TWENTY-SECOND YEAR ACTION PLAN

Program Year
2016 - 2017

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

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Presented By
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City and County of Honolulu

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Executive Summary

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

1. Introduction

The Twenty Second (22nd) Year Action Plan for the City and County of Honolulu (City) represents a blueprint for the planning and application aspects of HUD's Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships (HOME) and Housing Opportunities for Persons With AIDS (HOPWA) formula programs. The purpose of the Action Plan is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe and sanitary housing and a suitable living environment.

2. Summarize the objectives and outcomes identified in the Plan

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

<u>Homelessness</u>

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

Affordable Housing

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

Public Improvements and Infrastructure

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

Public Facilities

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

Public Services

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

Community and Economic/Development

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

The City's geographic area priorities for the Action Plan are:

- *Housing First Model- Scattered Sites* namely the Waianae Coast, Downtown Honolulu, and East Honolulu. These regions are local priority areas based on the City's strategic development scheme and assessment.

- *Eligible Neighborhood Revitalization Strategic Areas (NRSA)*. The City will continue to support the strategic plan of its existing HUD approved NRSA. The CDBG regulations at 24 CFR 570.208(a)(1)(vii) requires that NRSAs contain a percentage of low- and moderate-income (LMI) residents that is no less than the upper quartile percentage of the jurisdiction or 70 percent (70%), whichever is less, but in no event less than 51 percent (51%). The City's current upper quartile percentage is 55.83 percent (55.83%). Therefore, the percentage of LMI in the NRSA must be at least 55.83 percent (55.83%) for that area. There is currently one (1) HUD approved NRSA, Wahiawa. The City is committed to supporting eligible NRSAs and the creation of new NRSAs.

3. Evaluation of past performance

During the past Consolidated Plan period, the City successfully assisted low- to moderate-income communities and individuals and met or exceeded most of its goals and objectives identified in the 2010-2015 Consolidated Plan.

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

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

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

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

4. Summary of Citizen Participation Process and consultation process

A Public Hearing was conducted on September 22, 2015, to obtain the views and comments of the public with regard to the City's performance, and the housing and community development needs for the upcoming Action Plan. However, at the appointed time and place, no members of the public were present. As such, no testimony was given on the above subjects and no written testimony was received by the cut-off date of September 28, 2015.

To obtain further public input, the City utilized several City Council and Budget Committee meetings for the budget resolution/ordinance scheduled during the months of March through April 2016 as public hearings.

In order to broaden participation, the City uses its website to facilitate providing information to the public. The current and several prior year Action Plans, as well as the Consolidated Plan for Fiscal Years 2016-2020, are available at www.honolulu.gov/cms-bfs-menu/site-bfs-sitearticles/23311-federal-grants.html. The Request for Proposal documents along with Project Proposal applications were available at www.honolulu.gov/pur and the City also maintains an e-mail subscription list where interested parties may sign up to receive notification of CDBG and HOME funding announcements.

A public notice was published on March 25, 2016 inviting the public to review and comment on the Draft Twenty-Second (22nd) Year Action Plan, which outlines how the City will be implementing the CDBG, ESG, HOME and HOPWA programs.

The Draft Twenty-Second (22nd) Year Action Plan was made available through April 25, 2016 to all interested parties as a way of further soliciting input and comments on the Action Plan in total and on specific areas of concern. Comments or corrections concerning the Draft Action Plan were incorporated in the Final Action Plan. A final notice reflecting actual program plans was published in May 2016.

A public notice was published in the Honolulu Star Advertiser on July 12, 2016, to include a project that will be funded with HOME CHDO set-aside funds in the City's Action Plan. The City did not receive any comments during the thirty (30) day comment period.

5. Summary of public comments

In lieu of a public informational/orientation session, concerning the CDBG program, information and an overview of the program was provided with the Request For Proposals (RFP) funding application packet. The public was given an opportunity to submit written questions about the program and the RFP process or to submit their inquiries by voicemail. Three (3) questions were received. These questions and the Department's responses were issued as Addenda to the RFP and additionally posted on the Department's webpage to provide all interested parties with the additional information. The questions and answers provided are noted below.

Q1. Is self certification of income allowable? There appears to be an inconsistency on this issue between the RFP and Appendix A (the application). Page 5 of the RFP states that "Certification of income can also be obtained through self-certification, meaning the clients of a project signs a Self-Certification of Family Size and Income Form, attached as Appendix E-1..." while page 4 of Appendix A states "Note: third-party verification of income is required; self certification of income is not allowed."

A1. Yes, Self Certification is now allowed, therefore, please disregard the note in the National Objective section of Appendix A, which states: "Note: third-party verification of income is required; self-certification of income is not allowed."

Q2. Appendix C-4 "Statutory Worksheet" could not be located in the RFP package.

A2. Attached is Appendix C-4.

Q3. The "Consistency with City Goals and Priorities" section of Appendix A states that projects should address at least one Consolidated Plan activity and to list the Code(s) and Activity Description that applies to our project from the list on page 9 of the RFP. We could not find the list on page 9 of the RFP.

A3. The list of Consolidated Plan Codes and Activity Descriptions are provided below:

CODE	ACTIVITY DESCRIPTION
HO1	Provide services and outreach programs to connect persons and/or families experiencing homelessness with essential services including, but not limited to, case management; work readiness and employment assistance; one stop resource centers to access services; housing placement services; and legal services to support the City's Housing First approach to ending homelessness.
HO2	Development of housing to support the City's Housing First approach to ending homelessness.
HO3	Acquisition or renovation of a building to support the City's Housing First approach to ending homelessness.
HO4	Provide operating costs to existing transitional housing and supportive housing facilities for persons and/or families experiencing homelessness and/ or persons and/or families at risk of homelessness.

HO5	Provide services to persons experiencing homelessness including case management; work readiness and employment assistance; one stop resource centers to access services; housing placement services; and legal services.
HO6	Provide homeless prevention services including, but not limited to, emergency rental and utility assistance to persons and/or families experiencing homelessness and/ or persons and/or families at risk of homelessness.
HO7	Provide Re-housing services including, but not limited to, Tenant Based Rental Assistance to persons and/or families experiencing homelessness and/ or persons and/or families at risk of homelessness.
HO8	Acquire, construct or renovate emergency and transitional shelters to allow continued shelter for persons and/or families experiencing homelessness and/ or persons and/or families at risk of homelessness.
AH1	Development of new and preservation of existing affordable and special needs rental housing.
AH2	Provide low-interest down payment loans and closing costs to LMI homebuyers.
AH3	Provide low-interest loans to LMI homeowners to correct conditions in deteriorated homes.
PS1	Provide services to seniors or persons with a disability to maintain independent living in the community.
PS2	Provide support services to address emotional, social and cognitive development of young children; and life skills, remedial education, and occupational skills needs of older youth.
PS3	Provide services to benefit victims of domestic violence.
PS4	Provide services to benefit LMI persons, other than the homeless, in the following areas: food; outreach; case management; life skills, remedial and employment training and job development, creation and retention; legal counseling and assistance; literacy; budgeting, financial literacy and asset building; language access and limited English proficiency services; parenting and family strengthening; anger management; housing counseling and eviction prevention; foster family services; services to ex-offenders; transportation; transportation oriented development, micro-enterprise loans and other applicable services.
PF1	Acquire, construct or renovate a building to benefit LMI persons, other than the homeless, by providing services for seniors or persons with disabilities; by providing health care including mental health and substance abuse treatment; by providing childcare or activities for youth; or by providing services to persons in need.
PF2	Provide updated facilities and equipment for police, fire and emergency medical services and traffic engineering / safety measures in LMI communities
CD1	Support the development of Neighborhood Revitalization Strategy Areas in eligible areas.
ED1	Provide microenterprise assistance.
PI1	Construct or renovate facilities to comply with accessibility requirements.
PI2	Acquire, construct, replace, or renovate city-owned facilities and infrastructure to benefit LMI communities

- **Summary of comments received during the Public Comment Period (March 25 - April 25, 2016)**:

  Request for reconsideration of ESG applicant's funding.

  Request for additional consultation with the Continuum of Care (CoC) during the decision making process. The City plans to utilize the Guide to Coordination and Collaboration for CoCs and Consolidated Plan Jurisdictions, issued in April 2016, for future funding allocations.

- **Summary of comments received during the City Council Budget Committee meeting on March 30, 2016**:

  Opposition to the funding of the Hauula Fire Station Construction project and comments that funds should go to non-profit organizations.

  Strong support of the Wahiawa District Park Renovation project.

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

Comments stating that funds should go to non-profit organizations were not accepted because the City followed the Action Plan Process in its approved Consolidated Plan.

Comment on the ESG program funding allocation priorities were not accepted because the funding allocation was presented to Partners-in-Care (PIC) and no comments regarding the funding allocations were received.

7. Summary

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

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	HONOLULU	Department of Budget and Fiscal Services
HOPWA Administrator	HONOLULU	Department of Budget and Fiscal Services
HOME Administrator	HONOLULU	Department of Budget and Fiscal Services
ESG Administrator	HONOLULU	Department of Budget and Fiscal Services

Table 1 – Responsible Agencies

Narrative (optional)

The Department of Budget and Fiscal Services is the lead agency responsible for the preparation of the Consolidated Plan, and administers and provides oversight of the activities funded by the CDBG, HOME, ESG, and HOPWA programs. The Department of Community Services assists in the preparation of the Consolidated Plan and is responsible for the implementation of nonprofit activities funded by each program. City projects are overseen by other City agencies depending on the type of project funded.

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

1. Introduction

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

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

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

One-on-one consultations were also initiated with representatives from HOPWA service providers, PIC, HPHA, DOH Adult Mental Health Division (AMHD), HHFDC, and others.

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

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

- Department of Health (DOH)
- Department of Human Services (DHS)
- Department of Labor and Industrial Relations (DLIR)
- Department of Business, Economic Development, and Tourism (DBEDT)

- Hawaii Housing and Finance Development Corporation (HHFDC)
- Hawaii Public Housing Authority (HPHA)
- Office of Hawaiian Affairs (OHA)
- Department of Hawaiian Home Lands (DHHL)

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

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

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

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

The City is a partner of the PIC. It is currently a collaborative applicant for HUD's Continuum of Care homelessness assistance grant. In serving as a collaborative applicant, it also supports the PIC's coordinated efforts to address the details of the needs of the City's homeless population.

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

The PIC's governance charter formalized PIC's consultation role in the allocation of ESG funds and the assessment of performance of ESG subrecipients. In determining how to allocate ESG funds, the City and PIC assess past performance and current needs to determine if existing performance standards and outcomes need to be modified. In consultation with ESG subrecipients, PIC is also responsible for setting up

a coordinated needs assessment system. HUD compliance requirements and results of consultation become the basis for improving existing policies and procedures or creating new ones. PIC's governance charter formalized PIC's role in developing funding, policies and procedures for the administration of Homeless Management Information System (HMIS). HUD's Priority Community Initiative provided technical assistance and this helped PIC develop a strategic HMIS plan to ensure that the HMIS is administered in compliance with the HUD's Continuum of Care (CoC) Program rules, data standards and HUD requirements.

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

Entity	Purpose
City Department of Planning and Permitting	Needs Assessment, Market Analysis, Strategic Plan
City Mayor's Office of Housing	Needs Assessment, Market Analysis, Strategic Plan
Partners in Care Oahu (PIC)	Outreach and ESG Planning and Allocation
Hawaii Interagency Council on Homelessness	Outreach and Needs Assessment
State Legislature Task Force on Affordable Housing and Homelessness	Outreach and Needs Assessment
Hawaii Housing Finance and Development Corporation	Needs Assessment Market Analysis; Market Analysis, Strategic Plan
Hawaii Public Housing Authority	Needs Assessment, Market Analysis, Strategic Plan
Department of Health -Health Adult Mental Health Division Alcohol and Drug Abuse Division -STD/AIDS Prevention Branch -Environmental Health Administration	Needs Assessment
Department of Human Services -Benefit Employment and Support Services -Homeless Programs Office	Needs Assessment (Homeless, Public Services)
Weed and Seed Hawaii	Needs Assessment (Community Development)
Ewa Beach Community-Based Development Organization	Needs Assessment (Community Development)
Hawaii Homeownership Center	Needs Assessment (Homeownership)
Department of Community Services Community Assistance Division	Needs Assessment (Housing)
Kuakini Foundation	Needs Assessment (Community Development)
Waimanalo Health Center	Needs Assessment (Community Development)
Hawaii Habitat for Humanity	Needs Assessment (Housing)
Domestic Violence Action Center	Needs Assessment (Community Development, Homelessness and Presumed Low Income)
Catholic Charities Hawaii	Needs Assessment (Housing and Community Development, Homelessness, Low-Income, and Presumed Low Income)
Department of Community Services Work Hawaii Rent-to-Work Program	Needs Assessment ; Strategic Plan
PHOCUSED/Hale O Malama	Needs Assessment (Homelessness)
Neighborhood Board Commission	Outreach for Needs Assessment, Public Comments
City Council	Outreach, Strategic Plan, Public Comments
Department of Community Services	Needs Assessment one on one consultation re needs

-Elderly Affairs Division -Oahu Workforce Investment Board	of elderly, persons with disabilities, and employment
Department of Hawaiian Home Lands	Needs Assessment/Strategic Plan (Report 2015)
State Executive Office on Aging	Needs Assessment Data
Pacific Disaster Center	Needs Assessment Data

Table 2 – Agencies, groups, organizations who participated

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

None

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan.
Honolulu General Plan Update including Affordable Housing Trend Report 2011	City Department of Planning and Permitting	This plan provides the overall City development framework. Goals in the ConPlan are consistent with the City's General Plan.
Transit-Oriented-Development Neighborhood Plans	City Department of Planning and Permitting	These community-based neighborhood plans consider the use of HOME funds for affordable housing and CDBG for supportive infrastructure.
Hawaii Interagency Council on Homelessness Plan 2012 & Reports 2013 and 2014	State of Hawaii Governor's Office/State Department of Human Services	Strategic goals overlap with and/or are supportive of goals under homelessness.
Honolulu Islandwide Housing Strategy Report Draft	City Department of Planning and Permitting	Strategic action goals overlap with or supports goals under all priorities esp. housing and homelessness.
2014 Public Housing Agency 5-Year and Annual Plan	Hawaii Public Housing Authority	Strategic goals overlap with community development/ self-sufficiency related-goals.
Four Year Area Plan on Aging 2011-2015	City Department of Community Services Elderly Affairs Division	Strategic priorities overlap with goals for population 60+ and those with disabilities.
State Comprehensive Economic Development Strategy (CEDS) 2010	State Department of Business, Economic Development and Tourism - Office of Planning	This plan overlaps with NRSA economic development directions (Agriculture).
State Workforce Investment Plan and Workforce Development Local Area Plan 2013-2017	State Workforce Development Council Oahu Workforce Investment Board	Youth and Adult Program directions overlap with community development/self-sufficiency goals.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

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

Summarize citizen participation process and how it impacted goal-setting

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

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

Notices were also posted on the City's website at http://www.honolulu.gov/cms-bfs-menu/site-bfs-sitearticles/23311-federal-grants.html.

A summary of responses is noted in the Table 4.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	A public meeting was held on March 8, 2016 to solicit public input on the projects applying for CDBG funding.	None	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Non-targeted/broad community	A public meeting was held on March 14, 2016 to solicit public input on the projects recommended for CDBG funding in the City's FY2017 Action Plan.	None	N/A	
3	Internet Outreach	Non-targeted/broad community	The Public Notice was posted on City's website to increase opportunities for public participation and public comments.	None	N/A	
4	Newspaper Ad	Non-targeted/broad community	A public notice was published in the Honolulu Star Advertiser on March 25, 2016, informing the public that copies of the Draft Action Plan would be available for review online on the City's website or by calling the Municipal Reference Center.	One written comment was received from an ESG applicant requesting reconsideration of its application for funding and requesting additional consultation with the CoC during the decision making process. One member of the public called stating that City should reconsider funding an ESG applicant's proposal.	The comments regarding reconsideration of the proposal were not accepted because the applicant did not qualify for the funds and the agency later retracted the comment.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Library Outreach	Non-targeted/broad community	The Draft Action Plan was sent to the Municipal Reference Center to increase opportunities for public participation and public comments.	None	N/A	
6	City Council Public Hearing	Non-targeted/broad community	Resolution 16-76 approving the City's Draft Action Plan was heard at the Budget Committee on March 30, 2016 and reported out for adoption by the City Council.	One testifier opposed the funding of the Hauula Fire Station Construction project and commented that funds should go to non-profit organizations. An additional testifier commented that funds should go to non-profit organizations. One written testimony was received in strong support of the Wahiawa District Park Renovation project.	Comments stating that funds should go to non-profit organizations were not accepted because the City followed the Action Plan Process in its approved Consolidated Plan.	
7	City Council Public Hearing	Non-targeted/broad community	Resolution 16-76. CD1, FD1 approving the City's Draft Action Plan was heard at the full Council meeting on April 20, 2016 and approved by the City Council.	Concern was raised regarding the timing of the ESG notice of selection to applicants.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Newspaper Ad	Non-targeted/broad community	A public notice was published in the Honolulu Star Advertiser on July 12, 2016, to include a project that will be funded with HOME CHDO set-aside funds in the City's Draft Action Plan.	None	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Twenty-Second (22nd) Year Action Plan for the City and County of Honolulu (City) represents a blueprint for the planning and application aspects of HUD's Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships (HOME) and Housing Opportunities for Persons With AIDS (HOPWA) formula programs. The purpose of the Action Plan is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe and sanitary housing and a suitable living environment.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation	Program Income	Prior Year Resources	Total		
CDBG	Public-Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	$7,285,838	$2,036,411	$1,480,614	$10,802,863	$27,000,000	CDBG funds will be utilized for the following activities: Housing First – Housing, Housing First – Services, Homeless Services, Homeless Shelter, Housing - Rehabilitation Assistance, Senior Services, Youth Services, Domestic Violence Services, Services to LMI Population, Public Facilities - Non-Homeless. Funds will also be used for administrative costs and other eligible activities as needs arise.

HOME	Public-Federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	$2,302,379	$508,992	$575,195	$3,386,566	$8,625,000	HOME funds will be utilized for the following activities: Development of affordable housing, Tenant-based rental assistance (TBRA) including Housing First, and Home Ownership programs. Funds will also be used for administrative costs and other eligible activities as needs arise.
ESG	Public-Federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	$655,892	$0	$0	$655,892	$1,875,000	ESG funds will be utilized for the following activities: emergency shelter, homelessness prevention, rapid re-housing, and Homeless Management Information Systems ("HMIS"). Grant funds will also be used for administrative costs and other eligible activities as needs arise.

HOPWA	Public-Federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	$439,761	$0	$1,033	$440,794	$1,275,000	HOPWA funds will be utilized for the following activities: Tenant-based rental assistance (TBRA); Short Term Rent, Mortgage and Utilities (STRMU); and Supportive Services for persons living with HIV/AIDS. Grant funds will also be used for administrative costs and other eligible activities as needs arise.
City General Funds	Public-City	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	$655,892	$0	$0	$655,892	$1,875,000	General Funds will be used to satisfy the 1:1 ESG match requirement. Funds will be utilized for the following activities: emergency shelter, homelessness prevention, rapid re-housing, and Homeless Management Information Systems ("HMIS"). Grant funds will also be used for administrative costs and other eligible activities as needs arise.

Table 5 - Expected Resources – Priority Table

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

The table above reflects anticipated HUD CPD resources which will be administered by the City. The ESG match is expected to be satisfied through the use of other City funds. The HOME match requirement is expected to be satisfied with Low-Income Housing Tax Credits (LIHTC) that are administered by the State of Hawaii Housing Finance and Development Corporation, waived Real Property Taxes, and/or waived General Excise Taxes.

