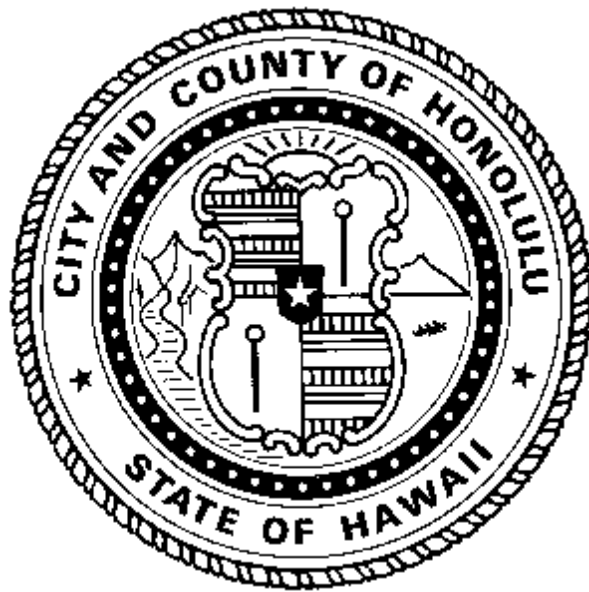


DRAFT TWENTY-FIFTH YEAR ACTION PLAN



Program Year
2019 - 2020

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

March 2019

Presented By
Kirk Caldwell, Mayor
City and County of Honolulu

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Executive Summary

AP-05 Executive Summary - 24 Code of Federal Regulations (CFR) 91.200(c), 91.220(b)

1. Introduction

The Twenty-Fifth (25th) Year Action Plan (AP) for the City and County of Honolulu (City) represents a blueprint for the planning and application aspects of the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons With Acquired Immune Deficiency Syndrome (AIDS) (HOPWA), and Housing Trust Fund (HTF) programs. The purpose of the Action Plan is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of Low and Moderate Income (LMI) families in a way that improves the availability and affordability of decent, safe and sanitary housing and a suitable living environment. The terms Program Year 2019 (PY19) and Fiscal Year 2020 (FY20) references the same time period and are used interchangeably throughout this report.

2. Summarize the objectives and outcomes identified in the Plan

The AP 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 (listed in priority order) will receive funding during the five-year Consolidated Plan period and lower priority needs may be funded, based on the availability of funds.

Homelessness

- 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 LMI homebuyers.
- Low-interest rehabilitation loans to LMI 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 LMI communities.

Public Facilities

- Acquisition, construction or renovation of public facilities to benefit LMI 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 LMI 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 LMI 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 (NRSA).
- Support micro-enterprise assistance.

3. Evaluation of past performance

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

Housing: The City provided funding to projects that preserved affordable housing, developed rental housing for LMI households, renovated an affordable housing complex for very low-income adults with physical disabilities and/or traumatic brain injury, provided down payment assistance for home purchases, 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 LMI 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 (TBRA).

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 and childcare activities, and to make 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 NRSAs. The City funded a Community Based Development Organization (CBDO) project in a NRSA and also funded projects that provided entrepreneurial and business start-up training to LMI individuals.

4. Summary of Citizen Participation Process and consultation process

A Public Hearing was conducted on September 20, 2018, to obtain the views and comments of the public with regards to the City's performance, and the housing and community development needs for the upcoming AP. Two members from the Fuller Lives non-profit organization provided testimony on the need to provide affordable housing for Intellectually and Developmentally Disabled (IDD) adults. No other written testimony was received by the cut-off date of September 28, 2018.

To obtain further public input, the City will utilize several City Council and Budget Committee meetings for the AP resolution scheduled during the months of February through March 2019 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 APs, as well as the Consolidated Plan for FY 2016-2020, are available at <http://www.honolulu.gov/cms-bfs-menu/site-bfs-sitearticles/408-federal-grants.html>. The Notice of Funding Availability documents, along with Project Proposal applications for the HOME, HTF, and ESG programs were available at the Department of Budget and Fiscal Services (BFS), Purchasing Division (Purchasing). The City also maintains an e-mail subscription list where interested parties may sign up to receive notification of future funding announcements.

A public notice was published in February 2019 inviting the public to review and comment on the Draft Twenty-Fifth (25th) Year AP, which outlines how the City will be implementing the CDBG, HOME, HTF, ESG, and HOPWA programs. A final notice reflecting actual program plans will be published in the Honolulu Star Advertiser in May 2019.

