></p> <p>A. Past Experience 10 Points)</p> <ol style="list-style-type: none"> <li>1. Agency has extensive experience in the implementation of similar projects or programs, and has successfully implemented CDBG or HOME programs in the past. (10 Points)</li> <li>2. Agency may have extensive experience with the implementation of similar projects or programs, but the agency has no experience with the CDBG or HOME program. (7 Points)</li> <li>3. Agency has limited or only related experience in the implementation of similar project and no experience in the implementation of HOME or CDBG funded projects. (4 Points)</li> <li>4. Agency has no experience in the implementation of similar projects or has defaulted or been required to repay CDBG or HOME funds that were advanced by the City for any reason. (0 Points)</li> </ol> <p>B. Capacity of the Agency (10 Points)</p> <ol style="list-style-type: none"> <li>1. Agency has the capacity to implement and sustain the proposed project as evidenced by a review of current financial statements, staff qualifications, and organizational capabilities. A competent and stable Board of Directors oversees the agency. (10 Points)</li> <li>2. The proposed project will require the organization to obtain new staffing, resources or organizational expertise to augment existing organization resources. The Board of Directors of the proposing agency has experienced high turnover or does not meet on a regularly scheduled basis to oversee the activities of the agency. (7 Points)</li> </ol>	25

<p>3. The agency is a new agency, but the Board of Directors and/or agency staff has past experience with the implementation and management of similar projects. (5 points)</p> <p>4. The proposing agency is a new agency or an agency that will have to develop a completely new set of skills and competencies to implement the proposed project. The agency has a new Board of Directors or a Board of Directors that does not meet regularly or otherwise does not demonstrate the ability to adequately oversee the operations of the agency. (0 Points)</p> <p><b>C. Consistency with Mission and Purpose (5 Points)</b></p> <p>1. The proposed project fulfills and is consistent with the mission and purpose of the proposing agency as evidenced by a review of the agency's Charter of Incorporation and By-Laws. (5 Points)</p> <p>2. The proposed activity is somewhat related to the mission and purpose of the proposing agency as evidenced by a review of the agency's Charter of Incorporation and By-Laws. (3 Points)</p> <p>3. The proposed activity is not consistent with the mission and purpose of the proposing agency. (0 Points)</p>	
<p><b>Consistency with Consolidated Plan</b></p> <p>1. The proposed project will address a goal or objective of the City and County of Honolulu's Consolidated Plan that to date has not been adequately addressed in previous fiscal years. (25 Points)</p> <p>2. The proposed project addresses a goal or objective of the City and County of Honolulu's Consolidated Plan that has been partially addressed in previous fiscal years. (18 Points)</p> <p>3. The proposed project will address a goal or objective of the City and County of Honolulu's Consolidated plan that has been largely addressed in previous fiscal years. (8 Points)</p> <p>4. The proposed project does not address a goal or objective of the City and County of Honolulu's consolidated plan. (0 Points)</p>	25 Points
<p><b>Projects of Special Emphasis</b></p> <p>1. Projects that provide permanent supportive housing to chronically homeless persons. (10 Points)</p> <p>2. Projects that provide permanent supportive housing to homeless persons with disabilities. (5 Points)</p> <p>3. Housing projects that principally serve lower income households earning less than 50% of median income. (10 Points)</p>	Up To 10 Points

**Appendix D**

**City Sexual Harassment Policy**

**19. SEXUAL HARASSMENT POLICY FOR EMPLOYER HAVING A CONTRACT WITH THE CITY.**

All City Contractors must comply with City Ordinance 93-84 on sexual harassment. All Contractors shall have and enforce a policy prohibiting sexual harassment. The Contractor's sexual harassment policy must set forth the same or greater protection than those contained or required by the ordinance. The ordinance is applicable to the employer's business and includes the following:

- a. Prohibitions against an officer's or employee's sexual harassment of the following:
  - (1) Another officer or employee of the employer;
  - (2) An individual under consideration for employment with the employer; or
  - (3) An individual doing business with the employer;
- b. A provision prohibiting a management or supervisory officer or employee from knowingly permitting a subordinate officer or employee to engage in the sexual harassment prohibited under Subdivision a;
- c. A prohibition against retaliation towards an officer, employee, or individual who has complained of sexual harassment, conducted an investigation of a complaint, or acted as a witness during an investigation of a complaint;
- d. A prohibition against a malicious false complaint of sexual harassment by an officer, employee, or individual;
- e. Provisions allowing an officer, employee, or individual to make a sexual harassment complaint to an appropriate management, supervisory, or personnel officer or employee;
- f. Procedures for investigating a sexual harassment complaint in an unbiased, fair, and discreet manner with appropriate safeguards to maintain confidentiality and protection from embarrassment;
- g. A provision requiring the use of the "reasonable person of the same gender standard," to determine if sexual harassment has occurred. Under the standard, sexual harassment shall be deemed to have occurred if the alleged offender's conduct would be considered sexual harassment from the perspective of a reasonable person of the same gender as the alleged victim. If the alleged victim is a woman, the "reasonable person of the same gender standard" shall be equivalent to and may be called the "reasonable woman standard;"
- h. Disciplinary actions which may be imposed on an officer or employee who committed a prohibited act; and
- i. For an employer with at least five (5) employees, a provision requiring the annual viewing of a video on the sexual harassment policy by each management or supervisory officer or employee.

The policy required under this section shall be in effect for at least the duration of the employer's contract with the City.

The action of the bidder or proposer in submitting its bid, proposal or signing of the contract shall constitute its pledge and acceptance of the provisions for the sexual harassment policy as required by City Ordinance 93-84.

City Ordinance 93-84 is on file and available for viewing in the Purchasing Division. Bidders or Contractors needing a copy must pick up the copy from the City and County of Honolulu, Office of the City Clerk, City Hall, 530 South King Street, Room 203, Honolulu, Hawaii 96813.

**Appendix E**  
**CDBG Project Proposal**

**Appendix E**

**COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM  
FISCAL YEAR 2007 PROJECT PROPOSAL**

**SUBMISSION INSTRUCTIONS:**

- Submit an original and three copies of this project proposal,
- Unbound, and in a legal-sized file folder,
- By 4:00 p.m., October 31, 2005,
- To:

The Division of Purchasing  
Department of Budget and Fiscal Services  
530 South King Street, Room 115  
Honolulu, Hawaii 96813

If you have questions about this application, please call Budget and Fiscal Services at 527-5062 or 527-5676.

Proposal Summary

Date: \_\_\_\_\_ *Please limit your responses to this page)*

Applicant	Funding Requested: CDBG \$	Use of Funds (Check One) <input type="checkbox"/> Planning/Engineering <input type="checkbox"/> Construction/Rehabilitation <input type="checkbox"/> Acquisition <input type="checkbox"/> Public Services
Project/Program Name	HOME \$	
<p>Please briefly describe the project/program for which CDBG or HOME funds are being requested in terms of major project/program elements, intended beneficiaries, anticipated outcomes, and other relevant information.</p>		
<p>What specifically will CDBG/HOME funds be used for?</p>		
<p>What assurances can you provide that if provided, CDBG/HOME funds will be promptly expended?</p>		

**CDBG PROJECT PROPOSAL  
ATTACHMENTS CHECKLIST**

Agency: \_\_\_\_\_  
Project: \_\_\_\_\_

Attached Yes	NA	Section	Description
_____	_____	<b>II.A.</b>	<b>Agency Eligibility</b> Charter of Incorporation and Charter Amendments Organizational Bylaws Tax-Exemption Status - IRS Letter of Determination Agency audits for the last three (3) years.
_____	_____	<b>II.B.</b>	<b>Compliance with National Objectives (For Area Benefit Activities Only)</b> Site map or street-to-street narrative of area to be served by project Statistics and sources documenting that at least 51% of the residents of the area to be served are of low-moderate income.
_____	_____	<b>III.C.</b>	<b>Project Evaluation - Project Funding and Budget</b> Financing plan and documentation of funding commitments.
_____	_____	<b>IV.A.</b>	<b>Applicant Evaluation - Project Management</b> Applicable licenses, permits, annual reports, etc. Describe:
<hr/>			
<b>Attachment Forms</b>			
_____	_____		Attachment B - Budget Summary Format 1 OR Format 2
_____	_____		Attachment C - Project Implementation Plan
<hr/>			
<b>Supplemental Forms</b>			
_____	_____		Detailed Budget Form ( <i>must equal amount requested</i> )
_____	_____		Training and Technical Assistance Services
_____	_____		Special Economic Development Activity (if applicable)
<hr/>			
<b>Other Attachments - Describe:</b>			
_____	_____		_____
_____	_____		_____

### **CDBG/HOME Proposal Assurances**

(Note: Please include signed copies of this affidavit as part of your project proposal. The City and County of Honolulu (City) may require additional assurances if appropriate to your project.)

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
3. Will give the City and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. Will comply with the conflict of interest provisions at 24 CFR 85.36 and 84.42, and 24 CFR Part 85 related to the establishment of safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
5. Will comply with the uniform administrative requirements in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" as implemented at 24 CFR Part 570 §570.502.
6. Will comply with the requirements and standards of OMB Circular A-122 "Cost Principles for Non-Profit Organizations."
7. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
8. Will comply with all Federal statutes, related amendments, and implementing regulations relating to nondiscrimination, fair housing and equal opportunity including, but not limited to: (a) Title VI of the Civil Rights Act of 1964, as amended; (b) Fair Housing Act; (c) Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259); (d) Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; (e) Age Discrimination Act of 1975, as amended; (f) any other nondiscrimination provisions in the specific statute under which application for Federal assistance is being made; and (g) the requirements of any other nondiscrimination statute which may apply.
9. Will comply with all Federal statutes, related amendments, and implementing regulations relating to handicapped accessibility including, but not limited to: (a) Architectural Barriers Act

of 1968, as amended; and (b) Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973.

10. Will comply with all Federal statutes, related amendments, and implementing regulations relating to employment and contracting including, but not limited to: (a) Equal Employment Opportunity, Executive Order 11246, as amended; and (b) Section 3 of the Housing and Urban Development Act of 1968.
11. Will comply, if applicable, with flood insurance requirements of Section 202 of the Flood Disaster Protection Act of 1973.
12. Will comply, as applicable, with the provisions of the: (a) Davis-Bacon Act; (b) the Contract Work Hours and Safety Standards Act; (c) the Copeland (Anti-Kickback) Act; and, (d) Fair Labor Standards Act of 1938, as amended regarding labor standards for federally assisted construction subagreements.
13. Will comply with the requirements found at 24 CFR Part 5 regarding debarred, suspended and ineligible contractors and subrecipients.
14. Will comply, or has already complied, with the requirements of the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended.
16. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1968, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 .
17. Will comply with the Lead-Based Paint Poisoning Prevention Act which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
18. Will comply, as applicable, with the provisions of the Hatch Act which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program. In cases where City, State and/or Federal laws, rules and regulations address certain issues, the most stringent ruling shall apply.

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Signature Of Authorized Certifying Official

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Title

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Applicant Organization

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Date Submitted

**PART I**  
**SUMMARY INFORMATION**

DATE: \_\_\_\_\_

**A. Project Information**

In those instances where written responses are required and the provided space is inadequate, use additional sheets.

1. Project Title: \_\_\_\_\_  
\_\_\_\_\_

2. Project Description (*Please attach additional pages, photos, maps or other pertinent information as necessary to provide a better understanding of your project, particularly for housing, acquisition, new construction or renovation related projects*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Project Justification (statement of need): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Specific Use of, or Activity to be funded with, CDBG Funds:

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5. Project Period: \_\_\_\_\_ to \_\_\_\_\_

6. Funding (for the proposed project only):

Amount of CDBG funds requested for this period/year: \$ \_\_\_\_\_.

CDBG funds received in prior periods/years: \$ \_\_\_\_\_.

Anticipated future CDBG funds required  
for next \_\_\_\_\_ project periods/years: \$ \_\_\_\_\_.

**Note: Potential funding is for this period/year only. There is no guarantee of future funding.**

7. Type of Funding Assistance Requested: Grant: [ ] Loan: [ ] Other: [ ]

8. Location of Project Site:

Census Tract: \_\_\_\_\_

Tax Map Key Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

**B. Agency Information (Please note: funding will be provide to governmental and non-profit agencies only)**

1. Name of Proposing Agency: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Contact Person and Title: \_\_\_\_\_

5. Agency Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. A faith-based organization is generally defined an organization that provides human services and has a faith element integrated into it. Faith-based status is self-determined. HUD has asked that the responses to the following two questions be included (in aggregate) in a nationwide report to Congress.