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

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

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

Discussion:

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

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

CDBG

BFS – Program Administration	$ 160,338
BFS – Fiscal Support	$ 28,999
DCS – Community Based Development Division	$ 247,392
DCS – Community Assistance Division	$ 29,333
DCS – Down Payment Loan Program	$ 125,000
DCS – Rehabilitation Loan Program	$ 25,000
DCS – Work Readiness Program	$ 80,000
DPR – Rehabilitation of Wahiawa Park	$1,016,019
HFD – Kahuku Engine Apparatus	$ 181,250
HFD – Kalihi Kai Engine Apparatus	$ 181,250
PACT – Ohia Domestic Violence Shelter	$ 106,500
Total CDBG Pre-Award	$2,181,132

HOME

BFS – Program Administration	$ 26,958
DCS – Down Payment Loan Program	$ 62,500
DCS – Housing First Rental Assistance	$ 300,000
DCS – Tenant Based Rental Assistance	$ 300,000
DCS - Tenant Based Rental Assistance Administration	$ 43,020
Total HOME Pre-Award	$ 732,478

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing First - Housing	2015	2019	Homeless	Citywide Waikiki Region Waianae Region Downtown Region	Homelessness	HOME: $1,200,000	Tenant-Based Rental Assistance: 100 Households Assisted
2	Homeless Services	2015	2019	Homeless	Citywide	Homelessness	CDBG: $820,434 ESG: $45,000 City General Fund: $490,000	Public service activities other than Low/Moderate Income Housing Benefit: 870 Persons Assisted Homeless Person Overnight Shelter: 1,635 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Homeless Prevention	2015	2019	Homeless	Citywide	Homelessness	HOME: $1,200,000 ESG: $589,289 City General Fund: $120,020	Tenant-Based Rental Assistance: 80 Households Assisted Rapid Re-Housing / Homelessness Prevention: 197 Persons Assisted
4	Housing - Development	2015	2019	Affordable Housing	Citywide	Affordable Housing	HOME: $456,651	Rental units constructed: 2 Household Housing Unit
5	Housing - Downpayment Assistance	2015	2019	Affordable Housing	Citywide	Affordable Housing	CDBG: $500,000 HOME: $250,000	Direct Financial Assistance to Homebuyers: 15 Households Assisted
6	Housing - Rehabilitation Assistance	2015	2019	Affordable Housing	Citywide	Affordable Housing	CDBG: $100,000	Homeowner Housing Rehabilitated: 1 Household Housing Unit
7	Services to LMI Population	2015	2019	Non-Housing Community Development	Citywide	Public Services	HOPWA: $427,601 CDBG: $346,825	Public service activities other than Low/Moderate Income Housing Benefit: 4,115 Persons Assisted

8	Domestic Violence Services	2015	2019	Non-Housing Community Development	Citywide	Public Services	CDBG: $231,078	Public service activities other than Low/Moderate Income Housing Benefit: 340 Persons Assisted
9	Public Facilities - Non-Homeless	2015	2019	Non-Housing Community Development	Citywide	Public Facilities	CDBG: $6,940,076	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 35,578 Persons Assisted
10	Program Administration	2015	2019	Non-Housing Community Development	Citywide	Administration	CDBG: $1,864,450 HOME: $279,915 HOPWA: $13,193 ESG: $10,912 City General Funds: $45,872	Other: 8 Other

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Housing First - Housing
	Goal Description	Development of housing to support the City's Housing First approach to ending homelessness.

		Acquisition or renovation of a building or units to support the City's Housing First approach to ending homelessness. Provide Housing First Tenant Based Rental Assistance to persons and/or families experiencing homelessness.
2	**Goal Name**	Homeless Services
	Goal Description	Provide services to persons experiencing homelessness including case management; work readiness and employment assistance; one stop resource centers to access services; housing placement services; and legal services.
3	**Goal Name**	Homeless Prevention
	Goal Description	Provide homeless prevention services including, but not limited to, emergency rental and utility assistance to persons and/or families experiencing homelessness and/or persons and/or families at risk of homelessness. Provide Re-housing services including, but not limited to, Tenant Based Rental Assistance to persons and/or families experiencing homelessness and/or persons and/or families at risk of homelessness.
4	**Goal Name**	Housing – Down Payment Assistance
	Goal Description	Provide low-interest down payment loans and closing costs to LMI homebuyers.
5	**Goal Name**	Housing – Rehabilitation Assistance
	Goal Description	Provide low-interest loans to LMI homeowners to correct conditions in deteriorated homes.
6	**Goal Name**	Services to Low- to Moderate- Income Population
	Goal Description	Provide services to benefit LMI persons, other than the homeless, in the following areas: food; outreach; case management; life skills, remedial and employment training and job development, creation and retention; legal counseling and assistance; literacy; budgeting, financial literacy and asset building; language access and limited English proficiency services; parenting and family strengthening; anger management; housing counseling and eviction prevention; foster family services; services to ex-offenders; transportation; transportation oriented development, and other applicable services.
7	**Goal Name**	Domestic Violence Services
	Goal Description	Provide services to benefit victims of domestic violence.

8	**Goal Name**	Public Facilities - Non-Homeless
	Goal Description	Acquire, construct or renovate a building to benefit LMI persons, other than the homeless, by providing services for seniors or persons with disabilities; by providing health care including mental health and substance abuse treatment; by providing childcare or activities for youth; or by providing services to persons in need. Construct or renovate facilities to comply with accessibility requirements.
9	**Goal Name**	Program Administration
	Goal Description	Administer the CDBG, HOME, ESG, HOPWA Programs

Table 7 – Goal Descriptions

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

The City estimates the following based on past HOME performance:

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

AP-35 Projects – 91.220(d)

Introduction:

The following tables lists the projects the City's CDBG, HOME, ESG and HOPWA programs will carry out and/or fund during the City's fiscal year FY 16-17.

Projects:

No.	Project Name
1	Adult Friends for Youth -Outreach and Advocacy Project
2	Department of Budget and Fiscal Services - Fiscal Support
3	Department of Budget and Fiscal Services – Program Administration
4	Department of Community Services – Community Assistance Division
5	Department of Community Services – Community Based Development Division
6	Department of Community Services -Down Payment Assistance Loan Program
7	Department of Community Services – Rehabilitation Loan Program
8	Department of Community Services – Work Readiness Program
9	Department of Parks and Recreation-Rehabilitation of George Fred Wright Wahiawa District Park
10	Family Promise of Hawaii -Housing Placement for Homeless Families with Children
11	Gregory House Programs -Housing for persons with HIV/AIDS
12	Gregory House Programs - Supportive Services for persons with HIV/AIDS
13	Helping Hands Hawaii -Community Clearinghouse
14	Honolulu Fire Department -Hauula Fire Station
15	Honolulu Fire Department -Kahuku Engine
16	Honolulu Fire Department -Kalihi Kai Engine
17	IHS -Rapid Triage and Intensive Service Coordination for Vulnerable Homeless 2017
18	Parents and Children Together (PACT) -Ohia Domestic Violence Shelter Renovation
19	Parents and Children Together (PACT) -Family Peace Center - Domestic Violence Services
20	Volunteer Legal Services Hawaii -Homeless Legal Access

No.	CDBG Public Service - Alternate Project Name
1	Parents and Children Together (PACT) -Family Peace Center - Domestic Violence Services
2	Women in Need (WIN) -WIN Family Resource Center
3	Kealahou West Oahu -Imua Project
4	Educational Services Hawaii Foundation dba EPIC Foundation -Career Readiness Project for Young Adults (CRPYA)
5	Young Women's Christian Association of Oahu -Transitional Housing for Women

No.	CDBG Other - Alternate Project Name
1	Department of Parks and Recreation-Rehabilitation of George Fred Wright Wahiawa District Park
2	Honolulu Fire Department -Waianae Engine
3	Honolulu Fire Department -Kuakini Engine
4	Honolulu Fire Department -Nanakuli Engine
5	Honolulu Fire Department –McCully-Moiliili Engine

Table 8 – CDBG Project Information

No.	Project Name
1	Department of Budget and Fiscal Services – Program Administration
2	Department of Community Services – Down Payment Loan Program
3	Department of Community Services – Housing First Rental Assistance Program
4	Department of Community Services – Tenant Based Rental Assistance Program
5	Department of Community Services – Tenant Based Rental Assistance Program Administration
6	Community Housing Development Organization Project

Table 9 – HOME Project Information

No.	Project Name
1	Catholic Charities Hawaii – Maililand Transitional Shelter
2	Child and Family Service – Domestic Abuse Shelters
3	Dept. of Community Services – Homeless Management Information System (HMIS)
4	Dept. of Community Services – Program Administration
5	Hale Kipa – Emergency Shelters for Youth
6	IHS, The Institute for Human Services, Inc. – Homelessness Prevention and Rapid Re-Housing
7	IHS, The Institute for Human Services, Inc. – Sumner Street Emergency Shelter
8	Kalihi-Palama Health Center – Emergency Relief Program
9	Parents and Children Together – Ohia Domestic Violence Shelter
10	United States Veterans Initiative – Emergency Shelters for Homeless Veterans
11	United States Veterans Initiative - Homelessness Prevention and Rapid Re Housing

Table 10 – ESG Project Information

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

Table 11 – HOPWA Project Information

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

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

Funding decisions for the annual Action Plan are based on the needs and strategies identified in the Consolidated Plan. A selection committee comprised of community members nominated by the City Council and the Mayor reviews proposals and recommends funding for both the CDBG and HOME programs. ESG and HOPWA funding recommendations are made by selection committees composed of City staff members.

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

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

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

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

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

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

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

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

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

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

Projects

AP-38 Projects Summary

Project Summary Information:

1	**Project Name**	Adult Friends for Youth - Outreach and Advocacy Project
	Target Area	Downtown - Kalihi
	Goals Supported	Homeless Services
	Needs Addressed	Public Services
	Funding	CDBG - $137,270
	Description	Provision of grant funds for the Outreach and Advocacy Project (OAP), which will serve homeless youth, ages 10 - 25 years old, in Downtown Honolulu. This is a new project. CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons. This is a new project for this non-profit organization.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 30 youth experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	3375 Koapaka Street, Suite B290, Honolulu, Hawaii 96819
	Planned Activities	Approximately 30 youth experiencing homelessness will be provided street outreach services consisting of access to emergency shelter through Hale Kipa, survival aid, and information as well as referral to vocational-based programs administered by the City's Youth Service Center and AFY's C-Base.

2	**Project Name**	Department of Budget and Fiscal Services - Fiscal Support
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG - $115,995
	Description	Provision of grant funds for fiscal support of HUD-funded programs. This is a continuation project. CDBG funds will be used for General Program Administration, eligible under 24 CFR §570.206(a).
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	650 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 6 positions = 2 FTE. This is a continuation project. Account Clerk (1), Accountant II (1), Accountant III (2), Accountant IV (1), and Accountant V (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

3	**Project Name**	Department of Budget and Fiscal Services – Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG - $641,554
	Description	Provision of grant funds for administration of the City's HUD-funded programs. This is a continuation project. CDBG funds will be used for General Program Administration, eligible under 24 CFR §570.206(a).
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	530 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 10 positions = 9 FTE. Federal Grants Coordinator (1), Planners (8), and a Senior Clerk Typist (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

4	**Project Name**	Department of Community Services – Community Assistance Division
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG - $117,332
	Description	Provision of grant funds for administrative support of the DCS Community Assistance Division (CAD). This is a continuation project. CDBG funds will be used for General Program Administration, eligible under 24 CFR §570.206(a).
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	530 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 9 positions = 3 FTE. Branch Chief (1), Rehab Loan Specialists (2), Urban Rehab Inspectors (3), Rehab Loan Clerk (1), and Senior Clerk Typists (2). Time sheets are submitted to accurately reflect staff time being charged to the program.

5	**Project Name**	Department of Community Services – Community Based Development Division
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG - $989,569
	Description	Provision of grant funds for administrative support of the DCS Community-Based Development Division (CBDD). The City certifies that CDBG administrative funds will not be used to pay for staff time administering the ESG, HOPWA, and CoC programs. This is a continuation project. CDBG funds will be used for General Program Administration, eligible under 24 CFR §570.206(a).
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	715 South King Street, Suite 311, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 16 positions = 16 FTE. Administrator (1), Planners (12), Standards and Specifications Clerks (2), and a Senior Clerk Typist (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

6	**Project Name**	City and County of Honolulu - Department of Community Services - Down Payment Assistance Loan Program
	Target Area	Citywide
	Goals Supported	Housing – Down Payment Assistance
	Needs Addressed	Affordable Housing
	Funding	CDBG - $500,000
	Description	Provision of funds to provide zero interest loans to assist low and moderate income, first-time homebuyers. The City certifies that it will provide no more than 50% of the lender required down payment in accordance with 24 CFR 570.201(n). This is a new project. CDBG funds will be used to provide homeownership assistance, eligible under 24 CFR §570.201(n), and will meet the CDBG national objective described in in 24 CFR §570.208(a)(3), as an activity which provides or improves permanent residential structures that will be occupied by low/mod income households. The City certifies that it will provide no more than 50% of the lender required down payment in accordance with 24 CFR 570.201(n).
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately ten (10) low and moderate income, first-time homebuyers will benefit from the activities that will be supported under this project.
	Location Description	51 Merchant Street, Honolulu, Hawaii 96813
	Planned Activities	Approximately ten (10) low and moderate income, first-time homebuyers will be provided zero interest loans to meet down payment and closing cost required to qualify for a mortgage

7	**Project Name**	Department of Community Services – Rehabilitation Loan Program
	Target Area	Citywide
	Goals Supported	Housing – Rehabilitation Assistance
	Needs Addressed	Affordable Housing
	Funding	CDBG -- $100,000
	Description	Provision of funds for the City's Rehabilitation Loan Program, which provides low cost loans to low- and moderate-income homeowners island-wide to make repairs needed to meet basic housing standards, related to health and safety, and energy efficiency improvements. This is a continuation project. The City certifies that it will use RL funds before EN funds in accordance with CDBG regulations. CDBG funds will be used for Single-Unit Residential rehab, eligible under 24 CFR §570.202(a)(1), and will meet the CDBG national objective described in 24 CFR §570.208(a)(3), as an activity which provides or improves permanent residential structures that will be occupied by low/mod income households.
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately one (1) low- and moderate-income homeowner will benefit from the activities that will be supported under this project.
	Location Description	This project will support activities that will operate on a Citywide basis.
	Planned Activities	Approximately one (1) low- and moderate-income homeowner will be provided low cost loans to make repairs needed to meet basic housing standards, related to health and safety, and energy efficiency improvements.

8	**Project Name**	Department of Community Services – Work Readiness Program
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homeless
	Funding	CDBG - $320,000
	Description	Provision of grant funds for an employment and work readiness program for persons experiencing homelessness. Services include work readiness and life skills training, financial management, vocational training in a classroom or worksite setting, and job search skills training. This is a continuation project. CDBG funds will be used to provide employment services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 175 persons/families experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	1505 Dillingham Boulevard, Room 216, Honolulu, Hawaii 96817
	Planned Activities	Approximately 175 persons experiencing homelessness will be provided services including, but not limited to, work readiness and life skills training, financial management, vocational training in a classroom or worksite setting, and job search skills training.

9	**Project Name**	Department of Parks and Recreation - Rehabilitation of George Fred Wright Wahiawa District Park
	Target Area	Wahiawa NRSA
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG - $4,064,076
	Description	Provision of grant funds for the rehabilitation of George Fred Wright Wahiawa District Park gym, normal hours of operation are: Monday thru Saturday, 9 am – 9 pm. The City certifies that all areas rehabbed with CDBG funds will be open to the public during normal business hours, which was included in the Amended Action Plan. This is a new project. CDBG funds will be used to renovate a public park, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area (Wahiawa), where at least 51 percent of the residents are low- and moderate-income persons. Census Tracts served by the Wahiawa District Park are 90, 91, 92, 93, 94, 95.04, and 100.
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 15,123 residents of the Wahiawa community will benefit from the activities that will be supported under this project.
	Location Description	1129 Kilani Avenue, Wahiawa, Hawaii 96786
	Planned Activities	Rehabilitation of George Fred Wright Wahiawa District Park. In order of priority, the proposed rehabilitation improvements include, but are not limited to: 1. renovation of the gym's interior by replacing the entire electrical and lighting system, install new lights, a scoreboard, perform hazardous materials abatement, remove and replace gym bleachers, replacement of windows, doors, exterior wall louvers, renovate the gym office and bathrooms ($2,630,000); 2. replace existing roofing down and install new code compliant high wind resistant roofing system, install new gutters and downspouts ($340,000); 3. remove and replace existing hard wood flooring system and install a new multi-use sports flooring system ($625,000); 4. renovate the lower level gym boxing room to include new lighting, electrical wiring, ventilation system, and multi-use flooring system. Renovate existing bathroom facilities to include removal and replacement of existing fixtures, piping and flooring, and instillation of new ceramic tile ($680,000)

10	**Project Name**	Family Promise of Hawaii - Housing Placement for Homeless Families with Children
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Public Services
	Funding	CDBG - $82,000
	Description	Provision of grant funds for staff, contractual, and utilities costs for supportive services to families with children transitioning from homelessness to long term sustainable independence. This is a continuation project. CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 225 families with children transitioning from homelessness will benefit from the activities that will be supported under this project.
	Location Description	245 North Kukui Street, Suite 101, Honolulu, Hawaii 96817 and 69 Kainalu Drive, Kailua, Hawaii 96734
	Planned Activities	Approximately 225 families with children transitioning from homelessness will be provided services including, but is not limited to, weekly case management; housing; education and employment assistance; shower and laundry access, computer and telephone centers, family counseling, benefits enrollment support and referrals to other program services. Families are provided with emergency shelter at partnering congregations.

11	**Project Name**	Gregory House Programs - Housing Assitance for persons with HIV/AIDS
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Service
	Funding	CDBG - $12,000
	Description	Provision of grant funds to provide short term (one-time or no longer than three months) rental assistance to five individuals living with HIV/AIDS and their families. Yes, housing rent payments will be limited to emergency grant payments in addition to limiting the assistance to three months in accordance with 24 CFR 570.207(b)(4) This is a continuation project. The project is a Low-Mod Housing activity (Matrix Code 05S); however, it is being undertaken as a Public Service activity, eligible under 24 CFR §570.201(e), and the activity will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(C), an activity which requires income eligibility requirements which limit the activity exclusively to low and moderate income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately five (5) individuals living with HIV/AIDS and their families will benefit from the activities that will be supported under this project.
	Location Description	200 North Vineyard Blvd., A310, Honolulu, Hawaii 96817
	Planned Activities	Approximately five (5) individuals living with HIV/AIDS and their families will be provided short term (one-time or no longer than three months) rental assistance.

12	**Project Name**	Gregory House Programs - Supportive Services for persons with HIV/AIDS
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Service
	Funding	CDBG - $138,000
	Description	Provision of grant funds to provide supportive services, in the form of supplemental food and case management services, to 300 individuals and families with HIV/AIDS. This is a continuation project. CDBG funds will be used to provide supportive services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (persons living with HIV/AIDS) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 300 individuals and families with HIV/AIDS will benefit from the activities that will be supported under this project.
	Location Description	200 North Vineyard Blvd., A310, Honolulu, Hawaii 96817
	Planned Activities	Approximately 300 individuals and families with HIV/AIDS will be provided supportive services, in the form of supplemental food and case management services.

13	**Project Name**	Helping Hands Hawaii - Community Clearinghouse
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Services
	Funding	CDBG - $196,825
	Description	Provision of grant funds for operating costs for the Community Clearinghouse program which receives and provides donated goods (i.e., clothing, furniture and appliances) to low-income households and homeless individuals referred by partner agencies. Operating costs for the Community Clearinghouse will consist of Office Utilities, Office Maintenance, Supplies, insurance, Telephone, and Warehouse Vehicle Maintenance. This is a continuation project. CDBG funds will be used to provide services to LMI households, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(B), as an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3,610 low/moderate income persons will benefit from the activities that will be supported under this project.
	Location Description	2100 North Nimitz Highway, Honolulu, Hawaii 96819
	Planned Activities	Approximately 3,610 low/moderate income persons will be provided with furniture, household goods, and other basic necessities.

14	**Project Name**	City and County of Honolulu - Honolulu Fire Department - Hauula Fire Station
	Target Area	Hauula
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG - $1,000,000
	Description	Provision of grant funds for the construction of the Hauula fire station. This is a new project. CDBG funds will be used to construct a fire station, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons but predominantly services Census Tracts 102.01 and 102.02.
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 5,545 residents of the Hauula community will benefit from the activities that will be supported under this project.
	Location Description	The Tax Map Keys (TMK) are 54018064 and 54018065.
	Planned Activities	Construction of the Hauula fire station for low- and moderate-income neighborhoods currently being serviced by the Hauula Fire Station.