5. Summary of public comments

To Be Determined (TBD)

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

TBD

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 (CPP) and Consolidated Planning requirements.

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

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

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

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

Table 1 – Responsible Agencies

Narrative (optional)

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

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

Consolidated Plan Public Contact Information

Ms. Holly Kawano, Federal Grants Coordinator
BFS
City and County of Honolulu
530 South King Street #208
Honolulu, Hawaii 96813
Telephone No: (808) 768-3930, Fax No: (808) 768-3294
Email Address: bfscdbgmail@honolulu.gov

Ms. Pamela A. Witty-Oakland, Director
City and County of Honolulu
DCS
925 Dillingham Boulevard, Suite 200
Honolulu, Hawaii 96817
Telephone No: (808) 768-7760, Fax No: (808) 768-7792
Email Address: pwittyoakland@honolulu.gov

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

1. Introduction

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

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

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

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

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

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

- DOH
- Department of Human Services (DHS)

- Department of Labor and Industrial Relations
- Department of Business, Economic Development, and Tourism (DBEDT)
- HHFDC
- HPHA
- Office of Hawaiian Affairs
- 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, Human Immunodeficiency Virus (HIV)/AIDS and others. It brings together the stakeholders who are addressing economic development, employment, and the interests of Native Hawaiians. It also includes the PIC, a planning, coordinating, and advocacy alliance that develops recommendations for programs and services to fill needs within Oahu's CoC for homeless persons. PIC assists in developing new programs, while working to preserve or expand existing effective programs.

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

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

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

In reference to 24 CFR 576.400, the City (recipient) is required to consult with the CoC in determining the allocation of ESG funds each program year, developing performance standards, evaluating outcomes of the projects and activities, and developing funding, policies, and procedures for administration and operation of the Homeless Management Information System (HMIS).

PIC's governance charter formalized PIC's consultation role in the allocation of ESG funds and the assessment of performance of ESG subrecipients. In determining how to allocate ESG funds, the City and PIC assess past performance and current needs to determine if any changes to existing performance standards and outcomes are needed. PIC also consults with ESG subrecipients as a basis for improving existing policies and procedures or creating new ones.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Table 2 – Agencies, groups, organizations who participated

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

None

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
CoC	PIC	Strategic goals overlap with and/or are supportive of goals under homelessness.
Honolulu General Plan	City DPP	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 DPP	These community-based neighborhood plans consider the use of HOME funds for affordable housing and CDBG for supportive infrastructure.
HICH Plan	State of Hawaii Governor's Office/ State DHS	Strategic goals overlap with and/or are supportive of goals under homelessness.
Honolulu Islandwide Housing Strategy Report Draft	City DPP	Strategic action goals overlap with and/or supports goals under all priorities especially housing and homelessness.
2014 Public Housing Agency 5-year and Annual Plan	State HPHA	Strategic goals overlap with and/or are supportive of community development/self-sufficiency related-goals.
Four-Year Area Plan on Aging 2011-2015	City DCS - Elderly Affairs Division	Strategic goals overlap with and/or are supportive of goals for population 60+ and those with disabilities.
State Comprehensive Economic Development Strategy	State DBEDT- Office of Planning	This plan overlaps with NRSA Economic Development (Agriculture) goals.
State Workforce Investment Plan/ Local Area Plan	State Workforce Development Council/Oahu Workforce Investment Board	Strategic goals overlap with and/or are supportive of community development/self-sufficiency goals.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

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

Summarize citizen participation process and how it impacted goal-setting

The City encouraged citizen participation in the development of the AP. The citizen participation process was guided by the City's 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 APs.

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

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

A summary of responses is noted in the Table 4.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	A public meeting was held on September 20, 2018 to solicit public input on the projects applying for CDBG funding.	Need affordable housing for IDD adults	N/A	-

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Notice	Non-targeted/broad community	A Public Notice was published in the September 13, 2018 edition of the Honolulu Star Advertiser, to obtain the views and comments of the public with regards to the City's performance, and the housing and community development needs for the upcoming AP.	None received by the public comment period ending September 18, 2018.	N/A	-
3	Internet Outreach	Non-targeted/broad community	The Public Notice was posted on the City's website to increase opportunities for public participation and public comments.	None received by the public comment period ending September 18, 2018.	N/A	-