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| a. Would you classify your organization as faith based?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Would you classify your organization as an institute of higher education? | <input type="checkbox"/> | <input type="checkbox"/> |

**PART II**  
**ELIGIBILITY DETERMINATION**

**A. Agency Eligibility**

In order to receive CDBG funds, the agency must be an eligible entity under HUD regulations, as well as being a governmental agency or non-profit organization. Please check the category of eligible entities that best describes your agency. (The appropriate section of the HUD regulations is indicated next to each category for your reference.)

Please note: funding to governmental and non-profit agencies only.

Check [X] One of the following:

[ ] Government Agency.

[ ] Private Non-Profit - must be duly organized to undertake community development activities on a not-for-profit basis.

Nonprofit Type: [ ] 501(c)(3) [ ] Other (describe): \_\_\_\_\_

[ ] Neighborhood Based Non-Profit - must be duly organized to undertake community development activities on a not-for-profit basis for a specific neighborhood (570.204(c)(1)).

[ ] Small Business Investment Company - an entity organized pursuant to Section 301(d) of the Small Business Investment Act of 1958 (570.204(c)(2)).

[ ] Local Development Corporation (570.204(c)(3)).

**Except for "Government Agency" all applicants must complete Part IV Applicant Evaluation and submit certified copies of the following documents as applicable:**

- Charter of Incorporation.
- By-Laws.
- IRS Tax-exemption Certificate.
- Audited Financial Statements (most recent three years).

**B. Compliance with National CDBG Program Objectives**

The proposed project must meet **ONE** of the following national objectives: (1) Benefit to low- and moderate-income persons; (2) Aid in the prevention or elimination of slums or blight; (3) Community development needs having a particular urgency. Please indicate which **ONE** objective applies to your project and provide the applicable information and documentation.

1. Activities which benefit low- and moderate-income persons.

Attachment A provides the Definition and Schedule of Income Limits for Low- and Moderate-Income Households.

- [ ] The project serves an area where at least 51 percent of the residents are low- and moderate-income persons (570.208(a)(1)).
  - Provide a site map or street-to-street narrative delineating the area served by the project.
  - Submit statistics (such as census data) which document that at least 51 percent of the residents of the area are of low- and moderate-income.
- [ ] The project which because of its specialized nature does not serve an area generally, but which is used by persons at least 51 percent of whom are low- or moderate-income (570.208(a)(2)).
- [ ] Special economic development activities which create or retain permanent jobs, at least 51 percent of which are available or will be available to low- and moderate-income persons (570.208(a)(4)).

(Note: If you are proposing a special economic development project, please review and complete Attachment C to this project proposal. Attachment C is a Microsoft Excel spreadsheet entitled "Attachment C to RFP Appendix E - Special Economic Development." It asks for information pertinent to special economic development activities.)

- [ ] Rehabilitation of a structure for housing, including owner occupied as well as rental housing, which, upon completion, will be occupied by low- and moderate-income households (570.208(a)(3)).
- [ ] An activity involving acquisition of property for housing, including any assistance to support the new construction of housing, where at least 51 percent of the units will be occupied by low- and moderate-income households (570.208(a)(3)).
- [ ] A special project directed to removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned buildings, facilities and improvements (570.208(a)(2)(D)(ii)).

2. Activities which aid in the prevention or elimination of slums or blight.

Provide a site map or street-to-street narrative delineating the area served by the project. Provide statistics or other information which document that the area meets the definition of a slum, blighted or deteriorating area under State or local law and contains a substantial number of deteriorating or dilapidated buildings or improvements throughout the area. Describe how the project will address one or more of the conditions which qualify it as a slum, blighted or deteriorating area.

- [ ] An activity under this objective must meet the definition of a slum under State or local law; there must be a substantial number of deteriorated buildings, area documentation must be maintained and is designed to address one or more of the conditions which contributed to the deterioration of the area (570.208(b)(1)).
- [ ] Acquisition, demolition, rehabilitation, relocation and historic preservation activities designed to eliminate specific conditions of blight or physical decay on a spot basis not necessarily located in the slum or blighted area (570.208(b)(2)).

3. Activities designed to meet community development needs having a particular urgency.

If you claim that your project is designed to meet community development needs having a particular urgency, provide a copy of the declaration by the Mayor of the City and County of Honolulu that a state of emergency exists which the proposed project is designed to alleviate. Projects in this category might include repairs to public facilities damaged by natural disasters, such as hurricanes or tsunamis. The activity must be designed to alleviate existing conditions which: (1) pose a serious and immediate threat to the health or welfare of the community; (2) are of recent origin (the conditions developed or became critical within 18 months preceding certification by the Mayor); and (3) cannot be financed by the applicant, either alone or through other sources of funds.

- [ ] The City certifies that the activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin that the City is unable to finance and that other funding sources are not available (570.208(c)).

**PART III**  
**PROJECT EVALUATION**

**A. Anticipated Accomplishments**

1. Please describe how the proposed project fulfills one or more goals and objectives of the Consolidated Plan.

Complete **ONE** of the following project category areas (Housing Projects, Economic Development Projects, Community Development Projects, or Public Service Projects) applicable to your proposed activity.

2. Housing Projects

- a. Tenure of households to occupy units in the proposed project:

Renter  Owner

- b. Proportion of units to be occupied by low-moderate income (LMI) households:

i. Total number of units to be occupied by LMI households: \_\_\_\_\_

ii. Total number of units in the project: \_\_\_\_\_

iii. Proportion of units to be occupied by LMI households  
[ (1) ÷ (2) ]: \_\_\_\_\_

- c. Proportion of units to be handicap-accessible:

i. Mobility Impaired \_\_\_\_\_

ii. Hearing/Vision Impaired \_\_\_\_\_

(Affected projects must have 5% or at least one, whichever is greater, for mobility impaired, and 2% but not less than one for hearing/vision impaired.)

- d. Amount of CDBG expenditure per housing unit (Total amount of CDBG funds requested ÷ Total number of housing units assisted): \_\_\_\_\_

- e. Proportion of anticipated CDBG expenditure agency will return to the City as program income (Total anticipated program income ÷ Total amount of CDBG funds to be expended): \_\_\_\_\_

3. Economic Development Projects

a. Area Benefit Activities - For projects that will serve an area where at least 51 percent of the residents are low-moderate income (LMI) persons.

- i. Total number of households residing in the service area: \_\_\_\_\_
- ii. Total number of LMI households residing in the service area: \_\_\_\_\_
- iii. Percentage of LMI households in the service area [ (2) ÷ (1) ]: \_\_\_\_\_
- iv. CDBG cost per LMI household: \$ \_\_\_\_\_

b. Job Creation and Retention Activities - For projects which will create or retain\* permanent jobs, at least 51 percent of which will be available to or held by low-moderate income (LMI) persons.

i. Complete and attach the Supplemental Form - List of Jobs to be Created and Retained. (See Attachment C to this CDBG project proposal.)

ii. Permanent jobs to be <u>created</u> and targeted to low-moderate income persons:	Total Count	Total FTE**
(A) Full-time jobs to be created:	_____	_____
(B) Part-time jobs to be created:	_____	_____
(C) Total of (a) and (b):	_____	_____
(D) Created jobs expected to be held by by low-moderate income persons:	_____	_____

iii. Permanent jobs to be <u>retained</u> and targeted to LMI persons:		
(A) Full-time jobs to be retained:	_____	_____
(B) Part-time jobs to be retained:	_____	_____
(C) Total of (a) and (b):	_____	_____
(D) Retained jobs occupied by LMI persons:	_____	_____

iv. Total permanent jobs to be created and retained: \_\_\_\_\_

v. CDBG cost per job created and retained  
[Total CDBG funds ÷ Total FTE jobs created and retained]: \$ \_\_\_\_\_

\* Retained jobs are existing jobs that would be lost without CDBG assistance.

\*\* FTE - Full-time equivalency based on a 40 hour/week job. Examples:

- 40 hr/wk job = 1.00; 20 hr/wk job = .50; 10 hr/wk job = .25

- Three 20 hr/wk jobs = 1.5 FTE jobs (3 x .50 = 1.5)

c. Other Client Assistance Activities - For projects, other than area benefit or job creation/retention projects, that assist persons at least 51 percent of whom are low-moderate income (LMI). Note: For Microenterprise Assistance projects in this category, 100% of the clients must be low-moderate income persons.

i. Describe the type of clients to be assisted by the project:

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ii. Specify the type and extent of assistance that will be provided.

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iii. Total number of persons to be assisted: \_\_\_\_\_

iv. Total number of LMI persons to be assisted: \_\_\_\_\_

v. CDBG cost per LMI person assisted: \$ \_\_\_\_\_

d. Other Economic Development Activities - For projects other than those described above:

i. Describe the purpose of the project:

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ii. Describe the public benefit resulting from completion of the project:

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e. Ratio of private dollars to CDBG dollars used for the project.  
[Total amount of private funds ÷ Total amount of CDBG funds]: \_\_\_\_\_

f. Proportion of anticipated CDBG expenditure returning as program income  
[Total anticipated program income ÷ Total amount of CDBG funds]: \_\_\_\_\_

4. Community Development Projects

a. Proportion of low-moderate income (LMI) households in service area. (Include map or narrative delineating service area as required in B1 or B2).

i. Total number of households in service area: \_\_\_\_\_

ii. Total number of LMI households in the service area: \_\_\_\_\_

iii. Proportion of LMI households in the service area [(2) ÷ (1)]: \_\_\_\_\_

b. Amount of CDBG expenditure per LMI household: \$ \_\_\_\_\_

c. Proportion of CDBG expenditure returning as program income  
[Total anticipated program income ÷ Total amount of CDBG funds]: \$ \_\_\_\_\_

5. Public Service Projects

a. The number of LMI persons benefiting from the service: \_\_\_\_\_

b. Cost per low- and moderate-income beneficiary: \$ \_\_\_\_\_

c. Proportion of CDBG expenditure returning as program income  
[Total anticipated program income ÷ Total amount of CDBG funds]: \$ \_\_\_\_\_

B. Other Requirements

1. Identify any resources that will be required in order to complete the proposed project. (These items may include, but are not limited to commitments for funding from other sources and future years' CDBG funding.) Indicate which of these activities have already been initiated and/or completed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Relocation and Real Property Acquisition

- a. Do you intend to acquire, rehabilitate, or demolish real property? Yes No  
[ ] [ ]
- b. Do you intend to convert dwelling units to some other, non-residential use? Yes No  
[ ] [ ]
- c. Describe any displacement of families and/or businesses which is expected to occur as a result of the proposed project. Please attach separate pages if necessary.
- d. Are you aware that the Uniform Relocation act requires you to provide advisory services and, in certain cases, pay relocation payments to persons or businesses that you displace from real property? Yes No  
[ ] [ ]
- e. List financial resources available to pay the relocation expenses that are required by the Uniform Relocation Act.

3. Describe property ownership or use. Identify the legal owner of the property and existing facilities (if any). If leased, describe terms and provide copy of lease. If acquiring property with CDBG funds, provide evidence of commitment to sell by owner. Attach copy of DROA or other legally binding agreement.

4. Will you have to obtain changes to, or exemptions from the following land use designations and code requirements in order to carry out your project? Indicate by checking "Yes" or "No" for each item.

	Yes	No
State Land Use District boundary designation.	[ ]	[ ]
General Plan designation.	[ ]	[ ]
Development Plan designation.	[ ]	[ ]
Building Code.	[ ]	[ ]
Zoning Code.	[ ]	[ ]
Housing Code.	[ ]	[ ]
Park Dedication requirements.	[ ]	[ ]
Subdivision Code.	[ ]	[ ]

If any answer to the above questions is "Yes," identify the kinds of changes that are required as well as any actions taken toward obtaining the necessary clearances, and expected timeframe for approval.

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5. If applicable, please indicate if any of the following conditions apply to the infrastructure servicing the project site by checking the appropriate category.

	Yes	No	Not Applicable	To be provided by project
Road access to the site is adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer capacity is adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical service is adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water service is adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any answer to the above questions is "No," describe and document any actions being taken to resolve any actions being taken to resolve any potential problems associated with the particular infrastructure deficiency, and the expected timeframe.

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6. Please indicate which of the following environmental concerns are applicable to your project by checking "Yes" or "No":

	Yes	No
The project will affect a property designated as a historic site on the State or National Registers of Historic Places.	<input type="checkbox"/>	<input type="checkbox"/>
The project site is located within a flood plain.	<input type="checkbox"/>	<input type="checkbox"/>
The project site is located within a wetland.	<input type="checkbox"/>	<input type="checkbox"/>
The project will require a major Shoreline Management Permit.	<input type="checkbox"/>	<input type="checkbox"/>
The project will affect endangered species or their habitats.	<input type="checkbox"/>	<input type="checkbox"/>
The project is located within an Accident Potential Zone.	<input type="checkbox"/>	<input type="checkbox"/>
The project will affect noise attenuation.	<input type="checkbox"/>	<input type="checkbox"/>



3. Will CDBG funds be used for any contract over \$2,000 for construction, alteration, or repair (including painting and decorating) using laborers and/or mechanics?