15	**Project Name**	City and County of Honolulu - Honolulu Fire Department - Kahuku Engine Apparatus
	Target Area	Kahuku
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG - $725,000
	Description	Provision of grant funds for the acquisition of an engine apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons but predominantly services Census Tracts 101 and 102.02.
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 9,435 residents of the Kahuku community will benefit from the activities that will be supported under this project.
	Location Description	56-460 Kamehameha Highway, Kahuku, Hawaii 96731
	Planned Activities	Acquisition of an engine apparatus for low- and moderate-income neighborhoods currently being serviced by the Kahuku Fire Station.

16	**Project Name**	City and County of Honolulu - Honolulu Fire Department - Kalihi Kai Engine Apparatus
	Target Area	Kalihi Kai
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG - $725,000
	Description	Provision of grant funds for the acquisition of an engine apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons but predominantly services Census Tracts 57, 58, and 59.
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 5,275 residents of the Kalihi Kai community will benefit from the activities that will be supported under this project.
	Location Description	1334 Nimitz Highway, Honolulu, Hawaii 96817
	Planned Activities	Acquisition of an engine apparatus for low- and moderate-income neighborhoods currently being serviced by the Kalihi Kai Fire Station.

17	**Project Name**	IHS, The Institute of Human Services, Inc. - Rapid Triage and Intensive Service Coordination for Vulnerable Homeless 2017
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homeless
	Funding	CDBG - $212,866
	Description	Provision of grant funds to provide outreach and case management to persons experiencing homelessness on Oahu. CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 200 persons experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	350 Sumner Street, Honolulu, Hawaii 96817 and 546 Kaaahi Street, Honolulu, Hawaii 96817
	Planned Activities	Approximately 200 persons experiencing homelessness will be provided intake and case management services.

18	**Project Name**	Parents and Children Together (PACT) - Family Peace Center Survivor and Children's Services
	Target Area	Citywide
	Goals Supported	Domestic Violence Services
	Needs Addressed	Public Service
	Funding	CDBG - $231,078
	Description	Provision of grant funds for PACT's Family Peace Center, which provides crisis-oriented case management, crisis-response group and in-person court or medical accompaniment to victims of domestic violence and their children. This is a continuation project. CDBG funds will be used to provide services to battered and abused spouses, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (battered spouses and children) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 340 victims of domestic violence will benefit from the activities that will be supported under this project.
	Location Description	1485 Linapuni Street, Suite 105, Honolulu, Hawaii 96819
	Planned Activities	Approximately 340 victims of domestic violence will be provided crisis-oriented case management, crisis-response group and in-person court or medical accompaniment.

19	**Project Name**	Parents and Children Together (PACT) - Ohia Domestic Violence Shelter Improvements
	Target Area	Citywide
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG - $426,000
	Description	Provision of grant funds for the renovation of PACT's Ohia shelter for victims of domestic violence and their children. CDBG funds will be used to rehab a domestic violence shelter, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (battered spouses) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 200 victims of domestic violence will benefit from the activities that will be supported under this project.
	Location Description	1485 Linapuni Street, Suite 105, Honolulu, Hawaii 96819
	Planned Activities	Renovation of PACT's Ohia shelter, which includes the expansion of space for group and private counseling, and provide a group living space and improved play area for children whose mothers are in counseling sessions or intake.

20	**Project Name**	Volunteer Legal Services Hawaii (VLSH) - Homeless Legal Access
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Public Service
	Funding	CDBG - $68,298
	Description	Provision of funds to provide civil legal support for persons experiencing homelessness. Operating costs will consist of a prorated share for comprehensive general liability insurance. CDBG Funds will be used to expand the current service by 200 clients. CDBG funds will be used to provide public services, eligible under 24 CFR 570.201 (e), and will meet the CDBG national objective described in 24 CFR 570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons. This is a continuation project.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 200 persons experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	545 Queen Street, Suite 100, Honolulu, Hawaii 96813
	Planned Activities	Approximately 200 persons experiencing homelessness will be provided specialized legal workshops on commonly encountered legal issues, including but not limited to, landlord/tenant; bench warrant recalls, consumer credit; employment; family law; and veterans benefits.

1	**Project Name**	Parents and Children Together (PACT) - Family Peace Center Survivor and Children's Services (CDBG – Public Service - ALTERNATE #1)
	Target Area	Citywide
	Goals Supported	Domestic Violence Services
	Needs Addressed	Public Service
	Funding	CDBG - $39,607
	Description	Provision of grant funds for PACT's Family Peace Center, which provides crisis-oriented case management, crisis-response group and in-person court or medical accompaniment to victims of domestic violence and their children. This is a continuation project. CDBG funds will be used to provide services to battered and abused spouses, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (battered spouses and children) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately sixty (60) victims of domestic violence will benefit from the activities that will be supported under this project.
	Location Description	1485 Linapuni Street, Suite 105, Honolulu, Hawaii 96819
	Planned Activities	Approximately sixty (60) victims of domestic violence will be provided crisis-oriented case management, crisis-response group and in-person court or medical accompaniment.

2	**Project Name**	Women in Need (WIN) - WIN Family Resource Center (CDBG – Public Service - ALTERNATE #2)
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Public Service
	Funding	CDBG - $125,657
	Description	Provision of grant funds to provide support services to sheltered and unsheltered persons experiencing homelessness. This is a continuation project. CDBG funds will be used to provide services to persons experiencing homelessness, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately thirty (30) persons experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	P.O. Box 414, Waimanalo, Hawaii 96795
	Planned Activities	Approximately thirty (30) persons experiencing homelessness will be provided services including, but are not limited to, outreach, case management, life skills training (classes in parenting, money management, goal setting, and personal development), employment assistance (classes in basic computer skills and employment seeking skills), and transitional support (employment and housing placement, and referrals to legal services).

3	**Project Name**	Kealahou West Oahu - Imua Project (CDBG – Public Service - ALTERNATE #3)
	Target Area	Kalaeloa
	Goals Supported	Homeless
	Needs Addressed	Public Service
	Funding	CDBG - $210,770
	Description	Provision of grant funds for supportive case management for clients who exit the Onelau'ena Shelter and transitioning into housing. The clients will be exiting the Onelau'ena Shelter and transitioning into housing. Services will be provided to individuals and families placed in temporary, transitional, or group housing. This is a new project. CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 240 persons experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	P.O.Box 75286, Kapolei, Hawaii 96707
	Planned Activities	Approximately 240 persons experiencing homelessness will be provided services including, but are not limited to, individual financial literacy, household budgeting, legal services, employment training, transportation services, micro enterprise development, anger management, addiction awareness, parenting, and early education referrals.

4	**Project Name**	Educational Services Hawaii Foundation - Career Readiness Project for Young Adults (CRPYA) (CDBG – Public Service - ALTERNATE #4)
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Service
	Funding	CDBG - $136,632
	Description	Provision of grant funds for the Career Readiness Project for Young Adults (CRPYA) is a pilot program that will provide support services to 60 young adults between ages 18 - 25, who were formerly or currently in the foster care system or kinship care. This is a new project. CDBG funds will be used to provide services to low/moderate income individuals, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(B), as an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately sixty (60) low/moderate income individuals will benefit from the activities that will be supported under this project.
	Location Description	2535 South King Street 304, Honolulu, Hawaii 96826
	Planned Activities	Approximately sixty (60) low/moderate income individuals will be provided services including, but not limited to, developing an individualized “Personal Success Plan”, career goal-setting, connecting with assistance programs, internships with CRPYA business partners, and exploring appropriate vocational and/or academic options.

5	**Project Name**	Young Women's Christian Association of Oahu (YWCA) - Transitional Housing for Women (CDBG – Public Service - ALTERNATE #5)
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Public Service
	Funding	CDBG - $114,623
	Description	Provision of grant funds for transitional housing, and social, life and financial skills to women who are homeless or at risk of homelessness with a focus on women transitioning out of prison. The project will have income eligibility requirements that limit the CDBG funded activity to exclusively low- and moderate-income persons. The service will be expanded to include family reunification through family events, and socialization through engagement in community service projects. CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(C), an activity which requires income eligibility requirements which limit the activity exclusively to low and moderate income persons.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately thirty (30) women experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	1040 Richards Street, Honolulu, Hawaii 96813
	Planned Activities	Approximately thirty (30) women experiencing homelessness will be provided transitional housing.

1	**Project Name**	Department of Parks and Recreation - Rehabilitation of George Fred Wright Wahiawa District Park (CDBG – Other - ALTERNATE #1)
	Target Area	Wahiawa NRSA
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Public Facilities
	Funding	CDBG - $210,924
	Description	Provision of grant funds for the rehabilitation of George Fred Wright Wahiawa District Park gym, normal hours of operation are: Monday thru Saturday, 9 am – 9 pm. The City certifies that all areas rehabbed with CDBG funds will be open to the public during normal business hours, which was included in the Amended Action Plan. This is a new project. CDBG funds will be used to renovate a public park, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area (Wahiawa), where at least 51 percent of the residents are low- and moderate-income persons. Census Tracts served by the Wahiawa District Park are 90, 91, 92, 93, 94, 95.04, and 100.
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 15,123 residents of the Wahiawa community will benefit from the activities that will be supported under this project.
	Location Description	1129 Kilani Avenue, Wahiawa, Hawaii 96786
	Planned Activities	Rehabilitation of George Fred Wright Wahiawa District Park. In order of priority, the proposed rehabilitation improvements include, but are not limited to: 1. renovation of the gym's interior by replacing the entire electrical and lighting system, install new lights, a scoreboard, perform hazardous materials abatement, remove and replace gym bleachers, replacement of windows, doors, exterior wall louvers, renovate the gym office and bathrooms ($2,630,000); 2. replace existing roofing down and install new code compliant high wind resistant roofing system, install new gutters and downspouts ($340,000); 3. remove and replace existing hard wood flooring system and install a new multi-use sports flooring system ($625,000); 4. renovate the lower level gym boxing room to include new lighting, electrical wiring, ventilation system, multi-use flooring system and bathroom ($680,000).

2	**Project Name**	City and County of Honolulu - Honolulu Fire Department - Waianae Engine Apparatus (CDBG – Other - ALTERNATE #2)
	Target Area	Waianae
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG - $725,000
	Description	Provision of grant funds for the acquisition of an engine apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons but predominantly services Census Tracts 96.08, 97.01, 97.03, 97.04, 98.01, and 98.02.
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 26,585 residents of the Waianae community will benefit from the activities that will be supported under this project.
	Location Description	85-645 Farrington Highway, Waianae, Hawaii 96792
	Planned Activities	Acquisition of an engine apparatus for low- and moderate-income neighborhoods currently being serviced by the Waianae Fire Station.

3	**Project Name**	City and County of Honolulu - Honolulu Fire Department - Kuakini Engine Apparatus (CDBG – Other - ALTERNATE #3)
	Target Area	Kuakini
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG - $725,000
	Description	Provision of grant funds for the acquisition of an engine apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons but predominantly services Census Tracts 47, 48, 49, 50, 51, 53, 54, 55, and 56.
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 23,300 residents of the Kuakini community will benefit from the activities that will be supported under this project.
	Location Description	601 North Kuakini Street, Honolulu, Hawaii 96817
	Planned Activities	Acquisition of an engine apparatus for low- and moderate-income neighborhoods currently being serviced by the Kuakini Fire Station.

4	**Project Name**	City and County of Honolulu - Honolulu Fire Department - Nanakuli Engine Apparatus (CDBG – Other - ALTERNATE #4)
	Target Area	Nanakuli
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG - $725,000
	Description	Provision of grant funds for the acquisition of an engine apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons but predominantly services Census Tracts 86.11, 96.03, 96.08, and 9400.02..
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 22,400 residents of the Nanakuli community will benefit from the activities that will be supported under this project.
	Location Description	89-334 Nanakuli Avenue, Nanakuli, Hawaii 96792
	Planned Activities	Acquisition of an engine apparatus for low- and moderate-income neighborhoods currently being serviced by the Nanakuli Fire Station.

5	**Project Name**	City and County of Honolulu - Honolulu Fire Department - McCully-Moiliili Engine Apparatus (CDBG – Other - ALTERNATE #5)
	Target Area	McCully-Moiliili
	Goals Supported	Public Facility (Non-Homeless)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG - $725,000
	Description	Provision of grant funds for the acquisition of an engine apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons but predominantly services Census Tracts 13, 14, 21, 22.01, 22.02, 23, 24.01, 24.02, 26, 27.01, and 28.
	Target Date of Completion	June 30, 2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 32,370 residents of the McCully-Moiliili community will benefit from the activities that will be supported under this project.
	Location Description	2425 Date Street, Honolulu, Hawaii 96826
	Planned Activities	Acquisition of an engine apparatus for low- and moderate-income neighborhoods currently being serviced by the McCully-Moiliili Fire Station.

1	**Project Name**	Department of Budget and Fiscal Services – Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOME - $107,835
	Description	Provision of grant funds for the administration and coordination of the City's HOME program. This is a continuation project. HOME funds will be utilized to provide administrative costs, eligible under 24 CFR § 92.207(a)(1).
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	530 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Partial funding for 10 positions = 1 FTE. Federal Grants Coordinator (1), Planners (8), and a Senior Clerk Typist (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

2	**Project Name**	Department of Community Services - Down Payment Loan Program
	Target Area	Citywide
	Goals Supported	Housing – Down Payment Assistance
	Needs Addressed	Affordable Housing
	Funding	HOME - $250,000
	Description	Provision of grant funds to assist low income, first- time homebuyers. This is a continuation project. HOME funds will be utilized to provide assistance to home buyers, eligible under 24 CFR § 92.206(c).
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 low income first- time homebuyers will benefit from the activities that will be supported under this project.
	Location Description	842 Bethel Street Honolulu, Hawaii 96813 and 1000 Uluohia Street Kapolei, Hawaii 96707
	Planned Activities	Approximately 10 low income first- time homebuyers will be provided zero interest down payment loans.

3	**Project Name**	Housing First Rental Assistance Program
	Target Area	Citywide
	Goals Supported	Housing First – Housing
	Needs Addressed	Homelessness
	Funding	HOME - $1,200,000
	Description	Provision of grant funds to provide Housing First rental assistance services to eligible low income persons. HOME funds will be utilized to provide tenant-based rental assistance, including security deposits, eligible under 24 CFR § 92.209.
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 low income households will benefit from the activities that will be supported under this project.
	Location Description	715 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Approximately 100 low income households will be provided Housing First rental assistance.

4	**Project Name**	Department of Community Services - Tenant Based Rental Assistance Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOME - $172,080
	Description	Provision of grant funds for the administration and coordination of the City's TBRA program. This is a continuation project. HOME funds will be utilized to provide administrative costs, eligible under 24 CFR § 92.207(a)(1).
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	715 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Partial funding for 6 positions = 6 FTE. Administrator (1), Housing Assistant (1), Community Service Specialists (2), Planner (1), Clerk Typist (1), and Accountant III (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

5	**Project Name**	Department of Community Services - Tenant Based Rental Assistance Program
	Target Area	Citywide
	Goals Supported	Homeless Prevention
	Needs Addressed	Homelessness
	Funding	HOME - $1,200,000
	Description	Provision of grant funds to expand rental assistance services to eligible low -income persons. This is a continuation project. HOME funds will be utilized to provide tenant-based rental assistance, including security deposits, eligible under 24 CFR § 92.209.
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 80 low income households will benefit from the activities that will be supported under this project.
	Location Description	715 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Approximately 80 low income households will be provided rental assistance.

6	**Project Name**	Community Housing Development Organization
	Target Area	Primary Urban Center (Honolulu)
	Goals Supported	Housing - Development
	Needs Addressed	Affordable Housing
	Funding	HOME - $456,651
	Description	Provision of grant funds to develop approximately two (2) affordable rental housing units for households at or below 60% Area Median Income (AMI). This is a new project. HOME funds will be utilized to develop and support affordable rental housing, through new construction, eligible under 24 CFR §92.206.
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately two (2) low income households will benefit from the activities that will be supported under this project.
	Location Description	715 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Construction of two (2) affordable rental units for low households.

1	**Project Name**	Catholic Charities Hawaii - Maililand Transitional Shelter
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG - $5,000; City General Funds - $72,625
	Description	Provision of grant funds for operating costs for a transitional shelter for families. No ESG funds will be used for staff costs. This is a continuation project. ESG funds will be utilized for operating costs, eligible under 24 CFR §576.102.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately fifty (50) households experiencing homelessness that will be supported under this project.
	Location Description	87-190 and 87-191 Maliona Street, Waianae Hawaii 96792
	Planned Activities	Approximately fifty (50) households experiencing homelessness will be provided transitional shelter.

2	**Project Name**	Child and Family Services - Domestic Abuse Shelters
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG - $5,000; City General Funds - $55,000
	Description	Provision of grant funds for operating costs for transitional apartments and emergency shelters for homeless individuals that are victims of domestic abuse. No ESG funds will be used for staff costs. This is a continuation project. ESG funds will be utilized for operating costs, eligible under 24 CFR §576.102.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 500 victims of domestic violence will benefit from the activities that will be supported under this project.
	Location Description	Location Suppressed
	Planned Activities	Approximately 500 victims of domestic violence will be provided emergency shelter.

3	**Project Name**	Department of Community Services - Homeless Management Information System (HMIS)
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - $35,000
	Description	Provision of grant funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area. ESG funds will be utilized for the HMIS component, eligible under 24 CFR § 576.107.
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	This project is data collection only
	Location Description	715 South King Street, Suite 311, Honolulu, Hawaii 96813
	Planned Activities	HMIS is designated as the homeless Continuum of Care data collection, management and reporting system and is used to collect and maintain client-level data as well as data on the provision of housing and services in the region. Data is pulled from the system for HUD reporting.

4	**Project Name**	Department of Community Services - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	ESG - $10,912; City General Funds - $45,872
	Description	Provision of grant funds for administrative costs related to the Emergency Solutions Grant (ESG) program. This is a continuation project. ESG funds will be utilized to provide administrative costs, eligible under 24 CFR § 576.108.
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	715 South King Street, Suite 311, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 2 positions = 1 FTE. Senior Clerk Typist (1) and a Planner (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

5	**Project Name**	Hale Kipa - Emergency Youth Shelters
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - $53,000
	Description	Provision of grant funds for essential services for homeless youth. This is a continuation project. ESG funds will be utilized to provide essential services, eligible under 24 CFR §576.102.
	Target Date of Completion	August 31, 2016
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 175 persons experiencing homelessness will be supported under this project.
	Location Description	1828 Makuahine St., Honolulu, Hawaii 96819 and 91-1259 Renton Rd., Ewa Beach, Hawaii 96706.
	Planned Activities	Approximately 175 persons experiencing homelessness will be provided emergency shelter.

6	**Project Name**	IHS, The Institute for Human Services - Homelessness Prevention and Rapid Re-Housing
	Target Area	Citywide
	Goals Supported	Homeless Prevention
	Needs Addressed	Homelessness
	Funding	ESG - $ 305,453 Homelessness Prevention - $130,657 Rapid Re-Housing - $164,105 Administrative Cost - $ 10,691 $305,453
	Description	Provision of grant funds for financial assistance, housing relocation and stabilization services for a homelessness prevention and rapid re-housing program. This is a continuation project. ESG funds will be utilized to provide homeless prevention assistance, eligible under 24 CFR §576.103, rapid re-housing assistance, eligible under 24 CFR §576.104, administrative costs, eligible under 24 CFR § 576.108.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 110 persons experiencing homelessness or at-risk of becoming homeless will be supported under this project.
	Location Description	916 Ka'amahu Place #A, Honolulu, Hawaii 96817
	Planned Activities	Approximately 55 persons experiencing homelessness and 55 at-risk of becoming homeless will be provided financial assistance, housing relocation and stabilization services.

7	**Project Name**	IHS, The Institute for Human Services - Sumner Street Emergency Shelter
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - $184,000
	Description	Provision of grant funds for operating costs and essential services at the Sumner Street Emergency Shelter for Men. This is a continuation project. ESG funds will be utilized to provide essential services and operating costs, eligible under 24 CFR §576.102.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 700 males experiencing homelessness will be supported under this project.
	Location Description	350 Sumner Street, Honolulu, Hawaii 96817
	Planned Activities	Approximately 700 males experiencing homelessness will be provided emergency shelter.