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Non-targeted/broad community	A Public Notice will be published in the Honolulu Star Advertiser, informing the public that copies of the Draft AP would be available for review online on the City's website, on the Municipal Reference Center's online catalog, the BFS offices at Honolulu Hale, and at Kapolei Hale for persons without internet access.	TBD	TBD	-
5	Library Outreach	Non-targeted/broad community	The Draft AP will be sent to the Municipal Reference Center.	TBD	TBD	-
6	City Council Public Hearing	Non-targeted/broad community	TBD	TBD	TBD	-
7	City Council Public Hearing	Non-targeted/broad community	TBD	TBD	TBD	-
8	Newspaper Ad	Non-targeted/broad community	TBD	TBD	TBD	-

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Twenty-Fifth (25th) Year AP for the City represents a blueprint for the planning and application aspects of HUD's CDBG, ESG, HOME, HOPWA, and HTF programs. The purpose of the AP is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of LMI families in a way that improves the availability and affordability of decent, safe and sanitary housing and a suitable living environment.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Housing Public Improvements Public Services	8,035,248	775,000	802,574	9,612,822	0	CDBG funds will be utilized for the following activities: Homeless Services, Housing - Rehabilitation Assistance, and Public Facilities and improvements - Non-Homeless. Funds will also be used for administrative costs and other eligible activities as needs arise.
HOME	public - federal	Acquisition Admin and Planning Homebuyer assistance Homeowner rehab New construction for ownership TBRA	3,141,694	550,000	0	3,691,694	0	HOME funds will be utilized for the following activities: Development of affordable housing, TBRA including Housing First, and Home Ownership programs. Funds will also be used for administrative costs and other eligible activities as needs arise.

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

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

Table 5 - Expected Resources – Priority Table

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

The table above reflects anticipated HUD Community Planning and Development 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 that are administered by the State of Hawaii HHFDC, waived Real Property Taxes, and/or waived General Excise Taxes.

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

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

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

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

1. Housing First Model- scattered sites, in particular the Waianae Coast, Downtown Honolulu, and East Honolulu. These regions are local priority areas based on the City's strategic development scheme and assessment.
2. Eligible/Approved NRSAs. The City currently has one HUD approved NRSA, the Wahiawa NRSA, but contemplates and supports the creation of new NRSAs.

In regards to HTF, the City's Consolidated Plans have historically identified the development of new affordable housing as a top priority. Thus the project proposes to provide seven (7) units in Downtown Honolulu, with affordable rents in perpetuity.

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

Discussion:

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

In addition, the City will exercise its Pre-Award option for the CDBG and HOME funded projects. The projects below represent the 25% pre-award project costs that may be incurred without HUD approval.

Community Development Block Grant Program

BFS - Program Administration	\$ 209,230
BFS – Fiscal Support	\$ 1,140
DCS CAD – Program Administration	\$ 29,333
DCS CBDD - Program Administration	\$ 200,809
DCS - Work Readiness Program	\$ 90,566
DCS - Rehabilitation Loan Program	\$ 100,000
Department of Facility Maintenance (DFM) - Installation of the R1 Waterline in Ewa Villages	\$ 655,500
Department of Parks and Recreation (DPR) - Rehabilitation of the Kamehameha Community Park	\$ 341,625
DPR - Rehabilitation of the Makaha Community Park	\$ 112,500
DPR - Rehabilitation of the Foster Botanical Garden	\$ 150,000
DPR - Rehabilitation of the Kalihi Valley District Park	\$ 137,500
DPR - Rehabilitation of the Waialua District Park	\$ 100,000
DPR - Rehabilitation of the Palolo District Park	\$ 137,500
DPR - Rehabilitation of the Kauluwela Community Park	\$ 137,500
Total CDBG Pre-Award	\$2,403,203

HOME Investment Partnerships Program

BFS - Program Administration	\$ 13,989
DCS - Program Administration	\$ 2,334
DCS - TBRA Program Administration	\$ 75,968
DCS - TBRA Program	\$162,631
DCS - Down Payment Loan Program	\$250,000
DCS - Housing First Rental Assistance Program	\$300,000
Honolulu Habitat for Humanity - Building Homes for Low-Income Families	\$118,000
Total HOME Pre-Award	\$922,922

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing First - Housing	2015	2019	Homeless	Waikiki Region Waianae Region Downtown Region Citywide	Homeless	HOME: \$1,200,000	TBRA / Rapid Rehousing: 100 Households Assisted
2	Homeless Services	2015	2019	Homeless	Citywide	Homeless	CDBG: \$362,272 HOME: \$650,525 ESG: \$493,831 City Fund: \$568,677	Public service activities other than LMI Housing Benefit: 509 Persons Assisted Homeless Person Overnight Shelter: 1,215 Persons Assisted TBRA: 80 Households Assisted Rapid Rehousing: 58 Households Assisted
3	Homeless Prevention	2015	2019	Homeless	Citywide	Homeless	ESG: \$107,177 City Funds: \$105,323	Homelessness Prevention: 246 Households Assisted