Yes  No

Note: If "Yes," these contracts will be subject to the provisions of the Davis-Bacon Act; the Contract Work Hours and Safety Standards Act; the Copeland (Anti-Kickback) Act; and the Fair Labor Standards Act.

If "Yes," please describe:

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**D. Project Implementation Schedule**

Complete a Project Implementation Schedule, using the information and format provided in Attachment B.

**PART IV**  
**APPLICATION EVALUATION**  
**(For Non-Governmental Agencies)**

**A. Project or Program Management**

1. Name of the agency or person who will manage, coordinate and implement the proposed project:

\_\_\_\_\_

2. Address: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

4. Describe the agency's experience and/or capacity to carry out the proposed project. Submit relevant documentation (i.e., applicable licenses to operate the project, permits, annual reports, description of similar past projects, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe the qualifications of the agency/person to manage the project's finances. Submit copies of the last three (3) audits for the agency (if available).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Financial Management

a. Does the agency have:

- |  | Yes | No  | NA  |
|--|-----|-----|-----|
| i. Written financial policies and procedures?  | [ ] | [ ] | [ ] |
| ii. Procurement procedures that ensure that all purchases of goods and services are allowable, necessary, and reasonable; and that goods and services are procured in a manner that provides, to the maximum extent possible, for open and free competition? | [ ] | [ ] | [ ] |
| iii. A conflict of interest policy?  | [ ] | [ ] | [ ] |

b. If the project will be funded by more than one source, does the agency have:

- |  | Yes | No  | NA  |
|--|-----|-----|-----|
| i. Cost allocation policies and plans? | [ ] | [ ] | [ ] |
| ii. Indirect Cost Rate Agreement?      | [ ] | [ ] | [ ] |
| iii. Fund accounting system?           | [ ] | [ ] | [ ] |

**B. Past Performance**

1. Have you ever received other CDBG funding for other projects? Yes [ ] No [ ]
2. If "Yes", please submit the following information for each operational (Public Service) project awarded within the past five years, and for each Capital Funding project awarded within the past ten years.

a. Project Title: \_\_\_\_\_

b. Grant Year the project was funded: \_\_\_\_\_

c. Date project started: \_\_\_\_\_ Date completed: \_\_\_\_\_

d. Total grant amount: \$ \_\_\_\_\_

e. Budget items and amounts:



**ATTACHMENT A**  
**DEFINITIONS AND SCHEDULE OF INCOME LIMITS**  
**FOR LOW- AND MODERATE-INCOME HOUSEHOLDS, 2005**

Low- and moderate-income household, or lower income household, means a household whose annual income does not exceed 80% of the median family income for the City and County of Honolulu, with adjustments for family size.

Current income limits for low- and moderate-income households of various sizes are as follows:

<u>Household Size</u>	<u>Income Limits</u>
1	\$37,950
2	\$43,400
3	\$48,800
4	\$54,250
5	\$58,600
6	\$62,900
7	\$67,250
8	\$71,600

Handicapped persons are considered to be of low- and moderate-income in the absence of substantial evidence to the contrary. Handicapped persons are so defined if they have physical impairments which: (1) are expected to be of long, continued and indefinite duration; (2) substantially impede the person's abilities to live independently; and (3) are of such a nature that such abilities could be improved by providing more suitable housing conditions.

The above reflects income limits currently in effect (effective February 2005).

**ATTACHMENT B**  
**Proposed Project Budget**  
**And**  
**Project Implementation Schedule**

Attachment B to this Appendix E is a Microsoft Excel spreadsheet that contains:

1. Two budget formats.

Fill out either Format 1 or 2, as appropriate. Format 1 outlines the costs associated with public services (non-construction) projects. Format 2 outlines the costs associated with construction projects

2. Project Implementation Schedule (See worksheet entitled "Att B - Schedule").

a. Public Service (Non-Construction) Projects:

- i. First, complete the Microsoft Excel worksheet on Attachment B entitled "Att B - Specific Services. "
- ii. Second, enter the objectives and major tasks for the project as listed in "Att B - Specific Services" onto the Project Implementation Schedule in "Att B - Schedule." Plot the expected duration of each activity by drawing an "X" at the starting and ending points and connecting a line between them.

b. Construction Projects:

- i. Enter the milestones for the project as listed on the following pages. Plot the expected duration of each milestone by drawing an "X" at the starting and ending points and connecting a line between them. For milestones which will incur expenses, enter the expected monthly expenditures in the appropriate column below the duration line. For milestones that will generate program income, enter the expected amount to be received in parentheses in the appropriate column below the duration line.
- ii. At the bottom of the form, in box a., enter the total amount of CDBG funds to be expended for the project.
- iii. In row b., enter the total projected expenditure for each month. Subtract any program income and enter a net total for the month.

## CONSTRUCTION PROJECTS LIST OF MILESTONES

Use the following list of milestones to describe the types of undertakings which contribute to the completion of the project. A description of each milestone and the actions it covers is included for your reference.

Name of Milestone	Description	Actions Covered
1. Feasibility Study		Data Collection to final recommendations.
2. Request for Proposals		Solicitation of proposals to contract award.
3. Development Agreement		Negotiation to execution of document.
4. Subrecipient Agreement	Contract allowing a non-City agency to administer a CDBG-funded activity.	Eligibility determination to execution of document.
5. Environmental Review		Assessment to receipt of Notice of Removal of Grant Conditions.
6. City Approvals	Includes all approvals and permits not covered by a specific contract.	Application preparation to final approval.
7. Appraisals		Approval to obtain appraiser to determination of value.
8. Acquisition	Purchase of real property.	Negotiation to recordation of title.
9. Construction		Bid advertisement to final payment of contractor.
10. On Site/Off Site Construction	Applicable to housing projects only.	Bid advertisement to final payment of contractor.
11. Planning and Engineering		Solicitation of consultant to final payment.
12. Program Income	Return of funds to CDBG program via sales, repayment, etc.	Duration of income.
13. Marketing Expenses	Applicable to sales of housing project units.	Duration of expenses.

**ATTACHMENT C**  
**Supplemental Form - Special Economic Development Activity**

Attachment C to this Appendix E is a Microsoft Excel spreadsheet entitled "Attachment C to RFP Appendix E - Special Economic Development Activity." Please include the information requested in the worksheets with this CDBG project proposal form.

**CDBG PROJECT PROPOSAL**

**Attachment B - Format 1  
Preliminary Budget for Service Projects**

Agency: \_\_\_\_\_  
Project: \_\_\_\_\_

Period: \_\_\_\_\_ - \_\_\_\_\_

**A. Preliminary Budget for Proposed Period.** List all funding necessary to complete the proposed activities for this period.

<u>Description</u>	<u>CDBG Funds</u>	<u>OTHER Funds</u>		<u>Total</u>
	<u>Requested</u>	<u>Committed</u>	<u>Requested</u>	
Personnel Costs				
Professional/Contractual Costs				
Equipment Purchases				
Mileage/Bus				
Other - Audit Fees				
Other Costs (specify)				
<b>Total</b>	_____	_____	_____	_____
	=====	=====	=====	=====

**B. Project's Funding Requirements.** List all prior funds received, and current and future (next 3 years) funding necessary to carry out this project. Include business income, investments, and loans as applicable. Describe funding commitments for other sources of funding (i.e. award of grant, POS contract, etc.)

<u>Source of Funds</u>	<u>Prior Periods</u>	<u>Current Period</u>	<u>Future Periods</u>	<u>Total</u>
City & County of Honolulu/CDBG Program				
Other: _____				
Business Income				
Owner Investments				
Loans				
	_____	_____	_____	_____
	=====	=====	=====	=====

**CDBG PROJECT PROPOSAL**

**Attachment B - Format 2**

**PRELIMINARY BUDGET SUMMARY FOR CONSTRUCTION PROJECTS**

Agency: \_\_\_\_\_  
 Project: \_\_\_\_\_

Period: \_\_\_\_\_ - \_\_\_\_\_

**A. Preliminary Budget for Proposed Period.** List all funding necessary to complete the proposed activities for this period. Please note: The City requires a 10% retention and will not release

<u>Description of Cost</u>	<u>CDBG Funds Requested *</u>	<u>Other Funds Requested</u>	<u>Funds from Existing Programs</u>	<u>Total</u>
Appraisals				
Acquisition				
Planning and Engineering				
Relocation				
Demolition and Removal				
Offsite Improvements				
Onsite Improvements				
Landscaping				
Rehabilitation				
Building Construction				
Inspection				
Administrative Costs				
Audit Fees				
Other:				
Other:				
<b>Totals</b>				

**B. Project's Funding Requirements.** List all prior funds received, and current and future (next 3 years) funding necessary to carry out this project. Include business income, investments, and loans as applicable. Describe funding commitments for other sources of funding (i.e. award of grant, POS contract, etc.)

<u>Source of Funds</u>	<u>Prior Periods</u>	<u>Current Period</u>	<u>Future Periods</u>	<u>Total</u>
City & County of Honolulu/CDBG Program				
Other: _____				
Other: _____				
Other: _____				
Business Income				
Owner Investments				
Loans				
<b>Totals</b>				



**CDBG PROJECT PROPOSAL  
DETAILED BUDGET**

ORGANIZATION: \_\_\_\_\_ PROJECT: \_\_\_\_\_

DESCRIPTION	PROJECTED COSTS	
	DETAIL	TOTALS
<b>SALARIES &amp; WAGES</b>		
POSITION FTE # MON SLRY/YR		
<b>TOTAL SALARIES &amp; WAGES</b>		

FRINGE BENEFITS			
DESCRIPTION	RATE		
FICA/Medicare			
State Unemployment Insurance			
Workers Compensation			
Temporary Disability Insurance			
Prepaid Health Care - Cost per employee per month:			
Other:			
Other:			
<b>TOTAL FRINGE BENEFITS</b>			

PROFESSIONAL AND CONTRACTUAL FEES (Attach justification)			
DESCRIPTION OF SERVICE	PROVIDER (If known)		
<b>TOTAL PROFESSIONAL AND CONTRACTUAL FEES</b>			

EQUIPMENT PURCHASES (Attach justification)				
DESCRIPTION	# UNITS	COST/UNIT		
<b>TOTAL EQUIPMENT PURCHASES</b>				

TRAVEL (Attach justification)				
DESCRIPTION (Including destination)	# TRIPS	COST/TRIP		
<b>TOTAL TRAVEL</b>				

OTHER COSTS			
DESCRIPTION	COST/MON		
Office Rent			



**CDBG Project Proposal  
Specific Services to Be Provided**

Organization: \_\_\_\_\_

Project: \_\_\_\_\_

**TRAINING ACTIVITIES**

Course Name: \_\_\_\_\_

Class No.	Subject	Hours	Instructor	Skills to be Achieved

Course Name: \_\_\_\_\_

Class No.	Subject	Hours	Instructor	Skills to be Achieved

**TECHNICAL ASSISTANCE**

Type of Assistance	Provided By	Est Hours Required
<b>Total Hours of Technical Assistance Projected</b>		

**CDBG PROJECT PROPOSAL**

**SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

**Applicable to:**

This form is to be completed by nonprofit organizations requesting CDBG funds for Special Economic Development Activities under §570.203, where CDBG funds will directly benefit an income-generating project. Applicants requesting funds to provide training and technical assistance need not complete this form.

**Agency:** \_\_\_\_\_ **Project:** \_\_\_\_\_

**A. Business Information**

1. Business Name: \_\_\_\_\_  
DBA Name: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
3. Number of establishments/branches/locations in Hawaii: \_\_\_\_\_  
Number of establishments/branches/locations outside of Hawaii: \_\_\_\_\_  
  
Physical Location of Business (site at which the proposed project will be carried out):  
  
(If more than one, attach a list.) \_\_\_\_\_ TMK: \_\_\_\_\_
4. Type of Business:  
 Non-Profit - 501(c)(3)       Non-Profit - Other (describe): \_\_\_\_\_  
 Other (describe): \_\_\_\_\_
5. Date of incorporation: \_\_\_\_\_ Incorporated in State: \_\_\_\_\_
6. Nature of business: \_\_\_\_\_  
\_\_\_\_\_
7. Tax I.D. Numbers: Federal Employer Identification Number: \_\_\_\_\_  
Hawaii General Excise Identification Number: \_\_\_\_\_

**CDBG PROJECT PROPOSAL**

**SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

**B. Project Type and Status**

1. Project Type. Check the proposed activity type and provide requested information.

Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements by a public or private nonprofit agency.