8	**Project Name**	Kalihi-Palama Health Center – Emergency Relief Program
	Target Area	Citywide
	Goals Supported	Homeless Prevention
	Needs Addressed	Homelessness
	Funding	ESG - $ 200,000 Homelessness Prevention - $ 64,634 Rapid Re-Housing - $135,366 $200,000
	Description	Provision of grant funds for financial assistance, housing relocation and stabilization services for a homelessness prevention and rapid re-housing program. This is a new project. ESG funds will be utilized to provide homeless prevention assistance, eligible under 24 CFR §576.103 and rapid re-housing assistance, eligible under 24 CFR §576.104.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately fifty-six (56) households experiencing homelessness or at-risk of becoming homeless will be supported under this project.
	Location Description	915 North King Street, Honolulu, Hawaii 96817
	Planned Activities	Approximately thirty-six (36) households experiencing homelessness and twenty (20) households at-risk of becoming homeless will be provided financial assistance, housing relocation and stabilization services.

9	**Project Name**	Parents and Children Together – Ohia Domestic Violence Shelter
	Target Area	Citywide
	Goals Supported	Homeless Services / Homeless Prevention
	Needs Addressed	Homelessness
	Funding	ESG - $94,957; City General Funds - $76,870 Shelter (City Funds) $ 50,000 Rapid Re-Housing (City Funds) $ 26,870 Rapid Re-Housing (ESG Funds) $ 94,527 $171,397
	Description	Provision of grant funds for emergency shelter operations and rapid re-housing assistance for victims of domestic violence. The City acknowledges that the project must meet the ESG standards for providing assistance. This is a new project. ESG funds will be utilized to provide essential services and operating costs, eligible under 24 CFR §576.102 and rapid re-housing assistance, eligible under 24 CFR §576.104.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately sixty (60) persons experiencing homelessness will be supported under this project.
	Location Description	Location suppressed
	Planned Activities	Approximately sixty (60) persons experiencing homelessness will be provided emergency shelter and sixteen (16) households experiencing homelessness will be provided financial assistance, housing relocation and stabilization services.

10	**Project Name**	United States Veterans Initiative – Emergency Shelters for Homeless Veterans
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - $ 75,375
	Description	Provision of grant funds for operating costs and essential services for Senior HOPTEL and Single Male HOPTEL, emergency shelter for homeless veterans. The City acknowledges that the project must meet the ESG standards for providing assistance. This is a new project. ESG funds will be utilized to provide essential services and operating costs, eligible under 24 CFR §576.102.
	Target Date of Completion	August 31, 2016
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 150 veterans experiencing homelessness will be supported under this project.
	Location Description	2343 Amokemoke Street, Pearl City, Hawaii 96782 and 1175 Hookahi Street, Pearl City, Hawaii 96782
	Planned Activities	Approximately 150 veterans experiencing homelessness will be provided emergency shelter.

11	**Project Name**	United States Veterans Initiative –Rapid Re-Housing
	Target Area	Citywide
	Goals Supported	Homeless Prevention
	Needs Addressed	Homelessness
	Funding	City General Funds - $93,150
	Description	Provision of grant funds for financial assistance, housing relocation and stabilization services for a rapid re-housing program. This is a continuation project. ESG funds will be utilized to provide rapid re-housing assistance, eligible under 24 CFR §576.104.
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately fifteen (15) households experiencing homelessness will be supported under this project.
	Location Description	85-638 Farrington Hwy., Waianae, Hawaii 96792.
	Planned Activities	Approximately fifteen (15) households at-risk of becoming homelessness will be provided financial assistance, housing relocation and stabilization services.

1	**Project Name**	Department of Community Services - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOPWA - $13,193
	Description	Provision of funds for administrative support of the HOPWA program. HOPWA funds will be utilized to provide payment of reasonable administrative expense, eligible under 24 CFR §574.300(b)(10)(i).
	Target Date of Completion	June 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only. Beneficiaries of the projects and activities it supports will be reported within each direct assistance activity.
	Location Description	715 South King Street, Suite 311, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 1 position = .5 FTE. Planner (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

2	**Project Name**	Gregory House Programs - Financial Assistance and Support Services for Persons with HIV/AIDS
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Service
	Funding	HOPWA - $354,909
	Description	Provision of funds for tenant-based rental assistance, short-term rent/mortgage/utility assistance, supportive services, and administrative expenses to support persons with HIV/AIDS. HOPWA funds will be utilized to provide the following: Project- or tenant-based rental assistance ($303,159), eligible under 24 CFR § 574.300(b)(5);Short-term rent, mortgage, and utility payments ($12,000), eligible under 24 CFR § 574.300(b)(6);Supportive services ($15,750), eligible under 24 CFR § 574.300(b)(7); and Payment of reasonable administrative expense ($24,000), eligible under 24 CFR § 574.300(b)(10)(ii).
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 35 persons with HIV/AIDS and their families will be supported under this project.
	Location Description	200 North Vineyard Boulevard, Suite A310, Honolulu, Hawaii 96818
	Planned Activities	Approximately 35 persons with HIV/AIDS and their families will be provided tenant-based rental assistance, short-term rent/mortgage/utility assistance, and supportive services.

3	**Project Name**	Life Foundation - Support Services for Persons with HIV/AIDS
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Service
	Funding	HOPWA - $72,692
	Description	Provision of funds for supportive services to support persons with HIV/AIDS. HOPWA funds will be utilized to provide supportive services ($72,692), eligible under 24 CFR § 574.300(b)(7).
	Target Date of Completion	August 31, 2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 150 persons with HIV/AIDS and their families will be supported under this project.
	Location Description	677 Ala Moana Boulevard, Honolulu, Hawaii 96813
	Planned Activities	Approximately 150 persons with HIV/AIDS will be provided supportive services.

Table 12 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

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

The City's Housing First Model to end homelessness will target the Waianae Coast, Downtown Honolulu, and East Honolulu areas.

In addition there has been no change to the Wahiawa NRSA application; therefore, their previously approved NRSA application was submitted in the ConPlan for HUD approval.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	49.30%
Downtown Honolulu	3.48%
East Honolulu	2.58%
Hauula	6.46%
Kahuku	4.68%
Kalihi Kai	4.68%
Waianae Coast	2.58%
Wahiawa NRSA	26.24%

Table 13 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The areas for the City's Housing First Model to end homelessness are local priority areas based on the City's strategic development scheme and assessment.

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

Discussion

The City commenced its Housing First Scattered Site Model to reduce chronic homelessness in the City and County of Honolulu.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

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

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

One Year Goals for the Number of Households to be Supported	
Homeless	180
Non-Homeless	16
Special-Needs	0
Total	196

Table 14 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	180
The Production of New Units	0
Rehab of Existing Units	1
Acquisition of Existing Units	15
Total	196

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

Discussion:

See above.

AP-60 Public Housing – 91.220(h)

Introduction:

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

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

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

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

Not applicable.

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

Not applicable.

Discussion:

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

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

Introduction

Homelessness is the top priority of the City Administration and City Council. It is also a top concern expressed by the public. The dire situation is captured by data collected and reported through the State's 2014 Homeless Service Utilization Report and Point in Time Count Report.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including: Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs:

Within the Partners In Care - Oahu Continuum of Care (PIC), there are providers who specialize in providing outreach and assistance to homeless individuals and families.

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

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) Act, enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, revised the Emergency Shelter Grants program and renamed it the HEARTH Act Emergency Solutions Grants (ESG) program and referred to as the Emergency Solutions Grants Program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs. Under the 1999 Continuum of Care Homeless Assistance Program competitive grant there are three categories: Supportive Housing Program (SHP), Shelter Plus Care Program (S+C) and Moderate Rehabilitation for Single Room Occupancy Dwellings Program (SRO). The Transitional Housing Program element of the Supportive Housing Program provides rehabilitation funding to create transitional shelters for the homeless, as well as operating funds for supportive services programs. The Supplemental Assistance For Facilities To Assist The Homeless Program (SAFAH) supplements assistance provided under the Emergency Solutions Grants (ESG) Program or Supportive Housing Program. These funds can be used for emergency shelters, transitional and permanent housing, supportive services, property acquisition/rehabilitation and operating expenses.

The City will continue to utilize the Emergency Solutions Grant to fund Emergency Shelter Services (essential services and operational costs) to assist shelters and transitional housing programs with the operating costs of those facilities. Rapid Re-Housing, under ESG, allows persons in emergency and transitional housing programs that come from the streets and or shelters to be quickly housed.

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

The Housing First approach to end homelessness represents the City's broad and long-term strategy for ending homelessness.

Also, the Continuum-in-Care Oahu (Partners-in-Care Oahu) is actively involved in identifying priorities for allocating ESG funds. A vulnerability assessment indexing tool is utilized to ensure that needs of eligible clients are addressed successfully and it requires benchmarking, e.g. Homeless Management Information System (HMIS) and Point in Time Count reporting.

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

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

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

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

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

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

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

Discussion:

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

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

AP-70 HOPWA Goals – 91.220 (l)(3)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	6
Tenant-based rental assistance	35
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	41

Table 16 - Number of Households to be Provided Housing through HOPWA Funds

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

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

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

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

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

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

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

Discussion:

See above.

AP-85 Other Actions – 91.220(k)

Introduction:

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

Actions planned to address obstacles to meeting underserved needs:

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

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

Actions planned to foster and maintain affordable housing:

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

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

Actions planned to reduce lead-based paint hazards:

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

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

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

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

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

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

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

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

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

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

Actions planned to develop institutional structure:

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

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

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

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

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

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

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

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

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

Discussion:

See above.

Program Specific Requirements

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

Introduction:

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

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

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	$525,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	$0
3. The amount of surplus funds from urban renewal settlements	$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	$0
5. The amount of income from float-funded activities	$1,511,411
Total Program Income	**$2,036,411**

Other CDBG Requirements:

1. The amount of urgent need activities	$0

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

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

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

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

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

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

Currently the City does not use HOME funds to acquire units. However, if units are acquired with HOME funds, the City will utilize both the recapture and resale provisions to ensure the affordability of units acquired with HOME funds. The provision will be determined based on underwriting criteria at the time of review and negotiation of the funding to the project. The provision will be described in the contract between the City and the Developer.

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

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

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

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

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

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

Hale O Malama (HOM) is the Honolulu Continuum of Care Coordinated Entry System. It operates as a central gathering point of client data, case conferences, and referrals throughout the continuum. At this time, client data consists primarily of information gathered through the Vulnerability Index – Service Prioritization and Decision Assistance Tool (VI-SPDAT) which is collected by outreach workers and shelter case managers.

The non-profit PHOCUSED serves as the backbone support organization on behalf of the Honolulu CoC to assist in the setup and planning work around, entering in the VI-SPDATs, convening regional case conferences, conducting trainings, and coordinating referrals with the CoC. HOM is comprised of CoC funded partners as well as non-traditional providers of care to homeless populations from the healthcare sector.

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

In August 2015, a draft allocation for the FY17 Emergency Solutions Grant (ESG) program was approved by the City's Department of Community Service's Director. The funding levels remained relatively the same as those for FY16 when the funding allocations were updated to better align the ESG program with the City's Housing First Initiative.

The City solicited input from Partners in Care (PIC), the City and County of Honolulu's Continuum of Care, through a presentation of the FY17 allocation at PIC's August 2, 2015 planning committee meeting. During the presentation, while there were no objections to the allocations, it was determined that the committee would be in a better position to assess the allocation after PIC completed its mapping of homeless resources. PIC members were also given the opportunity to provide written comments to the City's Department of Community Services by September 15, 2015. No comments were received by that date.

A Request for Proposals (RFP) was released on January 5, 2016. Potential

applicants were informed of the RFP on January 5, 2016, through a public notice in the Star-Advertiser, an email to the 500+ stakeholders who had registered with Budget and Fiscal Services' HUD funding opportunities email notification system, an email to the 130+ members of PIC's Google Groups email list, and an announcement made during PIC's January 19, 2916 general meeting.

Hard copies of the application were available for pick-up at the Department of Community Services main office. Electronic versions were also available on request. An informational meeting was held on January 20, 2016 from 10:00 a.m. to 11:00 a.m. During the meeting, an overview of the ESG program and the RFP process was given which was followed by a question and answer period. Interested parties were also provided the opportunity to ask questions via phone calls or emails to the.

All of the proposals were reviewed for eligibility by a City staff member, before being forwarded to a three member selection committee comprised of City staffers which evaluated and scored all eligible proposals.

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

In developing ESG policies and funding allocations, the City works with PIC, the Honolulu CoC's decision making body that consists of government agencies, non-profit service providers, faith-based groups, other community agencies and consumers.

PIC actively works to engage homeless and formerly homeless persons and has reserved a position on its Executive Committee for a homeless or formerly homeless person.

5. Describe performance standards for evaluating ESG.

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

Discussion:

See above.

Appendix 1

EMERGENCY SOLUTIONS GRANT PROGRAM STANDARDS

CITY AND COUNTY OF HONOLULU
EMERGENCY SOLUTIONS GRANT PROGRAM STANDARDS

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

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

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

I. PROGRAM-WIDE POLICIES AND PROCEDURES

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

a. Coordination among Providers

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

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

1. Participation in Partners In Care

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

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

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

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

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

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

2. City Sponsored Discussions and Opportunities

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

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

3. Participation with Other Groups

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

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

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

b. Participation of Homeless Persons

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

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

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

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

d. Housing Standards

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

e. Definition of Homeless and At-Risk of Homelessness

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

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

II. STREET OUTREACH – SPECIFIC PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. EMERGENCY SHELTERS – SPECIFIC PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

c. Discharge Policy / Maximum Length of Stay

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

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

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

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

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

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

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

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

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

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

IV. HOMELESSNESS PREVENTION – SPECIFIC PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional limitations on housing relocation and stabilization services are:

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

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

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

V. RAPID RE-HOUSING SPECIFIC PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

Additional limitations on housing relocation and stabilization services are:

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

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

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

Homeless Definition

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

EXHIBIT A-1

At Risk of Homelessness

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

Appendix 2

APPLICATIONS FOR FEDERAL ASSISTANCE

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City and County of Honolulu

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
99-6001257	0777016470000

d. Address:

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

e. Organizational Unit:

Department Name:	Division Name:
Budget and Fiscal Services	Fiscal/CIP Administration

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

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

Title: Federal Grants Coordinator

Organizational Affiliation:

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

* Email: hkawano@honolulu.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Twenty-Second Year Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1 & 2
* b. Program/Project: 1 & 2

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016
* b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	7,285,838.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	1,480,614.00
* f. Program Income	2,036,411.00
* g. TOTAL	10,802,863.00

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

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

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

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix:	Mr.
* First Name:	Nelson
Middle Name:	H.
* Last Name:	Koyanagi
Suffix:	Jr.
* Title:	Director of Budget and Fiscal Services
* Telephone Number:	(808) 768-3901
Fax Number:	(808) 768-3179
* Email:	nkoyanagi@honolulu.gov
* Signature of Authorized Representative:	Nelson Koyanagi
* Date Signed:	AUG 15 2016

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City and County of Honolulu

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
99-6001257	0777016470000

d. Address:

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

e. Organizational Unit:

Department Name:	Division Name:
Budget and Fiscal Services	Fiscal/CIP Administration

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

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

Title: Federal Grants Coordinator

Organizational Affiliation:

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

* Email: hkawano@honolulu.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

HOME Investment Partnerships Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Twenty-Second Year Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1 & 2
* b. Program/Project: 1 & 2

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016
* b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	2,302,379.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	508,992.00
* f. Program Income	575,195.00
* g. TOTAL	3,386,566.00

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

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

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

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

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

- [x] ** I AGREE

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

Authorized Representative:

Prefix: Mr.
* First Name: Nelson
Middle Name: H.
* Last Name: Koyanagi
Suffix: Jr.

* Title: Director of Budget and Fiscal Services

* Telephone Number: (808) 768-3901
Fax Number: (808) 768-3179

* Email: nkoyanagi@honolulu.gov

* Signature of Authorized Representative: Nelson Koyanagi
* Date Signed: AUG 15 2016

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City and County of Honolulu

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
99-6001257	0777016470000

d. Address:

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

e. Organizational Unit:

Department Name:	Division Name:
Budget and Fiscal Services	Fiscal/CIP Administration

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

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

Title: Federal Grants Coordinator

Organizational Affiliation:

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

* Email: hkawano@honolulu.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grants Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Twenty-Second Year Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1 & 2
* b. Program/Project: 1 & 2

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016
* b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	655,892.00
* b. Applicant	
* c. State	
* d. Local	655,892.00
* e. Other	
* f. Program Income	
* g. TOTAL	1,311,784.00

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

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

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Authorized Representative:

Prefix:	Mr.
* First Name:	Nelson
Middle Name:	H.
* Last Name:	Koyanagi
Suffix:	Jr.
* Title:	Director of Budget and Fiscal Services
* Telephone Number:	(808) 768-3901
Fax Number:	(808) 768-3179
* Email:	nkoyanagi@honolulu.gov
* Signature of Authorized Representative:	Nelson Koyanagi
* Date Signed:	AUG 15 2016

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
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* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

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8. APPLICANT INFORMATION:

* a. Legal Name: City and County of Honolulu

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99-6001257	0777016470000

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e. Organizational Unit:

Department Name:	Division Name:
Budget and Fiscal Services	Fiscal/CIP Administration

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

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Middle Name:
* Last Name: Kawano
Suffix:

Title: Federal Grants Coordinator

Organizational Affiliation:

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

* Email: hkawano@honolulu.gov

Application for Federal Assistance SF-424

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B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-241

CFDA Title:

Housing Opportunities for Persons With AIDS

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Twenty-Second Year Action Plan

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Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 1 & 2
* b. Program/Project: 1 & 2

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016
* b. End Date: 06/30/2017

18. Estimated Funding ($):

* a. Federal	439,761.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	1,033.00
* f. Program Income	
* g. TOTAL	440,794.00

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

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

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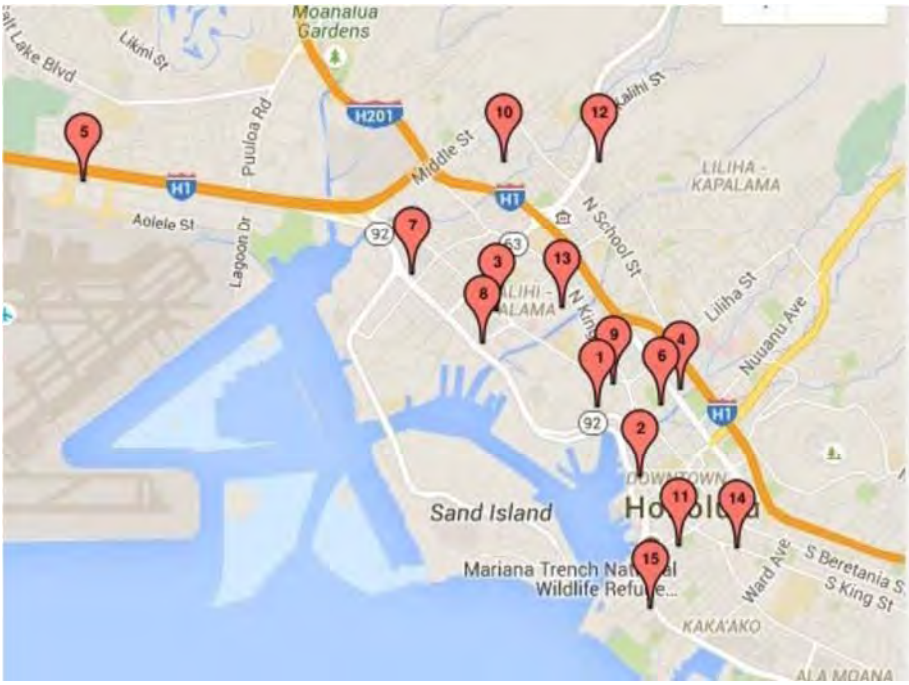
Prefix:	Mr.
* First Name:	Nelson
Middle Name:	H.
* Last Name:	Koyanagi
Suffix:	Jr.
* Title:	Director of Budget and Fiscal Services
* Telephone Number:	(808) 768-3901
Fax Number:	(808) 768-3179
* Email:	nkoyanagi@honolulu.gov
* Signature of Authorized Representative:	Nelson Koyanagi
* Date Signed:	AUG 15 2016