4	Housing - Development	2015	2019	Affordable Housing	Citywide	Affordable Housing	HOME: \$472,000 HTF: \$1,350,000	Rental units constructed: 9 Household Housing Unit Homeowner Housing constructed: 4 Household Housing Unit
5	Housing - Down Payment Assistance	2015	2019	Affordable Housing	Citywide	Affordable Housing	HOME: \$1,000,000	Direct Financial Assistance to Homebuyers: 25 Households Assisted
6	Housing - Rehabilitation Assistance	2015	2019	Affordable Housing	Citywide	Affordable Housing	CDBG: \$400,000	Homeowner Housing Rehabilitated: 1 Household Housing Unit
7	Services to LMI Population	2015	2015	Non-Housing Community Development	Citywide	Public Services	HOPWA: \$550,601	Public service activities other than LMI Housing Benefit: 415 Persons Assisted
8	Public Facilities - Non-Homeless	2015	2019	Non-Housing Community Development	Ewa Villages Kalihi-Palama Waianae Region Citywide	Public Facilities and Improvements	CDBG: \$7,088,500	Public Facility or Infrastructure Activities other than LMI Housing Benefit: 512,890 Persons Assisted

9	Administration	2015	2019	Administration	Citywide	Administration, Planning, and Monitoring	CDBG: \$1,762,050 HOME: \$369,169 ESG: \$47,984 HOPWA: \$17,029 HTF: \$75,000	Other: 8 Other
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Table 6 – Goals Summary

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

The City estimates the following based on current HOME funding:

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

Goal Descriptions

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

6	Goal Name	Housing – Rehabilitation Assistance
	Goal Description	Provide low-interest loans to LMI homeowners to correct conditions in deteriorated homes.
7	Goal Name	Services to LMI Population
	Goal Description	Provide services to benefit LMI persons, other than the homeless, in the following areas: food; outreach; case management; life skills, remedial and employment training and job development, creation and retention; legal counseling and assistance; literacy; budgeting, financial literacy and asset building; language access and limited English proficiency services; parenting and family strengthening; anger management; housing counseling and eviction prevention; foster family services; services to ex-offenders; transportation; transportation oriented development, and other applicable services.
8	Goal Name	Public Facilities - Non-Homeless
	Goal Description	Construct or renovate facilities to comply with accessibility requirements. Acquire, construct, replace, or renovate city-owned facilities and infrastructure to benefit LMI communities.
9	Goal Name	Administration
	Goal Description	Administer the CDBG, HOME, HTF, ESG, HOPWA Programs. Maintenance and management of HMIS.

Table 7 – Goal Descriptions

AP-35 Projects – 91.220(d)

Introduction:

The following tables list the projects the City's CDBG, HOME, HTF, ESG and HOPWA programs will carry out and/or fund during the City's FY 19-20.

Projects:

No.	Project Name
1	BFS - Program Administration
2	BFS - Fiscal Support Administration
3	DCS - CAD Administration
4	DCS - CBDD Administration
5	DCS - Rehabilitation Loan Program
6	DCS - Work Readiness Program
7	DFM - R1 Waterline Installation
8	DPR – Foster Botanical Garden Rehabilitation
9	DPR - Kalihi Valley District Park Rehabilitation
10	DPR - Kamehameha Community Park Rehabilitation
11	DPR - Kauluwela Community Park Rehabilitation
10	DPR - Makaha Community Park Rehabilitation
12	DPR - Palolo District Park Rehabilitation
13	DPR - Waialua District Park Rehabilitation

No.	CDBG Other - Alternate Project Name
1	DPR - P & E for the Fern Community Park Rehabilitation
2	DPR – P & E for the Kalihi Waena Neighborhood Park Rehabilitation
3	DPR - P & E for the Maili Community Park Rehabilitation
4	DPR - P & E for the Beretania Community Park Rehabilitation
5	DPR - P & E for the Peter Buck Mini Park Rehabilitation
6	DPR - P & E for the Waianae District Park Rehabilitation
7	DPR - P & E for the Piliāau Community Park Rehabilitation
8	DPR - P & E for the Waipahu District Park Rehabilitation
9	DPR - P & E for the Pupuole Street Mini Park Rehabilitation
10	Honolulu Fire Department (HFD) - Kalihi Kai Quint Apparatus
11	HFD - Waianae Quint Apparatus
12	HFD - Waianae Tanker Apparatus
13	HFD - Wahiawa Tanker Apparatus