Specific activities (check all that apply):

Acquisition by purchase       Acquisition by long-term lease (minimum 15 years)  
 Construction       Reconstruction       Rehabilitation  
 Installation (describe): \_\_\_\_\_  
 Other (describe): \_\_\_\_\_

Property type: \_\_\_\_\_

Use of property: \_\_\_\_\_  
\_\_\_\_\_

2. Project Status.       New (not yet implemented)       Ongoing (already underway)

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

If already underway, describe the current status of the project (including what tasks/phases have already been completed, requirements met, etc.):

Tasks/phases completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tasks/phases to be completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CDBG PROJECT PROPOSAL**

**SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

**C. Project Funding**

1. 

<b>Total estimated project costs (including costs for completed phases):</b>	
--	--

2. 

<b>Funding sources (including funds for completed phases and this request):</b>		
<b>Source of Funds</b>	<b>Amounts Received/Awarded</b>	<b>Additional Amounts Pending</b>
<b>Agency's investments:</b>		
<b>Other investments:</b>		
<b>Grants (specify by Source and Grant Number):</b>		
<b>Proposals (specify by Source and application date):</b>		
<b>Loans (specify by Source and application date):</b>		
<b>Total Funding:</b>		

3. If the activity will be funded by multiple sources, describe the procedures to be used to insure that CDBG funds will be disbursed on a pro rata share with other funds.

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4. Attach documentation that sufficient sources of funds have been identified to finance the project; evidence of commitment of all participating parties providing funds to make funds available; and evidence that the participating parties have the financial capacity to provide the funds.

5. Attach a business plan, market studies, etc. to document the feasibility of the project.

**Your business plan must provide all of the information requested in the Supplemental**

## **CDBG PROJECT PROPOSAL**

### **SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

#### **C. Project Funding**

**Form - Business Plan Narrative and its required financial statements and projections.**

If you have not prepared a business plan or your business plan does not provide all of the information requested, you may use the Supplemental Form - Business Plan Narrative and the Financial Statements and Projection forms, as necessary.

6. Attach a description of your organization, staffing structure, and resumes of key project staff.

**CDBG PROJECT PROPOSAL  
SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

**BUSINESS PLAN NARRATIVE**

In completing the questions below, please indicate the source of information or data where appropriate.

**A. Market Information**

1. Provide an overview of the business's industry, including growth rates and major trends.
  
  
  
  
  
  
  
  
  
  
2. Describe your geographic market.
  
  
  
  
  
  
  
  
  
  
3. Describe your target customers.
  
  
  
  
  
  
  
  
  
  
4. Describe your competitors, including their strengths and current market share.
  
  
  
  
  
  
  
  
  
  
5. What percentage of the market share are you planning to capture (short/intermediate/long-term) and how do you plan to do this?
  
  
  
  
  
  
  
  
  
  
6. Who will be your major suppliers?
  
  
  
  
  
  
  
  
  
  
7. What problems can you anticipate in the area of sales and marketing?

**B. Business Facilities and Location**

1. Where do you plan to establish your business, and will the location be a factor in the

**CDBG PROJECT PROPOSAL  
SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

**BUSINESS PLAN NARRATIVE**

success of your business?

2. Describe the type of facility (store, plant, etc.) planned.
  
3. What kind of construction, renovation, or improvement work is required to start operations? What are the estimated costs?
  
4. What kind of equipment and furnishing is required to start operations? What are the estimated costs?

**C. Financing Plan**

1. Attach Financial Statements for your most recent three years and a year-to-date for the current year, including:
  - a. Balance Sheet (Statement of Assets, Liabilities and Owners' Equity)
  - b. Income Statement (Statement of Profit and Loss)
  
2. Attach Start-up/Expansion Cost Projections and Cash Flow Estimates, including:
  - a. For new projects, attach:
    - an estimate of start-up costs (to be incurred prior to the start of operations)
    - a monthly cash flow estimate from the start of operations until 1 year past the break-even point.
  
  - b. For ongoing/expansion projects, attach a monthly cash flow estimate from the beginning of the project until 1 year past the break-even point including the estimated costs of any construction, improvements, equipment purchases, or other one-time costs.

**D. Attachments - Sample formats for:**

1. Balance Sheet for Current Year-to-Date and Last Three Fiscal Years
  
2. Profit and Loss Statement for Current Year-to-Date and Last Three Fiscal Years

**CDBG PROJECT PROPOSAL  
SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

**BUSINESS PLAN NARRATIVE**

3. Start Up and Improvements Cost Estimates (Pre-Operation) - By Quarters
4. Cash Flow Estimates (for a one-year period)

**CDBG PROPOSAL  
SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

**BUSINESS PLAN  
Balance Sheet for  
Current Year-to-Date and Last Three Fiscal Years**

	YTD as of:	FY Ending:	FY Ending:	FY Ending:
<b>Assets</b>				
<b>Current Assets</b>				
Cash				
Petty Cash				
Prepaid expenses				
Accounts receivable				
Inventory				
<b>Fixed Assets</b>				
Land				
Buildings				
Improvements				
Equipment				
Other				
<b>Total Assets</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts payable				
Notes/Loans payable				
Interest payable				
Other				
<b>Long-term Liabilities</b>				
Notes/Loans payable				
<b>Total Liabilities</b>				
<b>Net Worth (Owner's Equity/Fund Balance)</b>				
Owner's equity				
<b>Total Liabilities and Net Worth</b>				

**CDBG PROJECT PROPOSAL  
SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

**BUSINESS PLAN  
Profit and Loss Statements for  
Current Year-to-Date and Last Three Fiscal Years**

	YTD as of:	FY Ending:	FY Ending:	FY Ending:
<b>Income</b>				
Sales				
(Less cost of goods sold)				
<b>Gross Profit</b>				
<b>Expenses</b>				
Salaries and wages				
Payroll taxes				
Fringe benefits				
Advertising				
Depreciation				
Dues and subscriptions				
Freight				
Insurance (General liability, property/fire, etc.)				
Interest				
Licensing and permits				
Maintenance and repairs				
Miscellaneous				
Office equipment				
Office supplies				
Professional fees				
Professional fees - Legal/Accounting				
Rent				
Security				
Taxes				
Telephone				
Utilities				
Vehicle costs				
<b>Total Expenses</b>				
<b>Net profit (loss)</b>				

**CDBG PROJECT PROPOSAL  
SUPPLEMENTAL FORM - SPECIAL ECONOMIC DEVELOPMENT ACTIVITY**

**BUSINESS PLAN  
Start Up and Improvements Cost Estimates (Pre-Operation) - By Quarters**

From To	Year 1				Year 2				Total	
<b>Receipts (specify sources)</b>										
Owners investment										
Loan:										
Grant:										
Grant:										
Grant:										
<b>Total Receipts</b>										
<b>Expenses</b>										
Acquisition costs										
Rent										
Construction:										
Improvements:										
<b>Equipment (Specify)</b>										
Furnishing										
Salaries and wages										
Payroll taxes										
Fringe benefits										
Advertising										
Insurance (Liability/property/etc.)										
Licensing and permits										
Professional fees										
Professional fees-Legal/Acctg										
Security										
Taxes										
Telephone										
Utilities										
Vehicle costs										
Loan payments										
<b>Total Expenses</b>										
<b>Cash Balance</b>										







**CDBG PROJECT PROPOSAL  
LIST OF JOBS TO BE CREATED AND RETAINED  
(Continued)**

**c. Provide a brief rationale for the projections of jobs to be created.**

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**d. Provide evidence that jobs to be retained would be lost without CDBG assistance. Attach layoff notices, if applicable.**

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**e. Describe the process to be used to insure that at least 51% of jobs created and retained will be held by or made available to low-moderate income persons.**

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**f. Provide the basis of determining that jobs created and retained will be sustainable.**

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**Appendix F**

**HOME Project Proposal**

**Appendix F.**

**HOME INVESTMENT PARTNERSHIPS  
PROGRAM  
FISCAL YEAR 2007 PROJECT PROPOSAL**

**SUBMISSION INSTRUCTIONS:**

- Submit an original and three copies of this project proposal,
- Unbound, and in a legal-sized file folder,
- By 4:00 p.m., October 31, 2005,
- To:

The Division of Purchasing  
Department of Budget and Fiscal Services  
530 South King Street, Room 115  
Honolulu, Hawaii 96813

**Proposal Summary**  
*(Please limit your responses to this page)*

Date: \_\_\_\_\_

Applicant	Funding Requested: CDBG \$	Use of Funds (Check One) <input type="checkbox"/> Planning/Engineering <input type="checkbox"/> Construction/Rehabilitation <input type="checkbox"/> Acquisition <input type="checkbox"/> Public Services
Project/Program Name	HOME \$	
<p>Please briefly describe the project/program for which CDBG or HOME funds are being requested in terms of major project/program elements, intended beneficiaries, anticipated outcomes, and other relevant information.</p>		
<p>What specifically will CDBG/HOME funds be used for?</p>		
<p>What assurances can you provide that if provided, CDBG/HOME funds will be promptly expended?</p>		

## CDBG/HOME Proposal Assurances

(Note: Please include signed copies of this affidavit as part of your project proposal. The City and County of Honolulu (City) may require additional assurances if appropriate to your project.)

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
3. Will give the City and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. Will comply with the conflict of interest provisions at 24 CFR 85.36 and 84.42, and 24 CFR Part 85 related to the establishment of safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
5. Will comply with the uniform administrative requirements in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" as implemented at 24 CFR Part 570 §570.502.
6. Will comply with the requirements and standards of OMB Circular A-122 "Cost Principles for Non-Profit Organizations."
7. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
8. Will comply with all Federal statutes, related amendments, and implementing regulations relating to nondiscrimination, fair housing and equal opportunity including, but not limited to: (a) Title VI of the Civil Rights Act of 1964, as amended; (b) Fair Housing Act; (c) Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259); (d) Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; (e) Age Discrimination Act of 1975, as amended; (f) any other nondiscrimination provisions in the specific statute under which application for Federal

assistance is being made; and (g) the requirements of any other nondiscrimination statute which may apply.

9. Will comply with all Federal statutes, related amendments, and implementing regulations relating to handicapped accessibility including, but not limited to: (a) Architectural Barriers Act of 1968, as amended; and (b) Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973.
10. Will comply with all Federal statutes, related amendments, and implementing regulations relating to employment and contracting including, but not limited to: (a) Equal Employment Opportunity, Executive Order 11246, as amended; and (b) Section 3 of the Housing and Urban Development Act of 1968.
11. Will comply, if applicable, with flood insurance requirements of Section 202 of the Flood Disaster Protection Act of 1973.
12. Will comply, as applicable, with the provisions of the: (a) Davis-Bacon Act; (b) the Contract Work Hours and Safety Standards Act; (c) the Copeland (Anti-Kickback) Act; and, (d) Fair Labor Standards Act of 1938, as amended regarding labor standards for federally assisted construction subagreements.
13. Will comply with the requirements found at 24 CFR Part 5 regarding debarred, suspended and ineligible contractors and subrecipients.
14. Will comply, or has already complied, with the requirements of the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended.
16. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1968, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 .

17. Will comply with the Lead-Based Paint Poisoning Prevention Act which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
18. Will comply, as applicable, with the provisions of the Hatch Act which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program. In cases where City, State and/or Federal laws, rules and regulations address certain issues, the most stringent ruling shall apply.

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Signature Of Authorized Certifying Official

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Title

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Applicant Organization

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Date Submitted

## PART I - SUMMARY INFORMATION

Date: \_\_\_\_\_

In those instances where written responses are required and the provided space is inadequate, use additional sheets.

### Project Information

1. Project title:

\_\_\_\_\_

2. Project Description (*Please attach a comprehensive description of your project, including photos, maps or other pertinent information as necessary to provide a better understanding of your project, particularly for housing, acquisition, new construction or renovation related projects*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Project period: \_\_\_\_\_ to \_\_\_\_\_.

4. Amount of HOME funds requested: \$ \_\_\_\_\_

5. Type of funding assistance requested (check one):

Grant: \_\_\_ Loan: \_\_\_ Other: \_\_\_

6. Location of project site. Census Tract: \_\_\_\_\_

Tax Map Key Number: \_\_\_\_\_

Street Address (if applicable): \_\_\_\_\_

\_\_\_\_\_

Agency Information

1. Name of proposing agency: \_\_\_\_\_
  
2. Address: \_\_\_\_\_
  
3. Telephone number: \_\_\_\_\_
  
4. Contact person and title: \_\_\_\_\_
  
5. A faith-based organization is generally defined an organization that provides human services and has a faith element integrated into it. Faith-based status is self-determined. HUD has asked that the responses to the following two questions be included (in aggregate) in a nationwide report to Congress.