Appendix 3

MAPS



1 CDBG & ESG - IHS (HPRP Program & Sumner Shelter)

2 CDBG & HOME - DCS - Rehabilitation Loan and DownPayment Loan Programs

3 CDBG & HOME - DCS - Work Readiness Program / TBRA Program

4 CDBG & HOPWA - Gregory House Programs

5 CDBG - Adult Friends for Youth

6 CDBG - Family Promise of Hawaii

7 CDBG - Helping Hands Hawaii

8 CDBG - HFD - Kalihi Kai Engine Apparatus

9 CDBG - IHS, The Institute of Human Services, Inc. (Kaaahi Shelter)

10 CDBG - Parents and Children Together

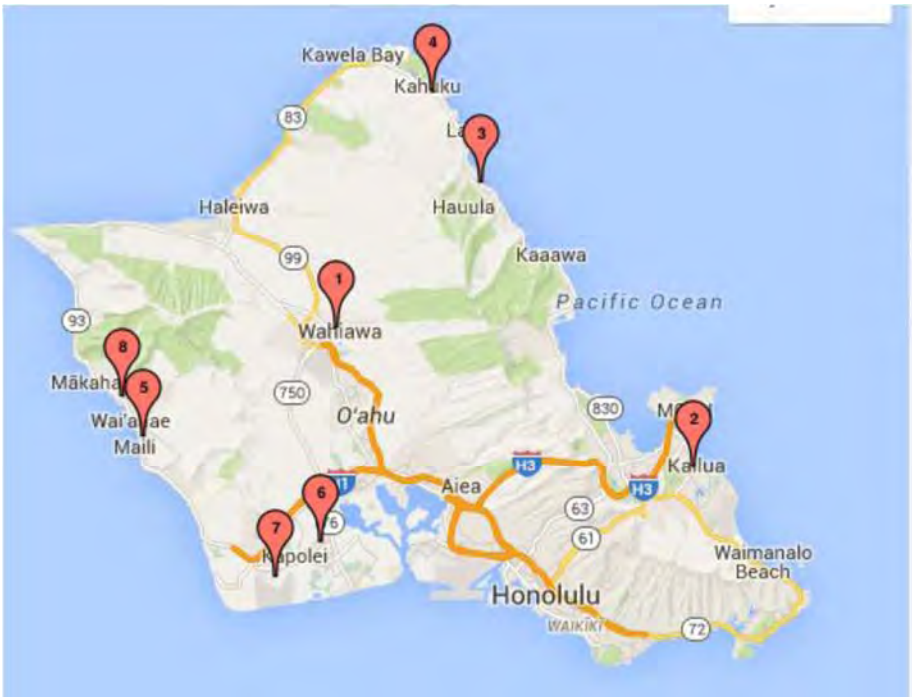
11 CDBG - Volunteer Legal Services Hawaii

12 ESG - Hale Kipa, Inc.

13 ESG - Kalihi-Palama Health Center

14 HOME - DCS - Housing First Program

15 HOPWA - Life Foundation



1 CDBG - DPR - Rehabilitation of George Fred Wright Wahiawa District Park

2 CDBG - Family Promise of Hawaii

3 CDBG - HFD - Hauula Fire Station

4 CDBG - HFD - Kahuku Engine Apparatus

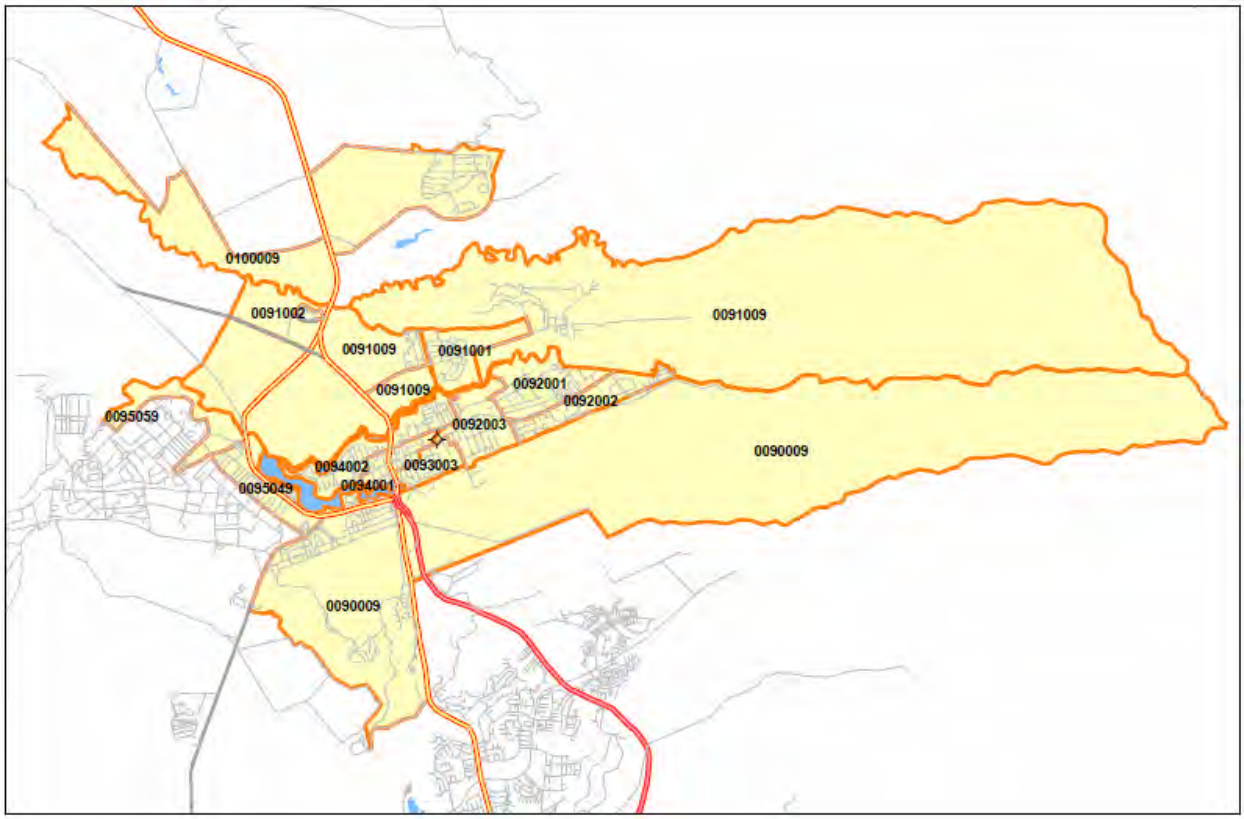
5 ESG - Catholic Charities Hawaii

6 ESG - Hale Kipa, Inc.

7 ESG - U.S.Vets (Emergency Housing Services)

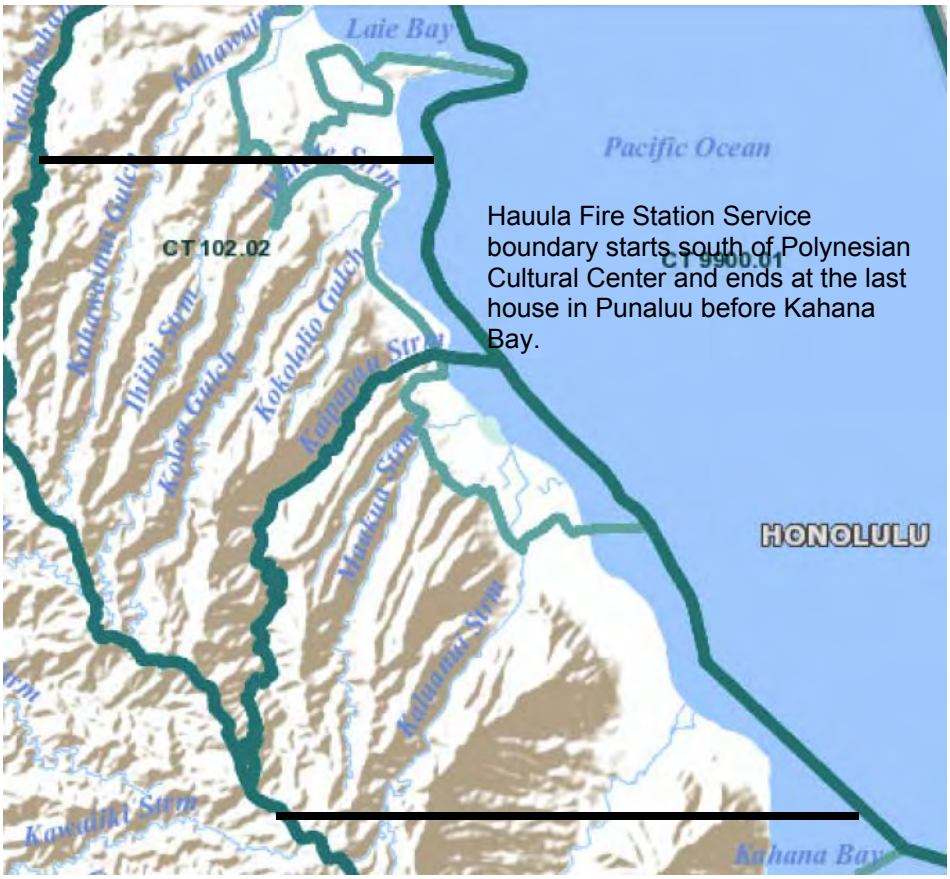
8 ESG - U.S.Vets (Rapid Re-Housing)

Wahiawa District Park



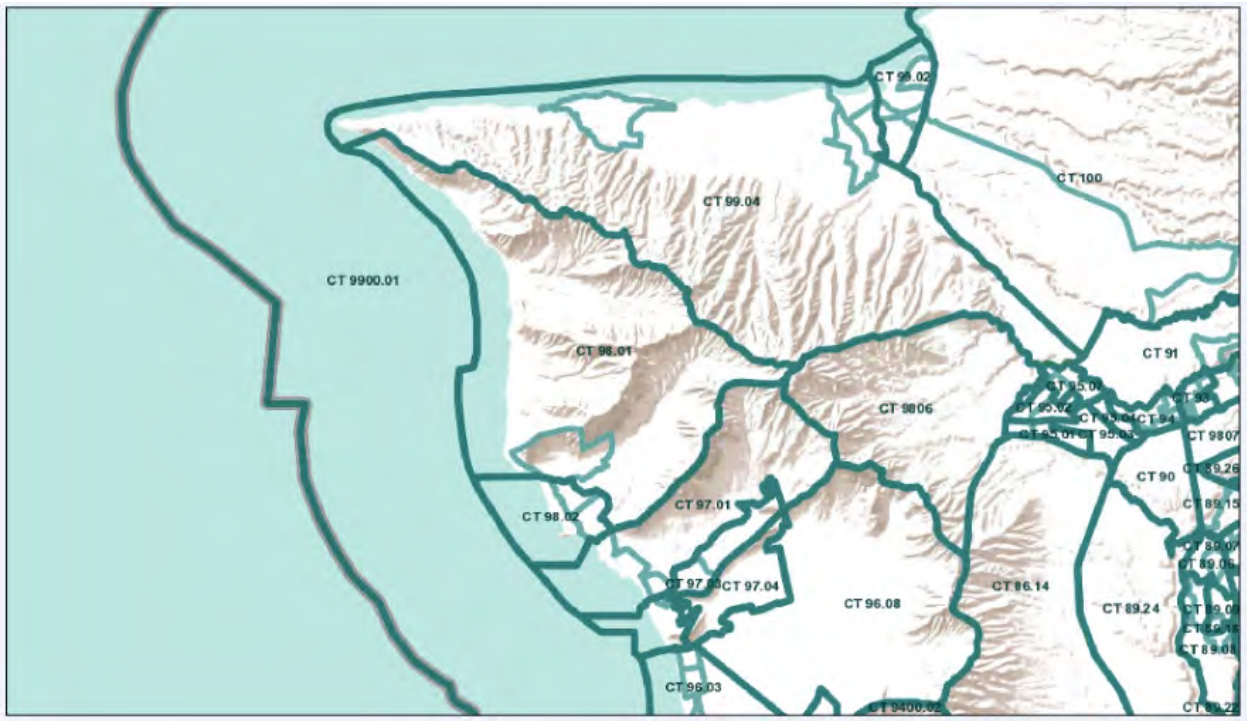
Block Group	L/M	L/M Univ	L/M%
90009 1719		2486	69.15%
91001 1516		2731	55.51%
91002 31		31	100.00%
91002 116		212	54.72%
91009 174		251	69.32%
91009 435		1307	33.28%
92001 889		2242	39.65%
92002 1119		2805	39.89%
92003 650		1879	34.59%
93001 1345		1846	72.86%
93002 369		495	74.55%
93003 947		1927	49.14%
94001 2379		2899	82.06%
94002 767		1861	41.21%
95049 584		1276	45.77%
95059 49		97	50.52%
100009 2124		2335	90.96%
Total	**15213**	**26680**	**57.02%**

HAUULA FIRE STATION



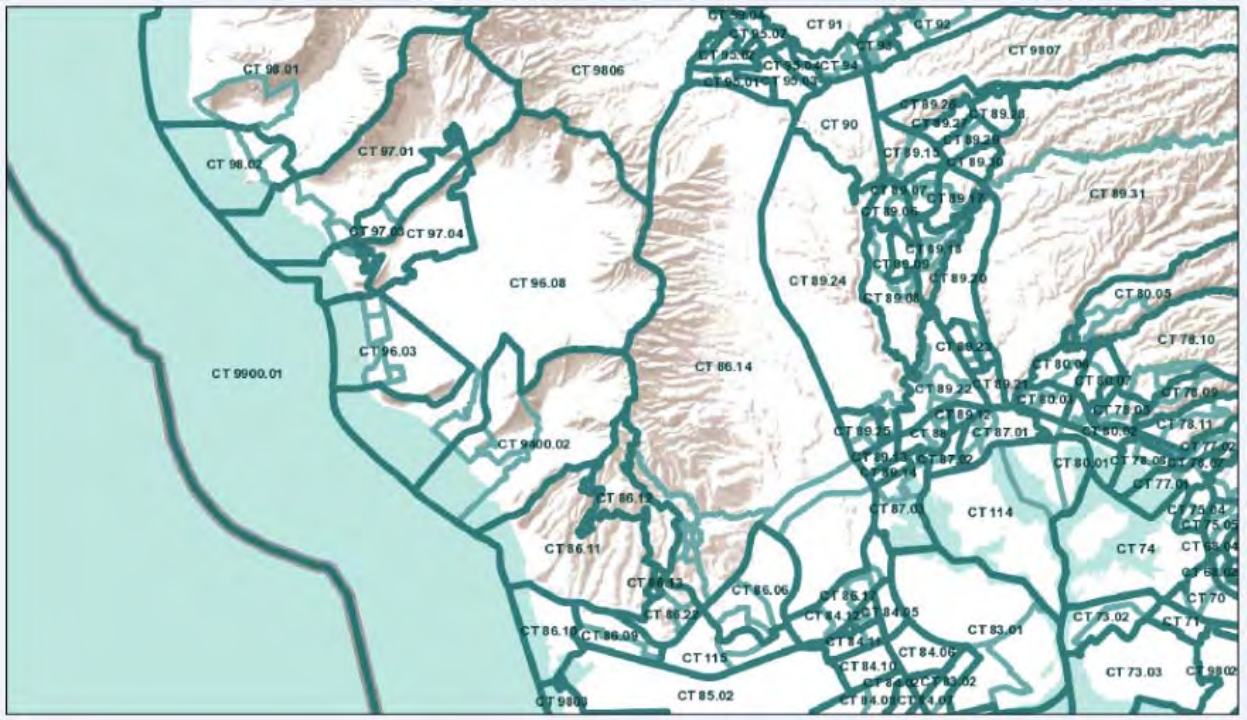
TRACT	BG	L/M	L/M UNIV	L/M %
102.01	1 (Partial)	495	845	58.58%
102.01	3	1,395	2,440	57.17%
102.02	1 (Partial)	248	708	34.98%
	TOTAL	**2,138**	**3,993**	**53.54%**

WAIANAE FIRE STATION



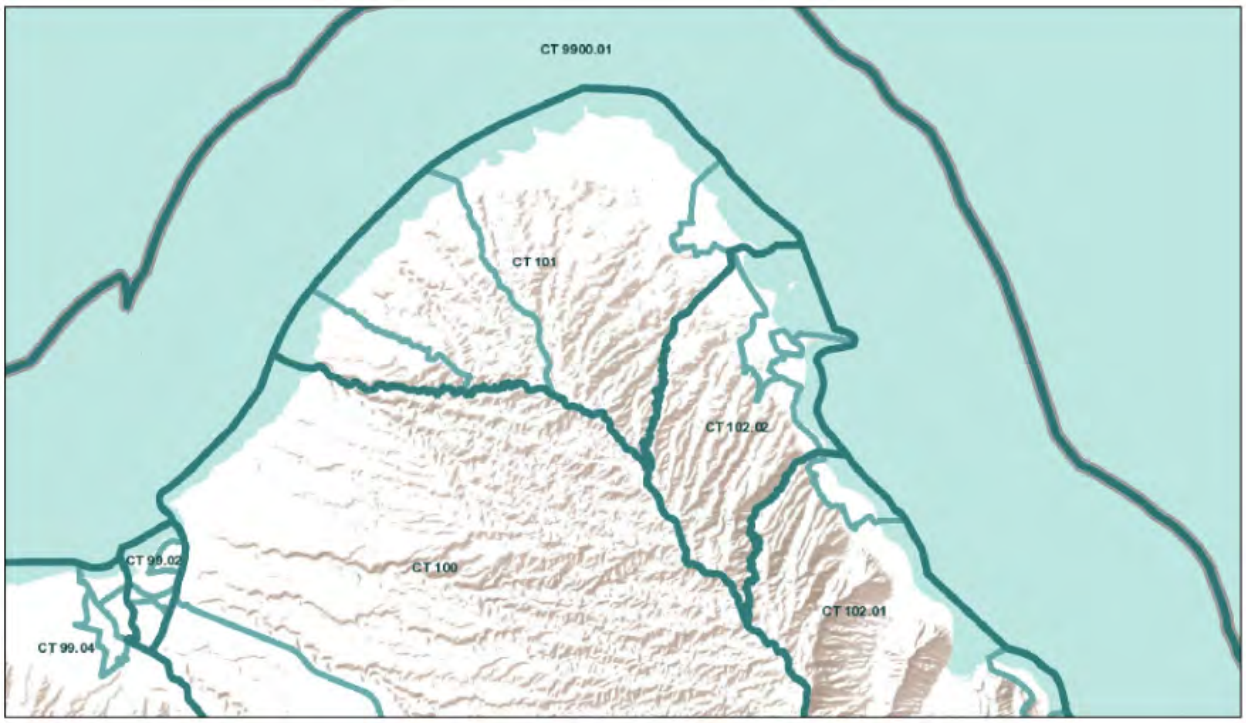
TRACT	BG	L/M	L/M UNIV	L/M %
97.01	1	990	1170	84.62%
97.01	2	1380	2025	68.15%
97.01	3	2145	2880	74.48%
97.03	1	1305	2585	50.48%
97.03	2	810	2205	36.73%
97.03	3	180	875	20.57%
97.04	1	2025	3700	54.73%
98.01	1	1405	1790	78.49%
98.01	2	180	425	42.35%
98.02	1	2225	3040	73.19%
98.02	2	1660	1835	90.46%
98.02	3	795	1220	65.16%
	TOTAL	**15100**	**23750**	**63.58%**