	Yes	No
a. Would you classify your organization as faith based?	[ ]	[ ]
b. Would you classify your organization as an institute of higher education?	[ ]	[ ]

## PART II - ELIGIBILITY DETERMINATION

### HOME Eligible Activities

Check the activity category that most appropriately describes your proposed activity. You may check more than one category.

- |   |   |
|---|---|
| <input type="checkbox"/> Acquisition                | <input type="checkbox"/> New Construction               |
| <input type="checkbox"/> Reconstruction             | <input type="checkbox"/> Moderate Rehabilitation        |
| <input type="checkbox"/> Substantial Rehabilitation | <input type="checkbox"/> Site Improvements              |
| <input type="checkbox"/> Conversion                 | <input type="checkbox"/> Demolition                     |
| <input type="checkbox"/> Other Expenses             | <input type="checkbox"/> Tenant-Based Rental Assistance |
| <input type="checkbox"/> Financing Costs            | <input type="checkbox"/> Relocation Expenses            |

Acquisition of vacant land or demolition may be undertaken only with respect to a particular housing project intended to provide affordable housing, and for which funds for construction have been committed.

Housing that has received an initial certificate of occupancy or equivalent document within a one-year period before a CHDO commits HOME funds to the project is new construction.

Conversion of an existing structure to affordable housing is rehabilitation, unless the conversion entails adding one or more units beyond the existing walls, in which case, the project is new construction.

### HOME Eligible Costs

Check the cost category that most appropriately describes your proposed activity. You may check more than one category.

- Development hard costs defined as the actual cost of constructing or rehabilitating housing. These costs include the following:

\* For new construction, costs to meet the applicable new construction standards of the City.

\* For rehabilitation, costs to meet the applicable rehabilitation standards of the City or correcting substandard conditions, to make essential improvements necessary to permit the use by handicapped persons, and the abatement of lead based paint hazards, and to repair or replace major housing systems in danger of failure.

\_\_\_ \* For both new construction and rehabilitation, costs to demolish existing structures and for improvements to the project site that are in keeping with improvements of surrounding, standard projects, and costs to make utility connections.

\_\_\_ \* For new construction, the costs of funding an initial operating deficit reserve, which is a reserve to meet any shortfall in project income during the period of project rent-up (not to exceed 18 months) and which may only be used to pay operating expenses, reserve for replacement payments, and debt service.

\_\_\_ Acquisition costs defined as the costs of acquiring improved or unimproved real property.

\_\_\_ Related soft costs defined as other reasonable and necessary costs incurred and associated with the financing, or development (or both) of new construction, rehabilitation or acquisition of housing assisted with HOME funds. These costs include, but are not limited to:

\_\_\_ \* Architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups.

\_\_\_ \* Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys' fees, private appraisal fees and fees for an independent cost estimate, builders or developers fees.

\_\_\_ \* Costs of a project audit that the City may require with respect to the development of the project.

\_\_\_ \* Costs to provide information services such as affirmative marketing and fair housing information to prospective homeowners and tenants.

\_\_\_ Relocation costs defined as costs of relocation payments and other relocation assistance for permanently and temporarily relocated individuals, families, businesses, nonprofit organizations, and farm operations where assistance is required or determined to be appropriate.

\_\_\_ Costs related to tenant-based rental assistance defined as rental assistance payments made to provide tenant-based rental assistance for a family.

**CHDO Eligibility.**

Answer the questions in this section *only* if you are claiming recognition as a Community Housing Development Organization (CHDO). Check "yes" or "no" for each item. Your organization:

YES NO

\_\_\_ \_\_\_ Is organized under state or local laws. (Attach copy of Articles of Incorporation.)

\_\_\_ \_\_\_ Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual.

\_\_\_ \_\_\_ Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization.

\_\_\_ \_\_\_ Has a tax exemption ruling from the Internal Revenue Service under Section 501(c) of the Internal Revenue Code of 1986. (Attach copy of ruling from IRS.)

\_\_\_ \_\_\_ Does not include a public body (including the City and County of Honolulu) or an instrumentality of a public body. An organization that is state or locally chartered may qualify as a CHDO; however, the state or local government may not have the right to appoint more than 1/3 of the membership of the organization's governing body and no more than 1/3 of the board members can be public officials. (Attach copy of organization's By-Laws.)

\_\_\_ \_\_\_ Has standards of financial accountability that conform to Attachment F of OMB Circular No. A-110 (Rev.) "Standards for Financial Management Systems."

\_\_\_ \_\_\_ Has among its purposes the provision of decent housing that is affordable to low and moderate income persons, as evidenced by its charter, articles or incorporation, resolutions or by-laws.

\_\_\_ \_\_\_ Maintains accountability to low income community residents by:

\* Maintaining at least 1/3 of its governing board's membership for residents of low income neighborhoods, other low income community residents, or elected representatives of low income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, city, county, or metropolitan area (but not the entire state), provided the governing board contain low income residents from each of the multi-county area.

\* Providing a formal process for low income, program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing.

\_\_\_ \_\_\_ Has a demonstrated capacity for carrying out activities assisted with HOME funds. An organization may satisfy this requirement by hiring experienced and accomplished key staff members who have successfully completed similar projects, or a consultant with the same type of experience and a plan to train appropriate key staff members of the organization.

\_\_\_\_\_ Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least one year of serving the community.

### PART III - PROJECT EVALUATION

#### Anticipated Accomplishments

1. Please describe how the proposed project fulfills one or more goals and objectives of the Consolidated Plan.
  
2. Tenure of households to occupy units in the proposed project.  
\_\_\_\_ Renter  
\_\_\_\_ Owner
  
3. Proportion of units to be occupied by L/M income households:
  - a. Total number of units to be occupied by L/M income households: \_\_\_\_
  - b. Total number of units in the project: \_\_\_\_
  - c. c) Proportion of units to be occupied by L/M income households: \_\_\_\_%
  
4. Proportion of units to be handicap-accessible:  
  
\_\_\_\_ Mobility Impaired \_\_\_\_ Hearing/Vision Impaired  
(Affected projects must have 5% or at least one, whichever is greater, for mobility impaired and 2% but not less than one for hearing/vision impaired.)
  
5. Amount of HOME expenditure per housing unit assisted: \_\_\_\_
  
6. Proportion of anticipated HOME expenditure returning as program income (total anticipated program income/total amount of HOME funds to be expended): \_\_\_\_

#### Other Requirements

1. Identify any resources which will be required in order to complete the proposed project. (These items may include, but are not limited to commitments for funding from other sources and future years' HOME funding.) Indicate which of these activities have already been initiated and/or completed.

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2. Relocation and Real Property Acquisition

- a. Do you intend to acquire, rehabilitate, or demolish real property? Yes No  
\_\_\_\_
- b. Do you intend to convert dwelling units to some other, non-residential use? Yes No  
\_\_\_\_
- c. Describe any displacement of families and/or businesses which is expected to occur as a result of the proposed project. Please attach extra sheets if necessary.
- d. Are you aware that the Uniform Relocation Act requires you to provide advisory services and, in certain cases, pay relocation payments to persons or businesses that you displace from real property? Yes No  
\_\_\_\_
- e. List financial resources available to pay the relocation expenses that are required by the Uniform Relocation Act.

3. Please indicate which of the following environmental concerns are applicable to your project by checking "Yes" or "No":

- |   | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| The project will affect a property designated as a historic site on the State or National Registers of Historic Places. | ___        | ___       |
| The project site is located within a flood plain.   | ___        | ___       |
| The project site is located within a wetland.   | ___        | ___       |
| The project will require a major Shoreline Management Permit.   | ___        | ___       |
| The project will affect endangered species or their habitats.   | ___        | ___       |
| The project is located within an Accident Potential Zone.   | ___        | ___       |
| The project will affect noise attenuation.  | ___        | ___       |

If any answer to the above questions is "Yes":

Has a final Environmental Impact Statement (EIS) been accepted for the project? Yes No  
\_\_\_

If yes, Date Accepted: \_\_\_\_\_ Accepting authority: \_\_\_\_\_

Have any of the permits or clearances related to the aforementioned environmental concerns been obtained? Yes No  
\_\_\_\_\_

Describe permits or clearances: \_\_\_\_\_

If "No", identify any actions taken toward obtaining these permits and/or clearances, and expected timeframe for preparation of environmental assessment or EIS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Identify the legal owner of the property and existing facilities (if any). Please provide proof that agency owns property, or has permission from landowner to proceed with project.

\_\_\_\_\_  
\_\_\_\_\_

5. If applicable, please indicate if any of the following conditions apply to the infrastructure servicing the project site by checking the appropriate category.

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
Road access to the site is adequate.	_____	_____	_____
Sewer capacity is adequate.	_____	_____	_____
Electrical service is adequate.	_____	_____	_____
Water service is adequate.	_____	_____	_____

If any answer to the above questions is "No," describe and document any actions being taken to resolve any potential problems associated with the particular infrastructure deficiency, and expected timeframe for resolution.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Will you have to obtain changes to, or exemptions from the following land use designations and code requirements in order to carry out your project? Indicate by checking "Yes" or "No" for each item.

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
State Land Use District	___	___	Building Code.	___	___
boundary designation.	___	___	Zoning Code.	___	___
General Plan designation.	___	___	Housing Code.	___	___
Development Plan designation.	___	___	Subdivision Code	___	___
Park Dedication designation.	___	___			

If any answer to the above questions is "Yes," identify the kinds of changes which are required as well as any actions taken toward obtaining the necessary clearances, and expected timeframe for approval.

7. Are you proposing to convert farmlands to nonagricultural uses? Yes \_\_\_ No \_\_\_

If "Yes" the Farmland Conversion Impact Rating Form AD-1006 must be completed. Form AD-1006 may be obtained from the Soil Conservation Service Field Office.

Budget and Funding

1. Project Budget

Provide a detailed Pro Forma of the proposed project. Use the format provided (or another comparable format which was prepared by your organization for your proposed project). The format may be found as Attachment A to this HOME proposal.

2. Implementation Schedule

Please complete the form titled "Implementation Schedule," using the format provided as Attachment B to this HOME proposal.

## PART IV - APPLICANT EVALUATION

### Project or Program Management

1. Name of the agency or person who will manage, coordinate and implement the proposed project:

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2. Address: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

4. Describe the agency's experience and/or capacity to carry out the proposed project. Submit relevant documentation (i.e., applicable licenses to operate the project, permits, annual reports, description of similar past projects, etc.).

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5. Describe the qualifications of the agency/person to manage the project's finances. Submit copies of the last three audits for the agency (if available).

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Past Performance

1. Have you ever received other federal/other funding for other project(s)?

Yes \_\_\_\_ No \_\_\_\_

2. If "Yes", please submit the following information for each federally funded project awarded within the past ten years:

a) Project Title: \_\_\_\_\_

b) Year the project was funded: \_\_\_\_\_

c) Date project started: \_\_\_\_\_ Date completed: \_\_\_\_\_

d) Total grant amount: \$ \_\_\_\_\_

e) Budget items and amounts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) Provide a brief description of the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g) Describe any problems encountered in carrying out or completing the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**h) Describe:**

- 1. Any amendments made to the original proposal subsequent to receipt of federal/other funding.**

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- 2. Any differences between the anticipated and actual accomplishments of the project (if, for example, a different number of housing units were built, etc.).**

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- 3) If the project is not yet complete, indicate why.**

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**ATTACHMENT A - PROPOSED PROJECT BUDGET**

Project Title: \_\_\_\_\_

Budget for the period: \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_

	(1)	(2)	(3)	(4)
	Amount of HOME Funds Requested	Amount of Other Funds Requested	Amount of Funds on Hand from Existing Programs	Total (Sum of Columns 1, 2 & 3)
I. Project Costs				
A. Appraisals	_____	_____	_____	_____
B. Acquisition	_____	_____	_____	_____
C. Planning & Engineering	_____	_____	_____	_____
D. Relocation	_____	_____	_____	_____
E. Demolition/ Removal	_____	_____	_____	_____
F. Offsite Improvements	_____	_____	_____	_____
G. Onsite Improvements	_____	_____	_____	_____
H. Landscaping	_____	_____	_____	_____
I. Rehabilitation	_____	_____	_____	_____
J. Building Construction	_____	_____	_____	_____
K. Inspection	_____	_____	_____	_____
L. Administrative Costs	_____	_____	_____	_____
M. Audit Fees	_____	_____	_____	_____
<b>TOTAL</b>	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____

**ATTACHMENT A (CONTINUED) - PRO FORMA OUTLINE**

Project Information			
Land Area	s.f.	Unit Type	No. of Units
Gross Floor Area	s.f.	Studio	
Parking Stalls		1 B/R	
		2 B/R	
		Manager's Unit ( ___ B/R)	
		Total Units	

Building Cost Pro Forma			
	CHDO Funds Available	HOME Funds Requested	Total Funds
Predevelopment	\$	\$	\$
Land	\$	\$	\$
Construction (Base Building)	\$	\$	\$
Base Building			\$
Sitework			
Landscaping/Miscellaneous			
Construction (Tenant Improvements)	\$	\$	\$
Tenant Improvements	\$	\$	
Furnishings	\$	\$	
Signs/Miscellaneous	\$	\$	
Upgrades/Specials	\$	\$	\$
Construction (Others)	\$	\$	
Administrative Costs	\$	\$	
Utilities	\$	\$	
Insurance/Taxes	\$	\$	\$
Technical Assistance Costs	\$	\$	
Architectural /Engineering	\$	\$	
Other (e.g. Legal)	\$	\$	\$
Financing Costs and Fees	\$	\$	\$

Interest	\$	\$	
Loan Fees	\$	\$	\$
Marketing	\$	\$	\$
Promotion Media	\$	\$	
Brokerage Costs			\$
Developer Costs and Fees	\$	\$	\$
Contingency	\$	\$	\$
Total Cost	\$	\$	\$

Operating Pro Forma		
Income:		
Rental	\$	
Escalation		
Other		\$
Expenses:		
Real Estate Taxes	\$	
Utilities		
Interior Maintenance		
Exterior Maintenance		
Mechanical Maintenance		
Janitorial		
Common Area Maintenance		
Management Fee		
Real Estate Commission		
Insurance		
Other		\$
Net Operating Income:		\$
Debt Service:		\$
Cash Flow:		\$

**ATTACHMENT B - IMPLEMENTATION SCHEDULE**

**Instructions**

These instructions correspond to the numbered blocks of information required on the schedule.