NANAKULI FIRE STATION



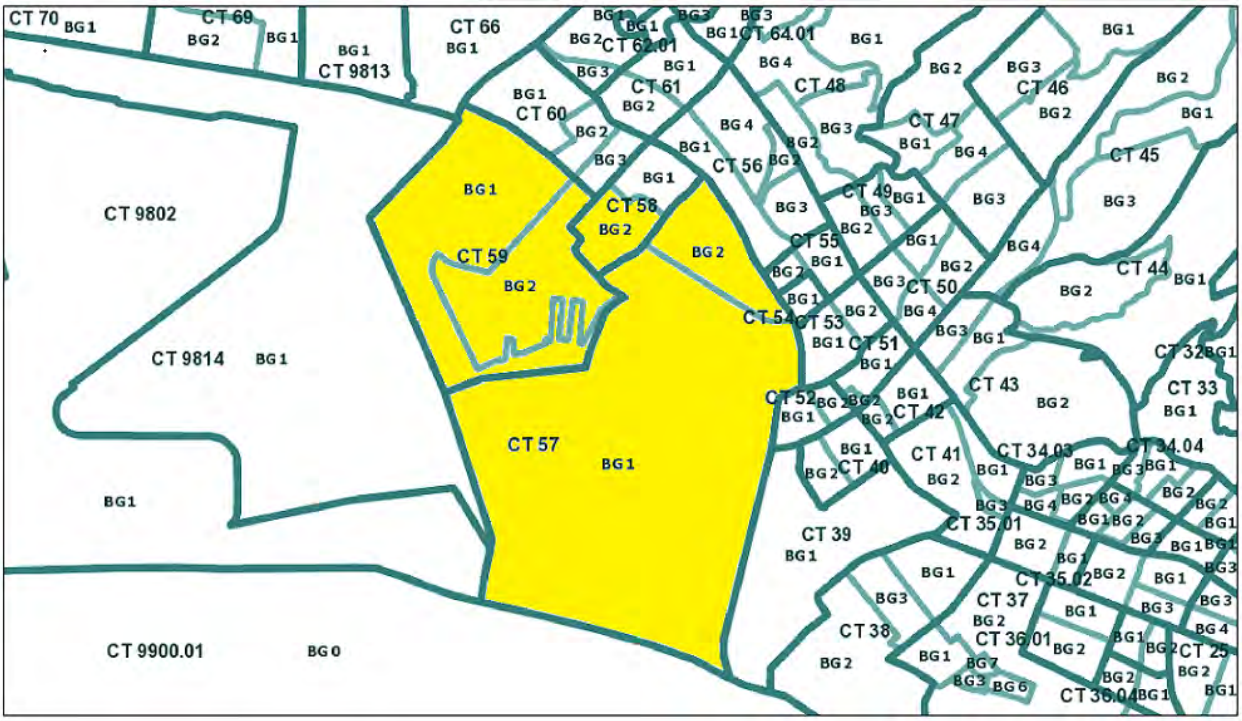
TRACT	BG	L/M	L/M UNIV	L/M %
86.11	1	0	135	0.00%
96.03	1	595	1190	50.00%
96.03	2	1420	2165	65.59%
96.03	3	245	965	25.39%
96.03	4	885	2075	42.65%
96.03	5	1035	1225	84.49%
96.03	6	365	1020	35.78%
96.08	1	1965	2835	69.31%
96.08	2	1865	3200	58.28%
9400.02	1	450	1340	33.58%
9400.02	2	410	1120	36.61%
9400.02	3	630	2490	25.30%
9400.02	4	1925	2640	72.92%
	TOTAL	**11790**	**22400**	**52.63%**

KAHUKU FIRE STATION



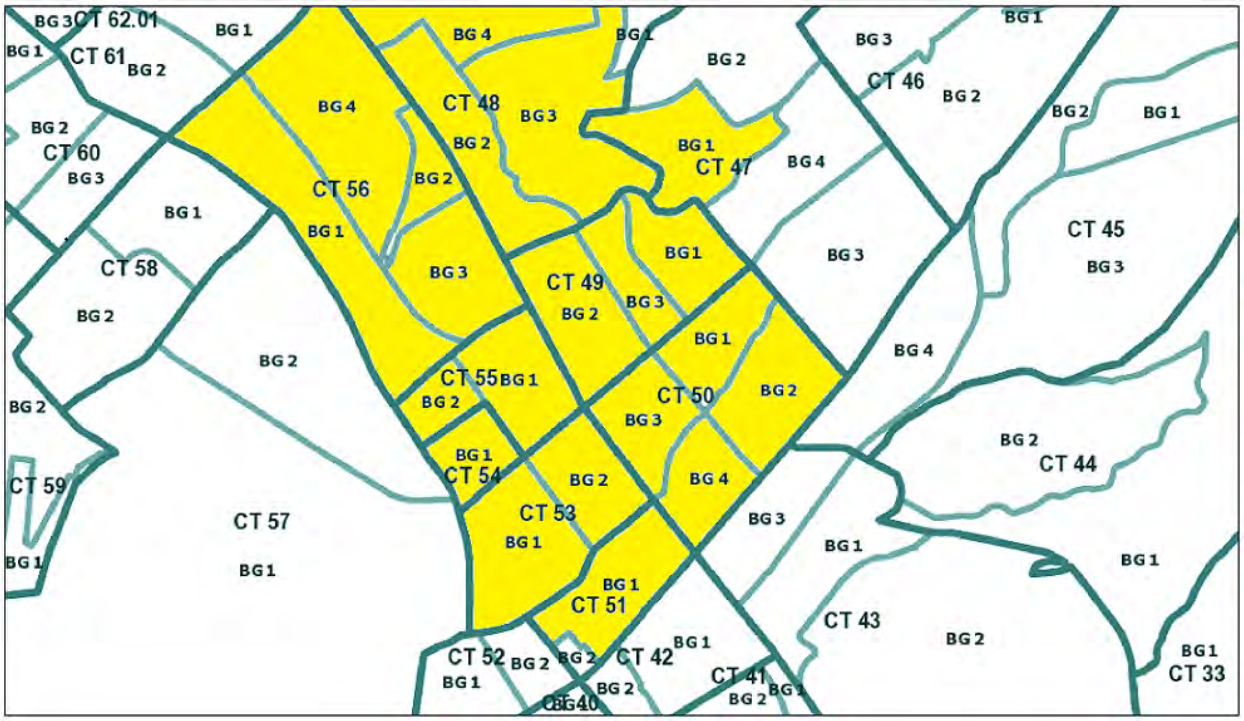
TRACT	BG	L/M	L/M UNIV	L/M %
101	1	1190	1985	59.95%
101	3	535	775	69.03%
101	4	815	2115	38.53%
102.02	2	1280	2590	49.42%
102.02	3	435	775	56.13%
102.02	4	575	1195	48.12%
	TOTAL	**4830**	**9435**	**51.19%**

KALIHI KAI FIRE STATION



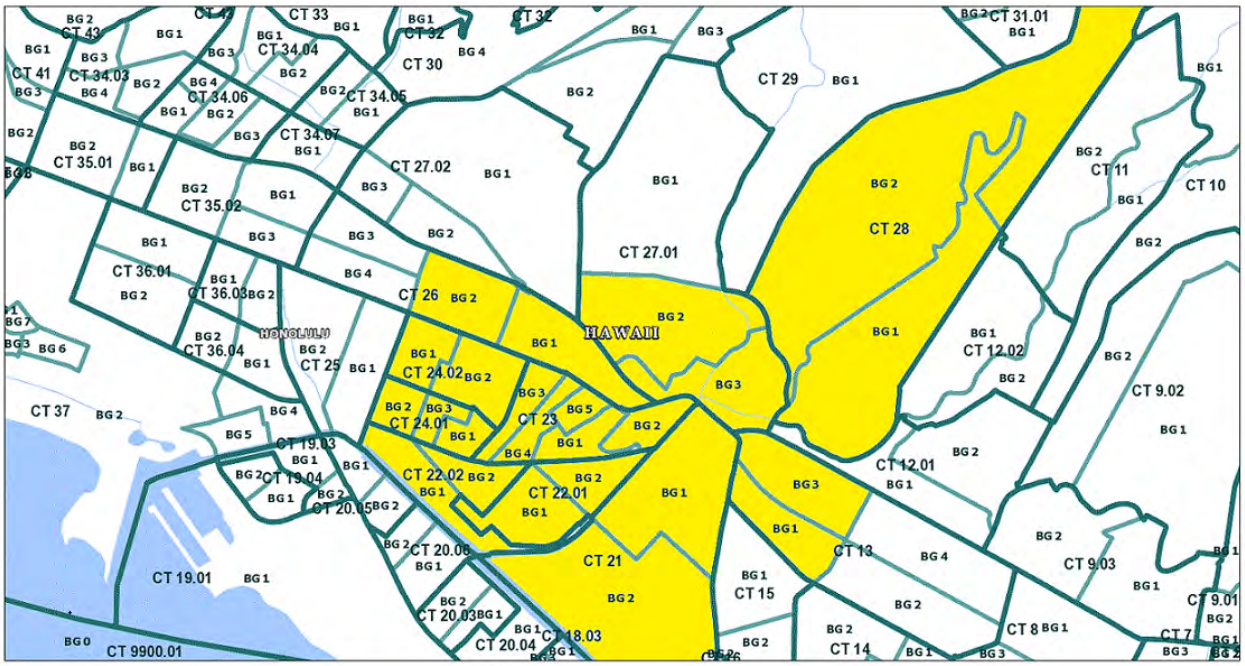
TRACT	BG	L/M	L/M UNIV	L/M %
57	1	155	615	25.20%
57	2	645	700	92.14%
58	2	1575	2260	69.69%
59	1	310	510	60.78%
59	2	900	1190	75.63%
	TOTAL	**3585**	**5275**	**67.96%**

KUAKINI FIRE STATION



TRACT	BG	L/M	L/M UNIV	L/M %
47	1	155	635	24.41%
48	2	335	895	37.43%
48	3	1520	3065	49.59%
48	4	945	1890	50.00%
49	1	435	1005	43.28%
49	2	560	1055	53.08%
49	3	500	1025	48.78%
50	1	280	680	41.18%
50	2	535	1075	49.77%
50	3	565	990	57.07%
50	4	270	1010	26.73%
51	1	1420	1760	80.68%
53	2	895	1265	70.75%
54	1	1570	1570	100.00%
55	1	140	730	19.18%
55	2	695	1350	51.48%
56	3	1515	2485	60.97%
56	2	325	815	39.88%
	TOTAL	**12660**	**23300**	**54.33%**

MCCULLY-MOILIILI FIRE STATION



TRACT	BG	L/M	L/M UNIV	L/M %
13	1	275	850	32.35%
13	3	855	1,175	72.77%
21	1	705	1,435	49.13%
21	2	1,015	2,155	47.10%
22.01	1	1,075	1,665	64.56%
22.01	2	1,500	2,090	71.77%
22.02	1	0	0	0.00%
22.02	2	1,540	3,525	43.69%
23	1	630	1,425	44.21%
23	2	470	980	47.96%
23	3	670	935	71.66%
23	4	1,025	1,405	72.95%
23	5	385	660	58.33%
24.01	1	665	1,045	63.64%
24.01	2	465	685	67.88%
24.01	3	485	845	57.40%
24.02	1	1,135	1,715	66.18%
24.02	2	970	1,380	70.29%
26	1	495	650	76.15%
26	2	325	1,095	29.68%
27.01	2	210	270	77.78%
27.01	3	440	1,155	38.10%
28	1	250	1,470	17.01%
28	2	1,150	2,630	43.73%
	TOTAL	**16,735**	**1,240**	**53.57%**

Appendix 4

CERTIFICATIONS

CERTIFICATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AUG 15 2016
Date

SPECIFIC CDBG CERTIFICATIONS

The Entitlement Community certifies that:

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

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

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

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

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

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

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

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

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

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

Excessive Force – It has adopted and is enforcing:

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

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

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

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

Compliance with Laws – It will comply with applicable laws.

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

AUG 15 2016
Date

SPECIFIC HOME CERTIFICATIONS

The HOME participating jurisdiction certifies that:

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

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

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

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

Nelson Koyanagi

AUG 15 2016

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

Date

ESG CERTIFICATIONS

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

I further certify that the local government will comply with:

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

2. The building standards requirement of 24 CFR 576.55.

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

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

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

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

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

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

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

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

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

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

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

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

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

Nelson Koyanagi

AUG 15 2016

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

Date

HOPWA CERTIFICATIONS

The HOPWA grantee certifies that:

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

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

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

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

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

AUG 15 2016
Date

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

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

B. Drug-Free Workplace Certification

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

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

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

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

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

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

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

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

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

Department of Community Services
51 Merchant Street
Honolulu, HI 96813

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

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

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

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

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

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

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

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

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

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

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

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

Nelson Koyanagi

AUG 15 2016

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

Date

Appendix 5

DOWNPAYMENT LOAN PROGRAM POLICIES AND PROCEDURES

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

I. REQUEST FOR DPL APPLICATION

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

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

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

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

II. FORMAL APPLICATION RECEIVED FROM THE APPLICANT

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

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

2. DPL Application and Consent to Release Information Form;

3. Certificate of Completion of HUD certified Homebuyer Education;

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

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

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

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

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

9. Tri-Merged Credit Report;

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

11. Asset Documents;

12. Employment Verification;

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

14. Private Home Inspection Report;

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

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

17. Lead Based Paint Test Assessment if applicable;

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

19. Preliminary Title Documents;

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

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

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

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

III. HUD HOUSING QUALITY INSPECTION (HQS) & CHECKLIST

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

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

2. Private Home Inspection Report;

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

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

IV. CITY'S HOMEBUYER PROGRAM LEAD COMPLIANCE

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

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

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

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

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

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

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

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

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

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

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

V. HUD ENVIRONMENTAL REVIEW RECORD (ERR)

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

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

VI. LOAN PROCESSING FOR LOAN APPROVAL SUBMISSION

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

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

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

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

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

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

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

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

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

7. HUD Housing Quality Standards Inspection (Left);

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

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

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

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

12. Lead Hazard Reduction Notice if applicable (Left)

13. Private Home Inspection Report (Left);

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

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

16. DPL Application and Consent to Release Information Form;

17. Certificate of Completion of HUD certified Homebuyer Education;

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

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

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

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

22. Tri-Merged Credit Report;

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

24. Asset Documents;

25. Employment Verification;

26. Appraisal Report or Any Other Property Valuation Document;

27. Purchase Contract;

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

29. Preliminary Title Documents;

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

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

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

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

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

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

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

1. DPL Loan Submission Checklist for Final Approval;

2. Appraisal Report or any other Property Valuation Documentation;

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

4. Federal Grant's Approval of HUD ERR;

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

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

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

VII. LOAN FUNDING

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

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

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

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

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

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

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

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

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

VIII. LOAN CLOSING

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

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

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

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

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

9. Insurance Letter

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

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

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

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

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

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

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

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

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

CITY AND COUNTY OF HONOLULU
HOMEBUYER ASSISTANCE – PROGRAM POLICY[1]
For use with HOME or City Funds

OVERVIEW

The City and County of Honolulu ("City") administers the federal HOME program for homebuyers through a down payment loan program to assist low income families in achieving homeownership. The Department of Community Services, Community Assistance Division, administers the program.

The City uses RECAPTURE provisions when down payment loans using HOME or City funds are provided to eligible borrowers.

Loan Parameters:

- Interest rate: 0%.
- Maximum loan payment term: 20 years.
- Maximum loan amount: $40,000.
- Borrower must provide at least 5% of his or her own funds toward a down payment. An exception may be allowed on a case by case basis to lending partners working with Section 8 Family Self Sufficiency participants.
- Maximum loan to value ratio: 95%. An exception may be allowed for FSS participants with a 3% down payment.
- All applications must be reviewed against the City's current HOME underwriting guidelines (see Attachment 1).

Homebuyer Requirements:

- Family income must be at or below 80% of Area Median Income at time of application. The City calculates income for the down payment loan program using the IRS Form 1040 Adjusted Gross Income method, supplemented by current pay stubs and other financial information.
- Family must occupy the property as its principal residence during the entire Period of Affordability.
- At time of application, the borrower(s) must have completed a HUD-certified or City approved homebuyer education class.

Unit Requirements:

- Fee simple single family unit or condominium, 99-year leasehold interest or equivalent form of ownership approved by HUD.
- The maximum property purchase price shall not exceed 95% of the area median purchase price for single family homes, as determined by HUD.
- Property must pass a City inspection.
- With HOME funds, units built before 1978 must have a lead based paint (LBP) test completed prior to loan approval.
- With City funds, borrowers may waive the LBP test for units built before 1978.
- The appropriate level of environmental review must be completed prior to loan approval.

[1] Policy approved by the City 5/21/12

- Property located within a floodplain must maintain flood insurance during the loan term.

Use of Funds:

- A second mortgage loan to be used in conjunction with a first mortgage loan in a purchase transaction.
- If allowed, HOME funds may be used for any or all of the reasonable closing costs associated with the home purchase on behalf of the purchaser (not including prior encumbrances, i.e., prior loan payoffs, credit card debt, personal loans, and judgments).

Affordability Period:

- For loan amounts of $15,000 - $40,000, the homebuyer program requires a 10-year affordability period.
- For loans of $1,000 - $14,999, the homebuyer program requires a five-year affordability period.
- The affordability period requirement will be incorporated in an agreement with the borrower through the note, mortgage and terms outlined in the HOME or City-funded Recapture Agreement (see Attachment 2).
- Prepayment does not automatically terminate the affordability period. The borrower shall still be required to maintain the unit as his principal residence unless the City grants termination approval.

Reduction of Recapture Amount: The amount of the loan to be repaid to the City will be reduced by an Owner Occupancy Credit for each full year of occupancy, based on the date of loan closing.

- For a 10-year affordability period, the Occupancy Credit will be 5%.
- For a 5-year affordability period, the Occupancy Credit will be 10%
- Examples of the recapture amount based on the Occupancy Credit are shown in Attachment 3.

Default: The City may demand payment in full for any of the following reasons:

- Breach of any stated covenant or failure to satisfy any stated condition or regulation including payment.
- Failure to maintain property as family's principal residence.
- In cases of foreclosure or bankruptcy, the Recapture approach requires HOME or City funds to be repaid from the net proceeds of the sale upon transfer.
- For short sales, the Recapture approach requires HOME or City funds to be repaid from the net proceeds of sale after obtaining City's prior approval.

Loan Subordination: The City's policy allows subordination on a case by case basis.

City & County of Honolulu, Department of Community Services
Rehabilitation Loan Branch

HOME Down Payment Loan Program (DPL)

Fixed Rate 20/20

General Underwriting (UW) Guidelines as of 12/31/14

The City's DPL Program provides a fixed rate second mortgage funded by the HOME Investment Partnership Act, that can be originated with a Fannie Mae 1st Mortgage, Freddie Mac 1st Mortgage, Federal Housing Administration (FHA) 1st Mortgage, Veteran Administration (VA) 1st Mortgage, U.S. Department of Agriculture (USDA) Guarantee Rural Housing (GRH) and other financial lenders' (Portfolio) 1st Mortgage per their individual product UW guidelines. HOME Investment Partnerships Program regulations cannot be waived. The loan program will be limited to qualified low- and moderate-income (80% of median) borrowers who meet the current income limits established by U.S. Department of Housing and Urban Development (HUD) according to household size for the City & County of Honolulu. Borrowers must also obtain homebuyer education from a HUD-certified home counseling agency to be eligible. This second mortgage program provides a low interest rate loan to assist the qualified homebuyers meet upfront down payment required to qualify for a primary home purchase transaction.

Combined Loan-To-Value (CLTV)						
Max Combined 1st & 2nd Lien Balance	**CLTV**	**Purpose**	**Units**	**Occupancy**	**Credit Score[1]**	**Debt Ratio**
Fannie Mae, Freddie Mac HUD, VA, USDA GRH Conforming Limits Portfolio Limits	95%	Purchase	1-4	Primary Residence	675	35%[2]/50%[3]

(1) Lower middle credit score of a Tri-Merge Credit Report of all borrowers.
(2) Front-End Ratio = monthly housing expenses divided by the total gross monthly income.
(3) Back-End Ratio or the Debt-To-Income Ratio (DTI) = total monthly debt payments divided by total gross monthly income.

Origination / Processing / Underwriting

Appraisal

- Approved Appraisal from a Hawaii Certified appraiser required.
- Age of the appraisal must be ≤120 days from the date of UW submission.
- Type of appraisal will be based on the First Lien UW requirements for a First (1st) and Second (2nd) Lien purchase transaction.

ATTACHMENT 1

Bankruptcy/Foreclosure

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH, and other Portfolio UW Guidelines as applicable.

Borrower Eligibility

- Owner occupant buyers only – Borrowers must occupy the home during the entire period of affordability.
- Borrower's income at or below 80% of the area median income (AMI) based on current HUD income limits as established by HUD for the City & County of Honolulu. Income eligibility must be recertified after 6 months.
- All Borrowers must attend and successfully complete an in-class homebuyer education program certified by HUD (Any waiver of this requirement is subject to City approval).
- Individual or Inter Vivos (Revocable Living) Trusts.
- Standard Fannie Mae, Freddie Mac, HUD, VA, USDA GRH, and other Portfolio UW guidelines as applicable.
- HOME Investment Partnership Program's Rules as applicable.

Condos/Planned Unit Developments (PUDs)

Condos

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH, and other Lenders' property types (Eligible/Ineligible).
- Must meet one of the Condominium Project Approval according to Standard Fannie Mae, Freddie Mac, HUD, VA, USDA GRH, and other Portfolio UW Guidelines as applicable.

PUDs:

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH, and other Portfolio property types (Eligible/Ineligible).
- Must meet one of the Condominium Project Approval according to Fannie Mae, Freddie Mac, HUD, VA, USDA GRH, and other Lenders' UW Guidelines as applicable.
- HOME Investment Partnership Program's Property Standards as applicable.

Co-Signer

- Not allowed

Credit Score

- Minimum 675 FICO.
- Middle Credit Score on a Tri-Merged Credit Report. (PLEASE NOTE IF MORE THAN ONE BORROWER ON THE LOAN, THEN LOWER MIDDLE SCORE AMONG THE BORROWERS WILL APPLY.)

Declining Market Value

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH, and other Portfolio UW Guidelines as applicable.
- The City reserves the right for final loan approval of the DPL for the purchase transaction.

Documentation

- Full income and asset documentation as well as any other applicable loan transaction document verification only.

- See Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW Guidelines as applicable.
- UW file submission for DPL approval must contain copies of the appropriate 1st Lien loan file package including a 2nd Lien (DPL) loan file with a proposed Form 1003, Uniform Loan Residential Loan Application and Form 1008, Uniform Underwriting Transmittal Summary accounting for the DPL in the "Piggyback" purchase transaction.

Down Payment

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Lenders' UW Guidelines as applicable.
- HOME Investment Partnership Program Rules as applicable.

Energy Efficient Mortgages

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW guidelines as applicable.
- HOME Investment Partnership Program Rules as applicable.

Environmental Review

- Environmental Review required according to Code of Federal Regulations (CFR) for HOME Investment Partnership Program:
  - Flood Insurance/Flood Determination Protection as applicable.
  - Lead containing & Lead-based paint restrictions apply (See Lead-Based Paint).

Escrow Holdback

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Lenders' UW Guidelines as applicable.
- HOME Investment Partnership Program Rules as applicable.

Exceptions

- Subject to the City's consideration and approval.

Fees

- None, all loan transaction fees are associated with the 1st Lien Lender
- The City reserves the right for DPL approval based on the Lender's loan fees on the 1st Mortgage is "fair and reasonable" for a standard purchase transaction.

First Mortgage (Eligible/Ineligible)

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW guidelines as applicable.
- The City reserves the right for DPL approval based on the eligibility of the 1st Mortgage.

Geographic Restrictions

- City & County of Honolulu only.
- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW Guidelines as applicable.
- HOME Investment Partnership Program's Property Standards as applicable.

Gifts

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW Guidelines as applicable.
- HOME Investment Partnership Program Rules as applicable.

Homebuyer Education

- All borrowers must attend and successfully complete an in-class homebuyer education program certified by HUD to be eligible.
- Waiver of the "in-class" education requirement is subject to the City's approval of the alternative type of the homebuyer education certification.

Interest Rate

- 0% interest.

Investment Property

- Not allowed

Lead-Based Paint

- Lead-based paint requirements for properties constructed prior to 1978 will be addressed prior to purchase. These requirements include:
  - Lead-based paint notification shall be given to the borrower.
  - All properties will be inspected for defective paint surfaces through a lead assessment conducted by a certified lead inspector. If defective paint surfaces are found, the City requires that the defect be properly stabilized before loan approval.

Leasehold Estates

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW guidelines as applicable.
- HOME Investment Partnership Program Property Standards as applicable.

Loan Amount

- Minimum: $1,000 loan amount.
- Maximum: $40,000 loan amount; NOTE: AT 95% CLTV, $266,666.67 WILL BE THE MAXIMUM PURCHASE PRICE.
  - Combined first and second lien balance cannot exceed the maximum loan amounts set by UW guidelines (See Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Lenders' UW guidelines as applicable).
  - Exception subject to final loan approval by the City.

Loan Subordination

- Allowed based on City's approval.
- Maximum 95% CLTV.

Loan Term

- Twenty (20)-year monthly loan payments based on 20-year loan term amortization.
- Occupancy credit earned by the borrower each full year of owner occupied residency will reduce the remaining loan balance to zero after 5 years or 10 year depending on the recapture term.

Mortgage Insurance

- Not required at 80% LTV for the 1st Mortgage if Fannie Mae or Freddie Mac 1st Mortgage in conjunction with a DPL as the 2nd Mortgage.
- An insurance premium or guarantee fee will be required for FHA/VA/USDA GRH 1st Mortgage.

Non-Occupant Co-Borrower

- Not allowed.

Non-Borrowing Spouse or Co-borrower

- Standard Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Lender's UW guidelines as applicable.
- Must successfully complete an in-class homebuyer education program certified by HUD.
- Waiver of this requirement is subject to the City's approval of the alternative type of homebuyer education certification.

Non-Salaried Borrower

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and Portfolio UW Guidelines as applicable.
- HOME Investment Partnership Program Rules as applicable

Non-U.S. Citizen

- Permanent Resident Aliens
  - Allowed, but must meet the eligibility of the Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW guidelines as applicable.
  - Refer to **"Acceptable Evidence of Qualified Aliens"** for details according to the Standard Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW Guidelines as applicable.
  - HOME Investment Partnership Program Rules as applicable
- Non-Permanent Resident Aliens
  - Not eligible.
- Employment Authorization Document (EAD)
  - Not eligible.
- Foreign Nationals
  - Not eligible.
- Borrower with Diplomatic Immunity
  - Not eligible.

Number of Loans

- Only one qualifying owner-occupancy purchase transaction at a time per use of the loan funds with the HOME Investment Partnership Program.

Occupancy

- Primary Residence only.

Occupancy Credit

- 10% Credit each full year of owner occupancy for 10-yr recapture term.
- 5% Credit each full year of owner occupancy for 5-yr recapture term.

Period of Affordability

- Per HUD CFR, the HOME-assisted unit must meet the affordability requirements for not less than the term of the period of affordability or any longer period stipulated in the City documents.
- Each primary residence assisted with the City's Home Down Payment Loan will meet the **minimum affordability periods** as shown:

Amount of HOME Down Payment Loan Assistance Provided	Minimum Years in the Affordability Period
Under $15,000	5 years
$15,000 to $40,000	10 years
Over $40,000	15 years

Prepayment Penalty

- No prepayment penalty, but the DPL cannot be fully paid off until the period of affordability has been satisfied.

Property Inspection

- The property must meet Housing Quality Standards (HQS) established by HUD. In addition, property must comply with applicable State and local housing and building code requirements for the duration of the loan.
- Property must be inspected and initial inspection of the property must be approved by a City Inspector before the loan file can be submitted to the City for DPL approval. The City also requires a copy of a recent appraisal as performed by a Hawaii Certified Appraiser and a Termite Inspection Report as performed by a licensed individual and/or company.
- The City also retains the right to do spot inspections of the property for program compliance for the duration of the loan.

Property Types (Eligible/Ineligible)

- Eligible:
  - Fee simple and Leasehold property if meets Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Lenders' UW guidelines as applicable.
  - Properties must be in rural areas as designated by USDA GRH for USDA financing.
  - Legal Ohana permitted property.
  - Mixed use property if meet Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Lenders' UW guidelines as applicable.
  - Condos and PUDs – Fannie Mae or Freddie Mac approved/warrantable.
- Ineligible:
  - Investment Property.
  - Recreational Condos.
  - Condotels.
  - Co-ops, Manufactured Homes.
- HOME Investment Partnership Program Property Standards as applicable.

Ratios/Qualifying Rate

- 38% Front-End & 50% Back-End (DTI) Ratio
- Exception is subject to the City's approval.

Recapture Provision

- Pre-payment of the City's Down Payment Loan may not terminate the Period of Affordability. The owner will be required to complete the Period of Affordability as his or her principal residence or obtain City Approval.

Reserves

- Minimum two (2) months of the monthly principal & interest, property tax, and homeowners insurance if applicable (PITI).

Second Home

- Not allowed.

Seller/Interested Party Contributions

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW Guidelines as applicable.
- HOME Investment Partnership Program Rules as applicable.

Source of Funds

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW Guidelines as applicable.
- HOME Investment Partnership Program Rules as applicable.

Tax Deferred Exchange

- Not allowed.

Trusts (Inter Vivos)

- Individual or Inter Vivos (Revocable Living) Trusts only.

Underwriting/Automated UW

- Manual UW only for the DPL, although the Lender's 1st Mortgage Automated UW (AUW) Approval Findings based on a "Piggyback" loan purchase transaction will carry a stronger UW consideration for the loan approval.

Underwriting/Manual

Manual Underwriting	HHOC Requirements	Income	Assets	Credit	Debts	Additional Information

Manual Underwriting:

- Manual Underwriting required.
- UW exceptions will need approval by the City – Department of Community Services (DCS) Director.

City General Requirements:

- All borrowers must attend and successfully complete the required in-class homebuyer education program.
- Only Full Documented Loan Files of the 1st and proposal DPL to be submitted for UW approval, including all applicable title or escrow required documentation and appraisal.
- The City is responsible for underwriting and approving the DPL. The City requires a conditional loan approval by the Lender of the 1st Lien subject to underwriting the DPL.
- Lender's 1st Lien approval will be subject to Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW guidelines as applicable.
- All conditional and final DPL approval will be made by DCS Director.

Employment History:

- Applicant must demonstrate a dependable and legal reoccurring source of income over a

minimum of a two-year period of continued employment.

- The City must have assurance of applicant's continued future employment. A verification of employment (VOE) must be provided.
- Applicant that has recently completed his/her education, which has prepared applicant for a working career, and has been at present job for more than six months, may be considered for funding if the applicant can provide assurance of continued future employment through a VOE Letter or Form.
- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW guidelines as applicable.

Income:

- Income Limitation at or below 80% of AMI for borrowers based on current City & County of Honolulu income limits established by HUD. Eighty percent (80 %) of the median income for City & County of Honolulu is as shown below:

Family Size in Household	Maximum Annual Income for 2014
1	$53,700
2	$61,350
3	$69,000
4	$76,650
5	$82,800
6	$88,950
7	$95,050
8	$101,200

- The Internal Revenue Service (IRS) Form 1040 Definition method for income determination will be used, as described in the "Technical Guide for Determining Income and Allowances for the HOME Program, Third Edition, January 2005". Reference the following list of Income Inclusions and Exclusions:
  - **Inclusions**
    - Wages, salaries, tips, etc.
    - Taxable interest.
    - Dividends.
    - Taxable refunds, credits or offsets of State and local income taxes. There are some exceptions - refer to Form 1040 instructions.
    - Alimony (or separate maintenance payments) received.
    - Business income (or loss).
    - Capital gain (or loss)
    - Other gains (or losses) (i.e., assets used in a trade or business that were exchanged or sold).
    - Taxable amount of individual retirement account (IRA) distributions. (Includes simplified employee pension [SEP] and savings incentive match plan for employees [SIMPLE] IRA.)
    - Taxable amount of pension and annuity payments.
    - Rental real estate, royalties, partnerships, S corporations, trusts, etc.
    - Farm income (or loss).
    - Unemployment compensation payments.
    - Taxable amount of Social Security benefits.
    - Other income. (Includes: prizes and awards; gambling, lottery or raffle winnings;

jury duty fees; Alaska Permanent fund dividends; reimbursements for amounts deducted in previous years; income from the rental of property if not in the business of renting such property (NOTE: Rental income will not apply for DPL); and income from an activity not engaged in for profit).

- Exclusions
  - Child support.
  - Money or property that was inherited, willed or given as a gift.
  - Life insurance proceeds received as a result of someone's death.
- Using Previously Filed 1040
  If a household has submitted an IRS Form 1040 to the IRS for income tax purposes and that form is less than six months old, we may use the form to determine the eligibility of the applicant for HOME programs. However, using the actual tax return has the following implications:
  - IRS Form 4506 "Request for Copy of Tax Form" must completed and signed.
  - Requirement to determine if any of the circumstances as reported on the form have changed or will change in the upcoming 12 months and to make such adjustments.
    - For example, if the applicant received a raise at his/her job since the submission of the tax return, the current income figure should be used to determine eligibility. We must ensure that everyone in the household is represented through the use of the tax return.
    - For example, if a husband and wife file a joint return, but their adult son that resides with them files a separate return, the tax return of the husband and wife would not be sufficient for determining income.

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW guidelines as applicable.

Assets:

- Minimum 2 consecutive months of seasoned assets.
- Treatment of Assets – Income from certain assets must be carefully considered when calculating income under the IRS Form 1040 definition of adjusted gross income.
- The current list of IRS Form 1040 inclusions and exclusions includes, but is not limited to following types of income from assets in the income calculation:
  - Taxable interest.
  - Dividends.
  - Prizes and awards.
  - Gambling, lottery, or raffle winnings.
- In addition, some types of assets are not included in the IRS Form 1040 calculation. Examples include:
  - Life insurance proceeds.
  - Inherited money or property.
- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW guidelines as applicable.

Credit:

- Fannie Mae, Freddie Mac, HUD, VA, USDA GRH and other Portfolio UW guidelines as applicable.
- Non-Traditional Credit (No Credit Score): Credit reports with one (1) credit score are allowed provided all three (3) repositories were accessed
- If minimum credit score is met:
  - Excluding borrower with a previous bankruptcy/foreclosure, no additional credit or

rental history analysis is required provided the following conditions are met:
  - All collections/charge offs >$250 individual or $1,000 aggregate must be paid in full.
  - All existing delinquent accounts must be brought current.
  - Judgments must be paid.
  - Borrower may be in Consumer Credit Counseling Service (CCCS) provided minimum credit score requirement is met.
  - Adequate funds to settle debts must be verified.
- Co-borrower with no traditional or non-traditional credit history:
  - 30% of the co-borrower's documented income can be used to qualify
  - Credit report must reflect all 3 repositories were accessed with no credit history available.
- Non-Traditional Credit:
  - Allowed on ≤90% LTV only.
- No credit score – If non-traditional credit is used, Credit Counseling and Homebuyer Education are required for applicants who have experienced adverse credit in the past or will experience substantial payment shock.
  - Allowed on ≤90% LTV only.
  - Non-Traditional Credit Evaluation may not be used to offset derogatory credit.
  - Minimum of three (3) sources of non-traditional credit that have been active at least 12 months:
    - Utilities included in rental payment may not be considered an additional source of credit.
    - One source must be for rental housing
    - One source must be a utility company (electric, water, telephone, cable television).
    - No history of delinquency on rental housing payment within the past 24 months (or, inception if less than 24 months):
      - If landlord is an individual, 12 months cancelled checks are required.
    - If the borrower has no history of housing payments, a minimum of four (4) credit sources are required.
    - The remaining sources may represent any reasonable service or purchase as long as the repayment terms are in writing and the borrower can provide cancelled checks, or money order receipts that show the creditor as the payee to document the payment.
    - Of the remaining accounts, only one may have had a 30-day delinquency in the last 12 months.
    - No collections or judgments (other than medical collections) within the past 24 months:
      - All judgments must be satisfied.
      - Collection accounts (including medical) in excess of $250 per individual account or a total of $1,000 must be paid in full.
      - Borrower with a prior bankruptcy or foreclosure must have reestablished credit.
- Erroneous credit report:
  - Errors on the credit report must be documented verifying either the credit is in error or credit does not belong to the subject borrower:
    - Minimum of 4 trade lines at least 2 years old (including installment and revolving debts).
    - Maximum of nine (9) open accounts (if closed 6 months or more, do not count).
    - No collections or judgments (other than medical collections) within the past 24 months.

- No public record information indicating a prior bankruptcy or foreclosure.
- No delinquency in housing debt. Most recent 12 months cancelled checks or paid rent receipts if borrower pays in cash and is noted on receipt.
- Installment Loans – No delinquency in most recent 12 months; no more than 1x30 in prior 13-24 months; no ≥60 day delinquencies.
- Revolving Accounts - No delinquency in most recent 12 months; no more than 1x30 in prior 13-24 months; no ≥60 day delinquencies.
- Outstanding revolving account balances represent no more than 50% of available credit line at application (cannot pay down or payoff balance to qualify).

These UW summary guidelines are provided for reference and are subject to revisions. If there are any questions regarding the guidelines listed above, contact the City Rehabilitation Loan Branch when originating a concurrent first lien with the City's DPL.

Final DPL
Draft
HOME Program
Recapture Agr -
60 Yr Term

LAND COURT SYSTEM	REGULAR SYSTEM

Return by Mail ( ) Pickup ( ) To:
Department of Community Services
51 Merchant Street
Honolulu, Hawaii 96813
Telephone: 768-7076

TYPE OF DOCUMENT: Agreement

PARTIES TO DOCUMENT:

City & County of Honolulu
530 South King Street
Honolulu, Hawaii 96813

PROPERTY DESCRIPTION	DOCUMENT NO. _____ DOCUMENT NO. _____ TRANSFER CERTIFICATE OF TITLE NO: _____ Land Court ( ) Regular ( ) Double ( )

TAX MAP KEY NO.
This document contains ___ pages

ATTACHMENT 2

HOME PROGRAM RECAPTURE AGREEMENT

THIS HOME PROGRAM RECAPTURE AGREEMENT (this "Agreement") is entered into as of this _____ day of _____, _____, by and between the **CITY AND COUNTY OF HONOLULU,** a municipal corporation and instrumentality of the State of Hawaii (the "City"), and a qualifying household, on behalf of itself and _____ ("Owner").

PREFACE

WHEREAS, the City has received a formula HOME Investment Partnership (HOME) allocation from the United States Department of Housing and Urban Development (HUD) to carry out eligible activities in accordance with program requirements; and

WHEREAS, Owner is interested in participating in the City's Down Payment Loan Program, and will comply with all program rules and requirements; and

WHEREAS, the City and Owner desire to enter into a transaction pursuant to which the City will make a down payment loan to Owner with HOME funds; and

WHEREAS, Owner will use the proceeds of such loan for the acquisition of the Property (as defined below), and other costs as provided in the Note; and

WHEREAS, as further consideration for the loan and to further the interests of the City, Owner has agreed to enter into and record this Agreement; and

WHEREAS, the purpose of this Agreement is to regulate and restrict the occupancy and ownership of the project for the benefit of project occupants and the people of the City and County of Honolulu.

The covenants in this Agreement are intended to run with the land and be binding on Owner for the full term of this Agreement.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS;

Owner shall receive City HOME Investment Partnership funds for investment in real property owned by Owner, as evidenced by legal title or a valid contract of sale. Acting in this capacity, Owner will comply with all applicable terms, conditions, requirements and guidelines of (i) the Down Payment Loan Program, as set forth by the City, and (ii) the HOME program, as set forth by HUD, including the following:

A. DEFINITIONS

The following terms have the meanings and content set forth in this Section A where used in this Agreement or attached exhibits.

1. "Affordability Period" means the period commencing on the date of this agreement and ending ten (10) years after the recordation of this Agreement, or at time of sale or transfer, as approved by the City.

2. "Area Median Income" means the median income for the Honolulu, Hawaii Metropolitan Statistical Area (MSA), with adjustments for household size, as adjusted from time to time by HUD.

3. "City" has the meaning set forth in the first paragraph of this Agreement.

4. "Dwelling Unit" means a residential dwelling unit that is located on the Property.

5. "Eighty Percent of Area Median Income" means annual income, which does not exceed eighty percent (80%) of the Area Median Income.

6. "HUD" has the meaning set forth in the Preface.

7. "HOME Funds/HOME Investment" means funds received pursuant to the HOME Investment Partnership Program under the Department of Housing and Urban Development (HUD), codified at 42 United States Code (U.S.C.) Section 12701, et seq., 24 Code of Federal Regulations (CFR) Part 92, to provide funds for affordable housing.

8. "Loan" is any loan of funds provided by the City to any Owner in connection with the Down Payment Loan Program.

9. "Loan Documents" means collectively the Mortgage, Mortgage Rider, Note, this Agreement and any loan agreement, mortgage, or promissory note entered into between the City and Owner with respect to any of the Property, as they may be amended, modified or restated from time to time, along with all exhibits and attachments to these documents.

10. "Mortgage" means any mortgage, assignment of rents, and security agreement placed on the Property or any part thereof as security for any Loan and other obligations with Owner as grantor and the City as grantee, as well as any amendments to, modification of, and restatements of said mortgage.