1. Enter the name of the implementing City department and non-City agency as appropriate.
2. Enter the name of the project.
3. Identify the calendar year of the implementing fiscal quarters.
4. Enter the milestones for the project as listed on the following pages. Plot the expected duration of each milestone by drawing an "X" at the starting and ending points and connecting a line between them. For milestones which will incur expenses, enter the expected monthly expenditures in the appropriate column below the duration line. For milestones that will generate program income, enter the expected amount to be received in parentheses in the appropriate column below the duration line.
5. Enter the total projected expenditure for each month. Subtract any program income and enter a net total for the month.
6. Enter the total amount of HOME funds to be expended for the project.

Use the following list of milestones to describe the types of undertakings which contribute to the completion of the project. A description of each milestone and the actions it covers is included for your reference.

<u>Name of Milestone</u>	<u>Actions Covered</u>
1. Feasibility Study	Data collection to final recommendations.
2. Request for Proposal	Solicitation of proposals to contract award.
3. Development Agreement	Negotiation to execution of document.
4. Subrecipient Agreement	Eligibility determination to execution of document. (Contract allowing anon-City agency to administer a HOME activity.)
5. Environmental Review	Assessment to receipt of Notice of Removal of Grant Conditions.
6. City Approvals (Includes all approvals and permits not covered by a specific contract.)	Application preparation to final approval.
7. Appraisals	Approval to obtain appraiser to determination of value.
8. Acquisition (Purchase of real property.)	Negotiation to recordation of title.

<u>Name of Milestone</u>	<u>Actions Covered</u>
9. Construction	Bid advertisement to final payment of contractor.
10. On/Off Site Construction	Bid advertisement to final payment of contractor.
11. Planning/Engineering	Solicitation of consultant to final payment.
12. Program Income (Return of funds to HOME program via sales, repayment, etc.)	Duration of income.
13. Marketing Expenses (Applicable to sales of housing project units.)	Duration of expenses.

**Attachment B (Continued)**

**Implementation Schedule - HOME Program**

Amounts in the Thousands (\$000)

1. Name of Agency:												2. Project Name:													
3. 2006												2007													
4. Milestones	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
5. Total																									
6. Grand Total																									

**NOTICE OF PUBLIC HEARING  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG),  
HOME INVESTMENT PARTNERSHIPS (HOME),  
EMERGENCY SHELTER GRANTS (ESG) AND  
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAMS**

NOTICE IS HEREBY GIVEN that a public hearing will be held on \_\_\_\_\_ by the City and County of Honolulu for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons With Aids (HOPWA) Programs. The hearing will provide interested persons with the opportunity to submit statements and supporting testimony on the community development and housing needs to be considered in the development of the City's Action Plan and to review program performance based on the City's accomplishments for the most recently completed fiscal year. The annual performance report and City's accomplishments for the fiscal year ending \_\_\_\_\_ will be submitted to the U.S. Department of Housing and Urban Development on or about \_\_\_\_\_. Copies of the draft annual performance report and City's accomplishments, known as the City's Annual Community Assessment: Final Report Program Year \_\_\_\_\_, will be available on \_\_\_\_\_ for public review at the Municipal Reference Library, City Hall Annex, 558 South King Street, Honolulu.

Testimony covering the Consolidated Plan and City's performance report will be taken separately. Persons desiring to submit statements or testimony may register at the hearing site. Speakers will be limited to five (5) minutes in their oral presentation in order to provide everyone with a reasonable opportunity to speak. All speakers must submit five (5) written copies of their testimony. Persons unable to attend the public hearing may file their statements and testimonies regarding the Consolidated Plan and City's performance reports by close of business (4:30 p.m.) on \_\_\_\_\_.

Correspondence should be addressed to \_\_\_\_\_, Federal Grants Coordinator, Department of Budget and Fiscal Services, 530 South King Street, Room 208, Honolulu, Hawaii 96813.

The Public Hearing will be held on:

\_\_\_\_\_  
Department of Human Resources Conference Room, City Hall Annex  
550 South King Street  
Honolulu, Hawaii 96813  
(A Handicapped Accessible Site)

The services of interpreters for non-English speaking persons or signers for the hearing-impaired will be made available upon request. Requests for these or other special services must be made to the Department of Budget and Fiscal Services, no later than \_\_\_\_\_ by calling 527-5676 (V/TDD).

All interested persons are invited to attend.

\_\_\_\_\_, Director  
Department of Budget and Fiscal Services  
By order of \_\_\_\_\_, MAYOR  
City and County of Honolulu

**PUBLIC NOTICE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG),**  
**HOME INVESTMENT PARTNERSHIPS (HOME),**  
**EMERGENCY SHELTER GRANTS (ESG), AND**  
**HOUSING FOR PERSONS WITH AIDS (HOPWA) PROGRAMS**

Pursuant to the City and County of Honolulu's Citizen Participation Plan for the CDBG, HOME, ESG and HOPWA programs, the following is provided for your information. The following project allocations are being proposed for implementation.

The following changes are being proposed for implementation.

- Project Title and Description:
- Eligibility and National Objective Citation:
- Activity Code:
- Funding Source:
- Phase:
- Proposed Amount:
- Location:
- Subrecipient:

<u>Program Yr.</u>	<u>Project</u>	Source of Funds	<u>Funds</u>	<u>Phase</u>	<u>Amount</u>
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Interested parties may submit written comments prior to \_\_\_\_\_ by addressing correspondence to:

\_\_\_\_\_, Federal Grants Coordinator  
Department of Budget and Fiscal Services  
530 South King Street, Room 208  
Honolulu, HI 96813

\_\_\_\_\_, Director  
Department of Budget and Fiscal Services  
By order of \_\_\_\_\_, MAYOR  
City and County of Honolulu

\_\_\_\_\_, Director  
Community Planning and Development Division  
U.S. Department of Housing  
and Urban Development  
500 Ala Moana Boulevard, Suite 3A  
Honolulu, Hawaii 96813

Dear \_\_\_\_\_:

Subject: Implemented Changes to the Final Statement  
Community Development Block Grant (CDBG)  
HOME Investment Partnerships (HOME),  
Emergency Shelter Grants (ESG) and  
Housing Opportunities for Persons With Aids (HOPWA)  
Programs

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Pursuant to the Citizen Participation requirements of the CDBG, HOME, ESG and HOPWA Programs, the enclosed Public Notice was published on \_\_\_\_\_ in the Honolulu Star-Bulletin's Hawaii State & County Government Notice section to inform the public of proposed changes to the City's Final Statement. Also attached is the relevant revised "Listing of Proposed Projects" page for the City's Final \_\_\_\_\_ Year Action Plan.

No adverse comments were received for this project.

Should your staff have any questions or require any additional information, please have them contact \_\_\_\_\_ at \_\_\_\_\_.

Your continued support of the CDBG, HOME, ESG and HOPWA programs is appreciated.

Sincerely,

\_\_\_\_\_  
Director

Enclosures

## EXHIBIT 8

### CITY AND COUNTY OF HONOLULU ACTION PLAN CYCLE

#### Tentative Schedule

September	<p>Begin Action Plan process for the upcoming year.</p> <p>Publish General Notice of Planning newspaper advertisement in the Honolulu Star-Bulletin. Notice also includes a solicitation for CDBG and HOME project proposals.</p> <p>Publish Public Notice newspaper advertisement in the Honolulu Star-Bulletin concerning the availability of the draft Consolidated Annual Performance and Evaluation Report (previous year) (CAPER).</p> <p>Draft CAPER available for public review and comment. Notice and comment period must be 15 days prior to CAPER submission to HUD.</p> <p>Conduct Public Hearing for the CAPER (previous year) and for community input for upcoming Program Year.</p> <p>Submit CAPER to HUD.</p>
October	<p>CDBG and HOME project proposals due.</p>
October - March	<p>City develops upcoming Action Plan.</p>
November	<p>City holds Consultation Meeting with social service agencies for upcoming Action Plan.</p>
November - December	<p>Federal Grants Branch evaluates proposals for eligibility.</p> <p>Department of Community Services evaluates proposals for feasibility.</p>
March	<p>Administration delivers proposed budget to City Council, including projects included in the Action Plan.</p> <p>Draft Action Plan published and available for public review.</p>
May	<p>City completes and publishes Final Action Plan and submits it to HUD for approval.</p>
May/June/July	<p>HUD review of Action Plan.</p>
July	<p>Start of Program Year.</p> <p>Action Plan approved by HUD.</p>
August	<p>Execute agreements with non-profit groups.</p>

Recent Action Plans available on the City website at: [www.honolulu.gov/budget/cdbg.htm](http://www.honolulu.gov/budget/cdbg.htm)

Project Proposal applications available at: [www.honolulu.gov/pur](http://www.honolulu.gov/pur)

**PUBLIC NOTICE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG),**  
**HOME INVESTMENT PARTNERSHIPS (HOME),**  
**EMERGENCY SHELTER GRANTS (ESG), AND**  
**HOUSING FOR PERSONS WITH AIDS (HOPWA) PROGRAMS**  
**DEMOLITION AND REHABILITATION ACTIVITIES**

This public notice serves to inform the public that the Department of \_\_\_\_\_ will be undertaking the following activity that will result in the displacement of persons in the (area) \_\_\_\_\_.

The proposed activity will consist of (kind of activity): \_\_\_\_\_

It will involve the demolition/conversion of approximately \_\_\_\_\_ dwelling units ( \_\_\_\_\_ bedroom(s)) to (other use) \_\_\_\_\_

Demolition/conversion of these units is projected to begin on (date) \_\_\_\_\_ and be completed by (date) \_\_\_\_\_.

The provision of (No. of units) \_\_\_\_\_ - bedroom replacement dwelling units will be made. (The construction of these units, projected to begin in/on \_\_\_\_\_, are/will be located in \_\_\_\_\_. The units are scheduled to be made available for occupancy on \_\_\_\_\_. Funds for the replacement units will be made available from \_\_\_\_\_ CDBG, HOME, ESG or HOPWA Program Year and (other source) \_\_\_\_\_.

The Department's policy is to provide relocation assistance to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities. It is also departmental policy to provide displacees with decent, safe and sanitary units that are affordable to low- and moderate-income renters for 10 years from the date of initial occupancy.

Interested parties may submit written comments prior to \_\_\_\_\_ by addressing correspondence to:

\_\_\_\_\_, Federal Grants Coordinator  
Department of Budget and Fiscal Services  
530 South King Street, Room 208  
Honolulu, HI 96813

\_\_\_\_\_, Director  
Department of Budget and Fiscal Services  
By order of \_\_\_\_\_, MAYOR  
City and County of Honolulu

**EXHIBIT 9A**

\_\_\_\_\_, Director  
Community Planning and Development Division  
U.S. Department of Housing  
and Urban Development  
500 Ala Moana Boulevard, Suite 3A  
Honolulu, Hawaii 96813

Dear \_\_\_\_\_:

Subject: Demolition and Rehabilitation Activities  
Community Development Block Grant (CDBG)  
HOME Investment Partnerships (HOME),  
Emergency Shelter Grants (ESG) and  
Housing Opportunities for Persons With Aids (HOPWA)  
Programs

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Pursuant to the requirements of 24 CFR 570.606(c), Residential Antidisplacement and Relocation Assistance Plan, we submit for your information the attached public notice published in \_\_\_\_\_ Major daily newspaper on \_\_\_\_\_ for the \_\_\_\_\_ project which will involve the displacement/conversion of \_\_\_\_\_ dwelling units in the \_\_\_\_\_ area.

No adverse comments were received for this project.

Should your staff have any questions or require any additional information, please have them contact \_\_\_\_\_ at \_\_\_\_\_.

Your continued support of the CDBG, HOME, ESG and HOPWA programs is appreciated.

Sincerely,

\_\_\_\_\_  
Director

Enclosures

## **X. Handicapped Accessibility**

The City will provide assistance to allow individuals with disabilities the opportunity to participate at all levels of planning and assessing the City's programs. Public hearings will be held at locations accessible to persons with disabilities.

The City also maintains three (3) TDD telephones for the hearing impaired, which are located in the Department of Customer Services (527-5166), the Department of Budget and Fiscal Services (527-5676), and the Department of Community Services (527-6300). The Department of Budget and Fiscal Services shall be notified five (5) working days prior to a scheduled event if special services or bilingual assistance is required.

# APPENDIX B

## 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.

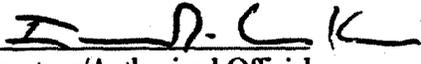
**Anti-Lobbying – To the best of the jurisdiction's knowledge and belief:**

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.

      9/10/24  
 Signature/Authorized Official      Date

Director, Department of Budget and Fiscal Services, City and County of Honolulu  
 Title

## **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) 2002, 2003 & 2004 (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.

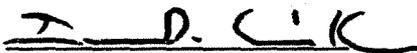
**Excessive Force – It has adopted and is enforcing:**

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.

  
Signature/Authorized Official

  
Date

Director, Department of Budget and Fiscal Services, City and County of Honolulu  
Title

**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;

  
Signature/Authorized Official

  
Date

Director, Department of Budget and Fiscal Services, City and County of Honolulu  
Title

## ESG Certifications

The Emergency Shelter Grantee certifies that:

**Major rehabilitation/conversion** – It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for purposes less than tenant-based rental assistance, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

**Essential Services** – It will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

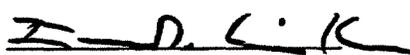
**Supportive Services** – It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

**Matching Funds** – It will obtain matching amounts required under §576.71 of this title.

**Confidentiality** – It will 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 under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

**Consolidated Plan** – It is following a current HUD-approved Consolidated Plan or CHAS.

  
Signature/Authorized Official

  
Date

Director, Department of Budget and Fiscal Services, City and County of Honolulu  
Title

## 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.

I. D. Clark  
Signature/Authorized Official

9/12/04  
Date

Director, Department of Budget and Fiscal Services, City and County of Honolulu  
Title

## 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, Basement, 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, 2<sup>nd</sup> & 3<sup>rd</sup> 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

Department of Planning and Permitting  
650 South King Street, 7th Floor  
Honolulu, HI 96813

Department of Transportation Services  
650 South King Street, 2nd 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).**

# APPENDIX C

Consolidated Plan Assisted Housing Inventory  
 gk 5/27/04  
 F=family,E=elderly,D=Disabled  
 LM=80%median income  
 Units shown by target/total last

PROJECT	TYPE	TARGET INCOME	CITY	UNITS	TYPE ASSISTANCE
List provided by HCDCH					
Whitmore Circle Apts.		60%	Wahiawa	44	Federal/State LIHTC
Na Lei Hulu Kupuna		60%	Kakaako	76	Federal/State LIHTC, RAP
Kulana Hale		60%	Honolulu	176	Federal/State LIHTC, RHTF
Kapuna Apartments		60%	Kalihi	162	Federal LIHTC
Waipahu Hall		60%	Waipahu	72	Federal LIHTC
Birch Street Apartments	F	60%	Honolulu	53	Federal/State LIHTC, RHTF
The Royal Kinau		60%	Honolulu	84	Federal/State LIHTC, RHTF
Manana Gardens	F	60%	Pearl City	72	Federal/State LIHTC, HMMF,RAP
King Street Apartments	E	60%	Honolulu	91	Federal/State LIHTC, RHTF
Palehua Terrace	F	60%	Makakilo	84	Federal/State LIHTC, RHTF
Kaneohe Elderly	E	60%	Kaneohe	75	Federal/State LIHTC, RHTF, RARF
Kaneohe Elderly	E	60%	Kaneohe	44	Federal LIHTC
Hale O'Hauoli		60%	Pearl City	100	Federal LIHTC
Waimanalo Apartments		60%	Waimanalo	80	Federal LIHTC
Maunakea Towers	F	60%	Honolulu	380	Federal LIHTC
Kapolei Ho'olimalima	F	60%	Kapolei	70	Federal/State LIHTC
Kulana Hale II	E	60%	Honolulu	162	Federal/State LIHTC
Kalakaua Vista	E	60%	Honolulu	81	Federal/State LIHTC, RHTF
Waimanalo Kupuna	E	60%	Waimanalo	83	Federal/State LIHTC, RHTF
Artesian Vista	E	60%	Honolulu	54	Federal/State LIHTC, RHTF
Kaluanui Senior Apts	E	60%	Hawaii Kai	31	Federal/State LIHTC, RHTF
Wilder Vista	F	60%	Honolulu	55	Federal/State LIHTC, RHTF
Palolo Valley Homes	F	60%	Palolo	306	Federal/State LIHTC, RHTF, RARF
Kinau Vista	E	60%	Honolulu	62	Federal/State LIHTC, RHTF
Palehua Terrace Phase 2	F	60%	Makakilo	64	Federal/State LIHTC, RHTF, RARF
Willikina Park		60%	Wahiawa	64	Federal/State LIHTC, RAP
Honuakaha		60%		150	Federal/State LIHTC
Hale Mohalu	E/Dis	60%	Pearl City	210	Federal/State LIHTC, HOME
Makua Alii (E)	E	50%	Honolulu	211	Federal public housing
Paoakalani (E)	E	50%	Honolulu	151	Federal public housing
Punchbowl Homes (E)	E	50%	Honolulu	156	Federal public housing
Kalanihua (E)	E	50%	Honolulu	151	Federal public housing
Makamae (E)	E	50%	Honolulu	124	Federal public housing
Pumehana (E)	E	50%	Honolulu	139	Federal public housing
Kupuna Home O'Wai'ailua (E)	E	50%	Wai'ailua	40	Federal public housing
Puuwai Momi (office)	F	50%	Aiea	260	Federal public housing
Hale Laulima	F	50%	Pearl City	36	Federal public housing
Salt Lake	F	50%	Honolulu	28	Federal public housing
Waipahu I	F	50%	Waipahu	19	Federal public housing
Waipahu II	F	50%	Waipahu	20	Federal public housing
Kalihi Valley Homes	F	50%	Honolulu	371	Federal public housing
Mayor Wright Homes	F	50%	Honolulu	364	Federal public housing
Kaahumanu Homes	F	50%	Honolulu	152	Federal public housing
Kamehameha Homes	F	50%	Honolulu	221	Federal public housing
Kalakaua Homes	F	50%	Honolulu	221	Federal public housing
Spencer House	F	50%	Honolulu	17	Federal public housing
Kuhio Park Terrace	F	50%	Honolulu	614	Federal public housing
Kuhio Homes	F	50%	Honolulu	134	Federal public housing
Waimaha-Sunflower	F	50%	Waianae	130	Federal public housing
Kau'ioakalani	F	50%	Waianae	50	Federal public housing
Mai'i I	F	50%	Mai'i	20	Federal public housing
Mai'i II	F	50%	Mai'i	24	Federal public housing
Nanakuli Homes	F	50%	Nanakuli	36	Federal public housing
Koolau Village	F	50%	Kaneohe	80	Federal public housing
Hookipa Kahaluu	F	50%	Kaneohe	56	Federal public housing
Kaneohe Apartments	F	50%	Kaneohe	24	Federal public housing
Kauhale O'hana	F	50%	Waimanalo	25	Federal public housing
Waimanalo Homes [a & b]	F	50%	Waimanalo	41	Federal public housing
Kauhale Nani	F	50%	Wahiawa	50	Federal public housing
Wahiawa Terrace	F	50%	Wahiawa	60	Federal public housing
Palolo Valley Homes	F	50%	Honolulu	118	Federal public housing

PROJECT	TYPE	TARGET INCOME	CITY	UNITS	TYPE ASSISTANCE
Nova Sunset Villas (No Tropicals West)	F		Waipahu	406	HMMF
Nakolea (PMA) (Transitional/Homeless)	F		Honolulu	100	RAP
Kulaokahua (PMA) (Transitional/Homeless)	E		Honolulu	30	RAP
Maluhia	E		Honolulu	40	RHTF
Weinberg Hale	F			59	RHTF
Ohana Ola O Kahumana	F		Waianae	34	RHTF
Kekuilani Gardens			Kapolei	56	RHTF, HOME
UH	Faculty	Faculty	Manoa	**143	SHARP/RHS
Kamakee Vista	F		Kakaako	225	SHARP/RHS, RAP
Pohulani Elderly	E		Kakaako	262	SHARP/RHS, RAP
Kauhale Kaka'ako			Kakaako	268	SHARP/RHS, RAP
Kekuilani Courts			Kapolei	80	SHARP/RHS, RHTF
Hale Po'ai (E)	E		Honolulu	206	State public housing
Halia Hale (E)	E		Honolulu	41	State public housing
Kamalu (E)	E		Waipahu	109	State public housing
Ho'olulu (E)	E		Waipahu	112	State public housing
La'ioia (E)	E		Wahiawa	108	State public housing
Hauiki Homes	F		Honolulu	46	State public housing
Puahala Homes I	F		Honolulu	28	State public housing
Puahala Homes II	F		Honolulu	20	State public housing
Puahala Homes III	F		Honolulu	40	State public housing
Puahala Homes IV	F		Honolulu	40	State public housing
Kulaokahua Eld. (Homeless)	E		Honolulu	30	
Nakolea (Homeless)	F		Honolulu	97	
Onemalu (Barbers Pt.) Homeless	F		Kalealoa	48	
Weinberg Village-Waimanalo	F		Waimanalo	30	
Banyan Street Manor	F		Honolulu	55	
Kekuilani Garden	F		Kapolei	56	
Uluwehi Apartments	F		Waianae	60	
Waiaka	F		Honokulu	8	
Wilikina Apartments	F		Wahiawa	119	
Pohulani (E)	E		Honokulu	263	
Kekuilani Courts	F		Kapolei	80	
Kamakee Vista	F		Honokulu	226	
Kauhale Kakaako	F		Honolulu	268	
***End of HCDC list***					
Bachelors' Quarters	Displaces	50/60/80	Ewa	277/1/10	Land,HOME
Chinatown Gateway	F	20%LM	Downtown	40/200	Land,CDBG
Chinatown Manor	F	LM	Downtown	90	CDBG
Hale Pauahi	F	LM	Downtown	396	Land,CDBG,BOND,221d3
Harbor Village	F	33%LM	Downtown	30/90	Land,CDBG
Kanoa Apartments	F	LM	Palama	14	Model Cities,HOME
Kekaulike Courtyards	F	LM	Downtown	90	CDBG
Kulana Nani	F		Kaneohe	160	CDBG,HOME,HUD2361
Lanakila Gardens	F	LM	Kalihi	28	CDBG
Kalakaua Low Rent	F/E	Low	Honolulu	223	CDBG
Marin Tower	F	66%	Downtown	158/236	Land,City funds
Pauahi Hale	Singles	LM	Downtown	78	UR,CDBG
Palehua Terrace Phasell	F	60%	Makakilo	64	HOME
Westlake Apartments	F	LM	Salt Lake	96	CDBG,HUD221d4
Winston Hale	F	LM	Downtown	94	CDBG
Pualani Manor	F	Low	Honolulu	63	Land,ModelCities,HUD?
River Pauahi Apartments	F		Honolulu	49	Land,HUD221d3
Smith Beretania Apartments	F	Low	Honolulu	164	Land,CDBGpkg,HUD221d3
Weinberg Hale Pua	Singles		Honolulu	59	HOME
Waipahu Tower	F	LM	Waipahu	64	CDBG,HUD241/236
Academy Apartments	F	LM	Honolulu	40	CDBG
Cambridge Park	F	LM	Makakilo	112	TE BOND
Halekua Gardens	F	LM	Waipahu	252	TE BOND
Iolani Regent	F	16	Mohihi	16/78	TE BOND
Makiki Station	F	15	Makiki	15/72	TE BOND
Royal Kunia Gardens	F	LM	Waipahu	150	TE BOND
Sunpoint	F	LM	Waipio Gentry	76/378	TE BOND
Village Annex	F	LM	Waipio Gentry	80	TE BOND
DE Thompson Village	E	Low	Ewa	84	CDBG,FmHA
Hale Mohalu	E/HD	60%	Pearl City	211	HOME