11. "Net Proceeds" means, in the event of a voluntary or involuntary sale of the

Property, the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

12. "Note" means that certain Promissory Note executed by Owner in favor of the City evidencing any part of a Loan, which is secured by a Mortgage, as well as any amendments to, modifications or, or restatements of said Note. The Note will be on file with the City.

13. "Owner" or "Owners" is the qualifying household that is the purchaser of a Dwelling Unit within the Project.

14. "Project" means the purchase of the Property, which will be affordable to households earning Eighty Percent (80%) of Area Median Income.

15. "Property" means the real property located at: _____ and described in the attached Exhibit A, which is hereby incorporated into this Agreement by this reference, and any buildings or improvements now or hereafter situated on said real property.

16. "Qualifying Household" means a household whose income is Eighty Percent of Area Median Income, as determined periodically by HUD, with adjustments in accordance with 24 CFR § 92.254, and who is otherwise eligible to purchase a Dwelling Unit.

17. "Qualifying Sales Price" means a sales price that does not exceed ninety five percent (95%) of the area median purchase price for single-family housing, as determined by HUD.

18. "Recapture Amount" means an amount of HOME funds required to be paid by Owner under certain circumstances, calculated in accordance with Section E.1 below.

B. TERM OF AGREEMENT

This Agreement shall remain in full force and effect during the Affordability Period regardless of any expiration of the term of any Loan, any payment or prepayment of any Loan, any assignment of a Note, any reconveyance of a Mortgage, or any sale, assignment, transfer, or conveyance of the Property, unless terminated earlier by the City in writing or extended by the mutual consent of the parties. However, failure to record this Agreement by the City shall not relieve Owner of any of the obligations specified herein. The covenants in this Agreement will run with the land for the benefit of the City and its heirs, assigns and successors and be binding on Owner and Owner's heirs, assigns and successors for the full term of this Agreement.

C. USE OF FUNDS

HOME Funds will be used to acquire the Property. Funds will be utilized in an assistance program, which will effectively allow the Qualifying Household to acquire the Property.

D. AFFORDABILITY

1. The Dwelling Unit will qualify as "affordable housing" (within the meaning of HOME) and will have a Qualifying Sales Price of $_____.

2. The Dwelling Unit must be the principal residence of an Owner that is a Qualifying Household at the time of purchase.

3. The Loan amount for the assisted Dwelling Unit is $_____.____.

4. Pursuant to 24 CFR § 92.254, the use of HOME funds in a homeownership transaction carries a period of affordability for projects. This Section D will apply for the term of the Affordability Period.

E. RECAPTURE OF HOME FUNDS

1. Pursuant to 24 CFR § 92.254(a)(5)(ii), the City requires that HOME funds be recaptured if the Dwelling Unit does not continue to be the principal residence of Owner for the duration of the Affordability Period. If all or any part of the Property or any interest in it is sold, rented, refinanced, conveyed or transferred (or if a beneficial interest in Owner is sold, rented, refinanced, conveyed, or transferred and Owner is not a natural person), Owner shall repay to the City the initial Loan amount (set forth in Section D.3 above), less a credit of five percent (5%) of the Loan amount for each full year of occupancy :

Full Years of Occupancy	Owner OccupancyCredit
1	5%
2	10%
3	15%
4	20%
5	25%
6	30%
7	35%
8	40%
9	45%
10	50%

If, for example, the Property is sold, rented, refinanced, conveyed, or transferred after the third year of the term of the Note secured by the Mortgage, Owner shall repay to the City the Loan amount less fifteen percent (15%) of the Loan amount, or eighty five percent (85%) of the Loan amount.

2. In the event that the Net Proceeds are less than the Recapture Amount set forth above, Owner shall remit to the City one hundred percent (100%) of the Net Proceeds. Such remittance shall constitute payment in full of the Recapture Amount. At the end of the Affordability Period, Owner shall no longer be subject to a repayment obligation under this Agreement.

3. The City may permit refinancing without recapture in certain limited circumstances. The City will consider requests to refinance without recapture and to subordinate the City's interest on a case-by-case basis, including, but not limited to, scenarios where the new loan would (a) reduce Owner's monthly housing costs, (b) reduce overall personal debt (e.g., pay off a car loan), or (c) if the loan involves an equity takeout, provide for Property improvements, coverage of Owner's medical expenses or relief from financial hardship.

F. PROPERTY MANAGEMENT

1. Maintenance and Security. During the Affordability Period, Owner shall at his or her own expense maintain the Property in good condition, in good repair, and in decent, safe, sanitary and habitable living conditions for the benefit of that Owner's household and any prospective occupants. Owner shall maintain the Property in conformance with all applicable state, federal and local laws, ordinances, codes and regulations.

2. In the event that Owner fails to maintain the Property in accordance with these standards and after at least thirty (30) business days prior notice to Owner, the City or the City's contractor or agent may, but shall be under no obligation to, enter upon the Property, make such repairs or replacements as are deemed necessary in the City's discretion, and provide for payment thereof. Any amount advanced by the City to make such repairs, together with interest thereon from the date of such advance at the rate of seven (7) percent (unless payment of such an interest rate would be contrary to applicable law, in which event such sums shall bear interest at the highest rate then allowable by applicable law), shall become an additional obligation of Owner to the City and shall be secured by any Mortgage, if not previously reconveyed.

G. PREPAYMENT

Full prepayment of such HOME funds does not terminate the Affordability Period: Owner shall still be required to maintain the Dwelling Unit as its principal residence.

H. PROJECT REQUIREMENTS

Compliance with the following project requirements is required as follows:

1. Maximum per-unit subsidy amount. The amount of HOME funds that a participating jurisdiction may invest on a per-unit basis in affordable housing will not exceed the per-unit dollar limits established by HUD.

2. Property Standards. Housing that is assisted with HOME funds, at a minimum, must meet HUD standards.

3. Occupancy Requirements. The HOME Program requires that occupancy standards must be maintained for the Affordability Period for each of the assisted Dwelling Units as follows:

    a. The prospective purchaser must be low income; that is, the purchaser must have an annual (gross) income that does not exceed Eighty Percent (80%) of Area Median Income, which will be determined at either the time the household initially occupies the Property or at the time the HOME funds are invested; whichever is later.

    b. Each Owner must occupy the Property as a principal residence. Only loan default and subsequent foreclosure negate the principal residence limitation.

    c. The Property will remain affordable, pursuant to this covenant for not less than the Affordability Period, as specified by the affordability schedule at 24 CFR § 92.254(a)(4).

4. Ownership Interest. The purchaser must have ownership in fee simple title or a 99 year leasehold interest in a one- to four-unit dwelling or in a condominium unit, or equivalent form of ownership approved by HUD.

I. REVERSION OF ASSETS.

Owner must transfer to the City any HOME funds remaining in the Property after the time of expiration of the Affordability Period when there is a change to title on the Property or any sale, rental, refinance, conveyance or transfer of Property.

J. DEFAULTS AND REMEDIES.

In the event of any breach or violation of any agreement or obligation under this Agreement, the City may proceed with any or all of the remedies as described in the Mortgage.

K. NON-LIABILITY OF OFFICIALS, EMPLOYEES AND AGENTS.

No officer, official, director, employee, agent or representative of the City shall be personally liable to Owner for any obligation created under the terms of this Agreement except in the case of actual fraud or willful misconduct by such person.

L. INDEMNITY.

Notwithstanding the insurance coverage required herein, Owner shall indemnify and hold the City and its officers, officials, directors, employees, agents and authorized representatives (each, an "Indemnified Party," and collectively, the "Indemnified Parties"), free and harmless against any losses, damages, liabilities, claims, demands, judgments, actions, court costs, and legal or other expenses (including attorney's fees) which any Indemnified Party may incur as a direct or indirect consequence of (1) Owner's failure to perform any obligations as and when required by this Agreement; (2) any failure of any of Owner's representations or warranties to be true and complete; or (3) any act or omission by Owner or any contractor, subcontractor, management agent, or supplier with respect to the Property, except where such losses are caused by the sole negligence or willful misconduct of Indemnified Parties. Owner shall pay immediately upon the City's demand any amounts owing under this indemnity. The duty of Owner to indemnify includes the duty to defend Indemnified Parties in any court action, administrative action, or other proceeding brought by any third party arising from the Property. Owner's duty to indemnify Indemnified Parties shall survive the term of this Agreement.

M. SUBORDINATION.

Notwithstanding anything to the contrary contained herein, the City and Owner acknowledge and agree that this Agreement is subject in all respects to the liens, terms, covenants and conditions of the mortgage or deed of trust securing the Bank Loan. In the event of a foreclosure of such mortgage or deed of trust securing the Bank Loan, any provisions herein restricting the use of the Property to affordable or to low income persons or households, or otherwise restricting Owner's ability to resell the Property, shall have no further force or effect. Any person receiving title to the Property through a foreclosure of the security instrument securing the Bank Loan shall receive title to the Property free and clear from such restrictions.

This Agreement shall be further subordinated in priority only to those certain liens and encumbrances approved in writing by the City in its sole and absolute discretion.

N. MISCELLANEOUS TERMS.

1. Amendment. Except as provided in subsection 6 below, or as expressly otherwise provided elsewhere in this Agreement, this Agreement may be amended

only by a written amendment executed by both parties.

2. Applicable Law. The provisions of this Agreement shall be interpreted in accordance with the law of the State of Hawaii as that law is construed and amended from time to time.

3. Assignment. Owner may not assign this Agreement or any interest in it for any purpose without the prior written consent of the City.

4. Authorization. Each party warrants to each other party that the individuals executing this Agreement on behalf of the respective parties are authorized to do so. Owner and the person signing for Owner below represent and warrant that there are no restrictions, agreement, limitations on Owner's right or ability to enter into and perform the terms of this Agreement.

5. Binding Effect. Upon its execution by each party, this Agreement shall become binding and enforceable according to its provisions. If more than one party is obligated by any provisions stated in this Agreement, those parties shall be jointly and severally liable for the performance of those obligations. The rights and obligations of each party named in this Agreement shall bind and inure to the benefit of that party, the respective heirs, personal representatives, successors, and assigns of that party.

6. City's Right to Amend. Notwithstanding any provision herein to the contrary, during the term of this Agreement, the City reserves the right, at any time, to amend this Agreement in order to assure compliance with all applicable HUD, City and County of Honolulu, State of Hawaii and other statutes, laws and regulations. All such amendments shall be within the general scope of this Agreement. The City shall provide all such amendments in writing to Owner. Owner agrees that it shall immediately take any and all reasonable steps to comply with such amendments and not to jeopardize the grant or loan as the case may be.

7. Consent; Subsequent Agreement. If a subsequent consent or agreement required of any party by the provisions of this Agreement is requested by a party, it shall not be unreasonably withheld by the party to whom the request is made.

8. Construction. Each party named in this Agreement acknowledges and agrees that:

(a) Each party is of equal bargaining strength;

(b) Each party has actively participated in the negotiation and preparation of this instrument;

(c) Each party has consulted with their respective legal counsel and other

professional advisors as each party has deemed appropriate;

(d) Each party and the party's legal counsel and advisors have reviewed this instrument; and

(e) Each party has agreed to be bound by the terms stated in this instrument following its review and obtaining advice.

9. Counterparts. This Agreement may be executed by the parties in counterparts. The counterparts executed by the parties named in this Agreement and, properly acknowledged, if necessary, taken together, shall constitute a single Agreement.

10. Dates. If any date stated in this instrument falls on a Saturday, Sunday, or legal holiday, such date shall be the next following business day.

11. Defined Terms. Certain terms where they initially are used in this Agreement are set off by quotation marks inside parentheses and subsequently are capitalized. Those designated terms shall have the same meaning throughout this Agreement, unless clearly inappropriate in context.

12. Force Majeure. If any party is prevented from performing its obligations stated in this Agreement by any cause not within the reasonable control of that party, including, but not limited to, fire, an act of God, public enemy, or war, an act or failure to act of a government entity (except on the part of the City), unavailability of materials, or actions by or against labor unions, it shall not be in default of its obligations stated in this Agreement; provided, however, any party delayed by such an event shall request an extension of time to perform its obligations stated in this Agreement by notifying the party to which it is obligated within ten (10) days following the event. If the notified party agrees that the event was the cause of the delay, the time to perform the obligations stated in this Agreement shall be extended by the number of days of delay caused by the event. If no notice is given by the delayed party, no time extension shall be granted.

13. Gender; Number. In this Agreement, the use of any gender shall include all genders and the use of any number in reference to nouns and pronouns shall include the singular or plural, as context dictates.

14. Integration. This Agreement, together with the other Loan Documents, contains all of the agreements of the parties pertaining to its subject matter. Each party acknowledges that no person or entity has made any oral or written representation on which it has relied in entering into this Agreement which set forth herein.

15. Legal Action and Fees. In the event of any controversy, claim or dispute between the parties hereto arising out of or relating to this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party its reasonable

expenses, including attorneys' fees and costs.

16. Memorandum. If required by the provisions of this Agreement or requested by any party, a memorandum of this Agreement shall be executed by the parties, the signatures properly acknowledged by a Notary Public, and recorded in the Bureau of Conveyances, State of Hawaii.

17. No Drafter. No party shall be deemed to have drafted this Agreement. No provision stated in this Agreement shall be construed against any party as its drafter.

18. No Obligations to Third Parties. Unless there is a provision stated in this Agreement to the contrary, the execution and delivery of this Agreement shall not confer rights on any person or entity except the parties herein or obligate either party herein to any person or entity except another party herein.

19. No Offer. The provisions stated in this Agreement shall not bind any party until each party has executed it. The mere delivery of this Agreement is not an offer.

20. No Waiver. No consent or waiver, expressed or implied, by either party to or of any breach or default by the other party in the performance of its obligations hereunder, shall be valid unless in writing. No such consent or waiver shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance by such other party of any other obligations of such party hereunder. The failure of any party to declare the other party in default shall not constitute a waiver by such party of its rights hereunder, irrespective of how long such failure continues.

21. Non-Agency. The parties acknowledge that neither party hereto is a partner, agent and/or employee of the other.

22. Paragraph Titles. The titles of each provision stated in this Agreement are included only for the convenience of the parties. They shall not be considered in the construction and interpretation of the provisions stated in this Agreement.

23. Required Actions by the Parties. Each party named in this Agreement agrees to execute the instruments and to diligently undertake the acts necessary to consummate the transaction contemplated by this Agreement. Each party shall use its best efforts to consummate the transaction contemplated by this Agreement.

24. Severability. If any provision stated in this Agreement subsequently is determined to be invalid, illegal, or unenforceable, that determination shall not affect the validity, legality, or enforceability of the remaining provisions stated in this Agreement unless that is made impossible by the absence of the omitted provision.

25. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the respective successors and assigns of the parties hereto (as permitted pursuant to the provisions of this Agreement).

26. Survival. Any representation and warranty stated in this Agreement made by each party shall survive the termination of this Agreement.

27. Time is of the Essence. Time is of the essence with respect to Owner's obligations under this Agreement.

IN WITNESS HEREOF, The City and Owner have executed this Agreement as of the date first set forth above.

CITY AND COUNTY OF HONOLULU

_____

By:
Its:
Department of Community Services

OWNER

_____

_____

APPROVED AS TO FORM AND LEGALITY BY THE DEPARTMENT OF THE CORPORATION COUNSEL, CITY AND COUNTY OF HONOLULU
bda : 07/31/13 : HOME PROGRAM RECAPTURE AGREEMENT

STATE OF HAWAII)
) SS.
CITY AND COUNTY OF HONOLULU)

On _____, before me personally appeared _____, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their free act and deed.

_____
Print Name:

NOTARY PUBLIC, State of Hawaii
My Commission expires:

STATE OF HAWAII)
) SS.
CITY AND COUNTY OF HONOLULU)

On _____, before me personally appeared _____, to me personally known, who, being by me duly sworn, did say that _____ is the DIRECTOR of the City and County of Honolulu, Department of Community Services, and that the foregoing instrument is executed in the name and behalf of said City and County of Honolulu, by and through its Department of Community Services by said _____. as its DIRECTOR, and said _____ acknowledged said instrument to be the free act and deed of said City and County of Honolulu, by and through its Department of Community Services. The City and County of Honolulu, Department of Community Services does not have a seal.

_____
Print Name:

NOTARY PUBLIC, State of Hawaii
My Commission expires:

Legal Description

"ATTACHMENT A"

(must be attached prior to recordation)

ATTACHMENT 3

DPL Recapture Amount Based on Owner-Occupancy Credit
5% Occupancy Credit for 10-Year Term Recapture Period & 10% Occupancy Credit for 5-Year Term Recapture Period
Loan Examples

0% Interest Rate, $40,000 Loan, 20-Year Term, $166.67 Monthly Payment

Recapture Year	DPL Loan Amount	DPL Payoff Balance	Total Payments made by Borrower	5% Credit of the DPL Amount for each Full Year of Owner-Occupancy	DPL Recapture Amount (DPL Payoff Balance minus Credit)
1	$40,000	$38,000	$2000	5% = $2000	$36,000
2	$40.000	$36,000	$4000	10% = $4000	$32,000
3	$40,000	$34,000	$6000	15% = $6000	$28,000
4	$40,000	$32,000	$8000	20% = $8000	$24,000
5	$40,000	$30,000	$10,000	25% = $10,000	$20,000
6	$40,000	$28,000	$12,000	30% = $12,000	$16,000
7	$40,000	$26,000	$14,000	35% = $14,000	$12,000
8	$40,000	$24,000	$16,000	40% = $16,000	$8,000
9	$40,000	$22,000	$18,000	45% = $18,000	$4000
10	$40,000	$20,000	$20,000	50% = $20,000	$0

0% Interest Rate, $15,000 Loan, 20-Year Term, $62.50 Monthly Payment

Recapture Year	DPL Loan Amount	DPL Payoff Balance	Total Payments made by Borrower	5% Credit of the DPL Amount for each Full Year of Owner-Occupancy	DPL Recapture Amount (DPL Payoff Balance minus Credit)
1	$15,000	$14,250	$750	$750	$13,500
2	$15,000	$13,500	$1500	$1500	$12,000
3	$15,000	$12,750	$2250	$2250	$10,500
4	$15,000	$12,000	$3000	$3000	$9000
5	$15,000	$11,250	$3750	$3750	$7500
6	$15,000	$10,500	$4500	$4500	$6000
7	$15,000	$9750	$5250	$5250	$4500
8	$15,000	$9000	$6000	$6000	$3000
9	$15,000	$8250	$6750	$6750	$1500
10	$15,000	$7500	$7500	$7500	$0

0% Interest Rate, 10,000 Loan, 10-Year Term, $83.33 Monthly Payment

Recapture Year	DPL Loan Amount	DPL Payoff Balance	Total Payments made by Borrower	10% Credit of the DPL Amount for each Full Year of Owner-Occupancy	DPL Recapture Amount (DPL Payoff Balance minus Credit)
1	$10,000	$9000	$1000	10% = $1000	$8000
2	$10.000	$8000	$2000	20% = $2000	$6000
3	$10,000	$7000	$3000	30% = $3000	$4000
4	$10,000	$6000	$4000	40% = $4000	$2000
5	$10,000	$5000	$5000	50% = $5000	$0

0% Interest Rate, $5000 Loan, 10-Year Term, $41.66 Monthly Payment

Recapture Year	DPL Loan Amount	DPL Payoff Balance	Total Payments made by Borrower	10% Credit of the DPL Amount for each Full Year of Owner-Occupancy	DPL Recapture Amount (DPL Payoff Balance minus Credit)
1	$5000	$4500	$500	$500	$4000
2	$5000	$4000	$1000	$1000	$3000
3	$5000	$3500	$1500	$1500	$2000
4	$5000	$3000	$2000	$2000	$1000
5	$5000	$2500	$2500	$2500	$0

0% Interest Rate, $1000 Loan, 10-Year Term, $8.33 Monthly Payment

Recapture Year	DPL Loan Amount	DPL Payoff Balance	Total Payments made by Borrower	10% Credit of the DPL Amount for each Full Year of Owner-Occupancy	DPL Recapture Amount (DPL Payoff Balance minus Credit)
1	$1000	$900	$100	$100	$800
2	$1000	$800	$200	$200	$600
3	$1000	$700	$300	$300	$400
4	$1000	$600	$400	$400	$200
5	$1000	$500	$500	$500	$0