PROJECT	TYPE	TARGET INCOME	CITY	UNITS	TYPE ASSISTANCE
Harry&JeanetteWeinbergPhilipSt	E	Low	McCully	34	Land,CDBG,HUD202/162
Jack Hall Memorial Hsg	F	Low	Waipahu	144	CDBG
Kahuku Elderly Hauoli Hale	E	Low	Kahuku	64	CDBG,HUD221d3,Sec8
Kaneohe Elderly	E	Low	Kaneohe	44	CDBG,HUD?
Keola Hoomalu Elderly	E		Waianae	35	CDBG,HUD?
Lani Huli Kailua Elderly	E/Dis	70%LM	Kailua	57/81	Land,CDBG
Manoa Gardens	E	LM	Manoa	48/80	Land,CDBG
Pauahi Kupuna Elderly	E	Low	Downtown	48	Land,CDBG,HUD202
Sr Residence at Kaneohe	E	Low/60%	Kaneohe	45/30	CDBG,HOME,HUD202
West Loch Elderly	E		Ewa	150	Land,HOME Match
Wiliikina Park	E/Dis	60%	Wahiawa	64	Land, CDBG
Banyan Street Manor	F		Honolulu	55	ModelCities,HUD221d3
Halawa View Apartments	F		Honolulu	121	UR,HUD236
Kalanihua	E	50%	Honolulu	151	UR
Kaukulea I	F		Honolulu	126	UR,HUD236
Kaukulea II	F		Honolulu	84	UR,HUD236
Keola Hoonanea	E		Honolulu	175	UR,HUD236
Kewalo Apartments	F		Honolulu	38	UR,HUDMFist241/236,REMS221d3
Kukui Gardens	F		Honolulu	822	UR,HUD221d3
Makalapa Manor	F		Honolulu	124	UR,HUD236
SPECIAL NEEDS					
Kunawai Lane Group Home	E	LM	Liliha	5	Land,CDBG
Lowell Place Group Homes	E	LM	Palama	10	CDBG
Arc 7 Dominis	D	LM	Makiki	9	CDBG,HUD202
Arc 7 6th Ave	D	LM	Kaimuki	10	CDBG,HUD202
Arc Ewa Estates	D	LM	Ewa Beach	18	Land,CDBG,HUD811
Arc Fern St. Apartments	D	LM	Moliihi	13	Land,CDBG,HUD202
Arc Halawa	D	LM	Aiea	4	CDBG,HUD202
Arc Home No Na Kuli	D	LM	Waipahu	10	CDBG,HUD202
Arc Kailua Apartments	D	LM	Kailua	18	CDBG,HUD202
Arc IV Mahina 19th	D	LM	Honolulu	10	CDBG,HUD202
Arc Kamehame	D	LM	Hawaii Kai	6	CDBG
Arc Lusitana 11	D	LM	Honolulu	10	CDBG,HUD202
Arc Lusitana 10	D	LM	Honolulu	10	CDBG,HUD202
Arc Maiti Court/Sands	D	LM	Waianae	10	CDBG,HUD202
Arc Pearl City Center & Apts	D	LM	Pearl City	12	Stateland,CDBG
Arc Wahiawa	D	LM	Wahiawa	8	CDBG,HUD202
Arc Wahiawa Center & Apts	D	LM	Wahiawa	10	CDBG
Ko Kakou Hale (Oahu House)	D	LM	Kaneohe	8	CDBG,HUD811
Sierra House	D	LM	Honolulu	14	HOME
Harry&Jeanette WeinbergHale Kuha'o	D	Low	Waipahu	24	CDBG,HUD811
Hoomau Ke Ola Res Treatment	Dis	LM	Waianae	14	HOME
Central Oahu Youth Services	Youth	LM	Haleiwa	24	Land,CDBG
Hale Kipa Indep Training Home	Youth	LM	Ewa Beach		CDBG
HaleKipa Indep Training Apts	Youth	LM	Honolulu	6	CDBG
Haloa Drive Group Home	Youth	LM	Allamano	4	CDBG
Makuahine Group Home	Youth	LM	Honolulu	5	CDBG
Maluna Street Group Home	Youth	LM	Honolulu	5	CDBG
Monarch House	Youth	LM	Leeward	8	CDBG
West Loch Group Homes	Youth	LM	Ewa Beach	8	City,HOME
Honolulu Shelter	Dom	LM	Honolulu	24	CDBG
Kahala House	Dom	LM	Leeward	18	CDBG
Transitional Apartments	Dom	LM	Honolulu	6	Land,CDBG
Edwin Thomas Home	DisHome	LM	Downtown	25	CDBG,ESG
IHS Men's Shelter	Homeless	LM	Honolulu	220	CDBG
IHS Family Shelter	Homeless	LM	Honolulu		CDBG
Quinn Lane Shelter	Homeless	60%	Honolulu	45	CDBG,HOME
Vancouver House	Homeless	60%	Honolulu	34	CDBG,HOME
Ohana Ola O Kahumana	Homeless	LM	Waianae	15	CDBG
Kahumana Phase II	Homeless		Waianae	34	HOME,CDBG
Hale Ulu Pono	DisHome		Ewa	72	CDBG
FROM HUD MFLIST					
Beretania North Kukui Tower	F		Honolulu	380	HUD236
Hale Alohi	Dis		Honolulu	13	HUD811
HarryJeanetteWeinbergMaluhia*	E		Honolulu	40	HUD202
Hausten Gardens	E/Dis		Honolulu	50	HUD221d3
Malulani Hale	E		Honolulu	150	HUD236

PROJECT	TYPE	TARGET INCOME	CITY	UNITS	TYPE ASSISTANCE
Maunakea Tower Apts.*	F		Honolulu	380	HUD221d4
McCully Circle Apts	F		Honolulu	99	HUD?
Research Ctr of Hawaii	Dis		Honolulu	10	HUD202/8
SHDC No. 1	Dis		Kailua, Waipahu	10	HUD811
Hale Malle	Dis		Kaneohe	8	HUD811
Hale Nono	Dis		Kaneohe	14	HUD811
Kiohana Apartments	F		Kaneohe	149	HUD221d3
SHDC No. 6	Dis		Kaneohe	6	HUD811
Weinberg Hale Haiku SHDC10	Dis		Kaneohe	6	HUD811
Weinberg Hale Lolii SHDC9	Dis		Kaneohe	6	HUD811
Kalani Garden Apartments	F		Milliani	119	HUD236
Makana Hale	F		Milliani	126	HUD236
Hale O'Hauoli Elderly*	E/Dis		Pearl City	100	HUD ?
Manana Garden Apts*	F	60%	Pearl City	72	HUD207/223
The Duplex	Dis		Pearl City	10	HUD202
Harry Jeanette Weinberg Silvercrest	E		Wahiawa	80	HUD202/162
Helemano Plantation	Dis		Wahiawa	15	HUD202
Wiikina Apartments*	F		Wahiawa	119	HUD?
Waimanalo Village	F		Waimanalo	73	HUD221d3
Jack Hall Waipahu	F		Waipahu	144	CDBG, HUD?
Nova Sunset Villas Apts Tropicana Vill	F		Waipahu	406	HUD207/223
Royal Sunset Apartments	F		Waipahu	20	HUD236
Waipahu Hall Elderly	E/Dis	60%	Waipahu	72	HUD?
HSR Cottage N	D		Kaneohe	6	AMHD
HSR Cottage O	D		Kaneohe	6	AMHD
HSR Cottage P	D		Kaneohe	6	AMHD
HSR Cottage M	D		Kaneohe	4	State owned
Kahumana 1,2,3	D		Waianae	15	provider owned
Puuhulu Hale 1,2	D		Waianae	7	provider owned
Lahaina Hale PDMI	D		Waianae		provider owned
Kalo PDMI	D		Honolulu		provider owned
Poailani Halekou A&B	D		Kaneohe	14	provider owned
Steadfast Ewa Beach	D		Ewa	6	State owned
Steadfast Kaneohe	D		Kaneohe	6	State owned
Steadfast Makakilo	D		Makakilo	6	State owned
Steadfast Wahiawa	D		Wahiawa	6	State owned
Steadfast Kailua	D		Kailua	5	State owned
Steadfast 2nd	D		Kaimuki	6	State owned
Steadfast Kaimuki	D		Kaimuki	4	State owned
Steadfast Pearl City	D		Pearl City	5	State owned
Steadfast Hawaii Kai	D/Homeless		Hawaii Kai	5	HUD
Steadfast Lower Makiki	D		Honolulu	1	State owned
Steadfast Makiki	D		Honolulu	1	State owned
Steadfast Kalihi	D		Honolulu	2	State owned
Steadfast Milliani	D		Milliani	5	State owned
Steadfast Pearl City	D		Pearl City	2	State owned
Steadfast Waimalu	D		Pearl City	2	State owned
Steadfast Salt Lake	D		Salt Lake	1	State owned
Steadfast Maali	D/Homeless		Waianae	5	HUD
Steadfast Waianae	D		Waianae	7	State owned
WCCMHC	D		Waianae	28	provider owned
WDDMHC	D		Waianae	8	State owned

HUD?=program not identified  
UR Urban Renewal  
\*On HCDCH list

# APPENDIX D



<b>13. % Cost Burden &gt;50%</b>	7.8	3.8	2.1	7.8	5.1	15.9	31.4	22.7	31.8	24.3	12.8
<b>14. Household Income &gt;80% MFI</b>	4,423	26,335	6,859	15,335	52,952	22,638	61,754	22,585	13,259	120,236	173,188
<b>15. % with any housing problems</b>	19.9	22.6	56.5	18.7	25.6	14.3	30.3	51.2	39.8	32.3	30.2
<b>16. % Cost Burden &gt;30%</b>	11.1	6.6	4.6	10.3	7.8	13.7	24.4	19.2	37.4	22.8	18.2
<b>17. % Cost Burden &gt;50%</b>	2.0	0.2	0.1	1.0	0.6	3.8	3.4	2.7	7.0	3.8	2.8
<b>18. Total Households</b>	17,764	57,894	17,744	36,785	130,187	37,608	72,602	27,740	18,255	156,205	286,392
<b>19. % with any housing problems</b>	50.8	43.8	70.0	47.4	49.3	24.7	36.4	57.7	47.3	38.6	43.5
<b>20. % Cost Burden &gt;30</b>	45.1	29.4	29.7	40.8	34.8	23.8	30.3	27.6	45.4	30.0	32.2
<b>21. % Cost Burden &gt;50</b>	21.8	13.3	12.0	19.4	16.0	12.1	9.1	7.9	17.2	10.6	13.0

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Note: When using Internet Explorer, please save file in Excel format.

### Definitions:

**Any housing problems:** cost burden greater than 30% of income and/or overcrowding and/or without complete kitchen or plumbing facilities.

**Other housing problems:** overcrowding (1.01 or more persons per room) and/or without complete kitchen or plumbing facilities.

**Elderly households:** 1 or 2 person household, either person 62 years old or older.

**Renter:** Data do not include renters living on boats, RVs or vans. This excludes approximately 25,000 households nationwide.

**Cost Burden:** Cost burden is the fraction of a household's total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payment, taxes, insurance, and utilities.

**Source:** Tables F5A, F5B, F5C, F5D



<b>6. Total Households</b>	3,380	2,675	12,825	18,880	6,000	3,395	18,780	28,175	47,055
<b>% with any housing problems</b>	52.4	53.5	63.9	60.3	23.4	33.0	47.4	40.6	48.5

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Note: When using Internet Explorer, please save file in Excel format.

**Definitions for Mobility & Self-Care Table:**

**Extra Elderly:** 1 or 2 Member households, either person 75 years or older

**Elderly:** 1 or 2 Member Households, either person 62 to 74 years

**Mobility or Self Care Limitations:** This includes all households where one or more persons has 1) a long-lasting condition that substantially limits one or more basic physical activity, such as walking, climbing stairs, reaching, lifting, or carrying and/or 2) a physical, mental, or emotional condition lasting more than 6 months that creates difficulty with dressing, bathing, or getting around inside the home.

**Source:** Tables A7A, A7B, A7C