Table 8 – CDBG Project Information

No.	Project Name
1	BFS - Program Administration
2	DCS - Community Based Development Division Administration
3	DCS - Tenant Based Rental Assistance Administration
4	DCS - Tenant Based Rental Assistance Program
5	DCS - Down Payment Loan Program
6	Housing First Rental Assistance Program
7	Honolulu Habitat for Humanity - Building Homes for Low Income Families

Table 9 – HOME Project Information

No.	Project Name
1	Housing Trust Fund Project
2	DCS - Program Administration

Table 10–HTF Project Information

No.	Project Name
1	ALEA Bridge - Street Outreach and Rapid Re-Housing
2	Aloha United Way - HMIS
3	DCS - Program Administration
4	Family Promise of Hawaii - Emergency Shelter and Rapid Re-Housing
5	Hale Kipa - Emergency Shelter
6	IHS, The Institute for Human Services - Rapid Re-Housing
7	IHS, The Institute for Human Services - Sumner Street Emergency Shelter
8	Kalihi-Palama Health Center - Homeless Prevention
9	Mental Health Kokua - Street Outreach
10	Parents and Children Together - Ohia Domestic Violence Shelter
11	The Salvation Army - Homeless Prevention

Table 11 – ESG Project Information

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

Table 12 – HOPWA Project Information

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

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

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

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

For the CDBG, HOME, ESG, HOPWA and HTF programs, the City may include a list of alternate projects each year in the Annual AP. 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 AP.

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

- Increased funding for projects selected under the current-year AP or previously selected under a prior year AP, 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 LMI 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 LMI persons or HOME or HTF program eligibility requirements;
- Capital Improvement or Acquisition Projects on prior year Alternate Lists that have the requisite approvals and permits in place and are ready for construction so that CDBG, HOME, or HTF funds can be spent within twelve (12) months upon contract execution;
- Other Projects which have previously completed a Competitive Selection process, within the last two years, conducted by the City that have the requisite approvals and permits in place and are ready for construction so that CDBG funds can be spent within twelve (12) months upon contract execution.

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

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

Projects

AP-38 Projects Summary

Project Summary Information:

	Project Name	BFS - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG - \$843,366
	Description	Provision of grant funds for administration of City HUD-funded programs. This is a continuation project. CDBG funds will be used for General Program Administration, eligible under 24 CFR 570.206(a).
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	530 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 13 positions = 12 Full Time Equivalent (FTE). Federal Grants Coordinator (1), Planners (11), and a Senior Clerk Typist (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	BFS - Fiscal Support
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG: \$4,560
	Description	Provision of grant funds for fiscal support of HUD-funded programs. This is a new project. CDBG funds will be used for General Program Administration, eligible under 24 CFR 570.206(a).
	Target Date of Completion	6/30/2020
	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. 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.

	Project Name	DCS - CAD
	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 CAD. This is a continuation project. CDBG funds will be used for General Program Administration, eligible under 24 CFR 570.206(a).
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	51 Merchant Street, Honolulu, Hawaii 96813
	Planned Activities	Partial Funding for 9 positions = 3 FTE. Branch Chief (1), Rehab Loan Specialists (2), Urban Rehab Inspectors (3), Rehab Loan Clerk (1), and Senior Clerk Typists (2). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	DCS - CBDD
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	CDBG - \$796,792
	Description	<p>Provision of grant funds for administrative support of the DCS 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.</p> <p>CDBG funds will be used for General Program Administration, eligible under 24 CFR 570.206(a).</p>
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu, Hawaii 96817
	Planned Activities	<p>Partial Funding for 20 positions = 16 FTE. Administrator (1), Planners (16), Standards and Specifications Clerk (1), Senior Clerk Typist (1) and an Engineer (1). Time sheets are submitted to accurately reflect staff time being charged to the program. Funding may be assigned to a position in the Department of Design and Construction, which will assist with the administration of City funded projects.</p>

	Project Name	DCS - Rehabilitation Loan Program
	Target Area	Citywide
	Goals Supported	Housing – Assistance
	Needs Addressed	Affordable Housing
	Funding	CDBG - \$400,000
	Description	<p>Provision of funds for the City's Rehabilitation Loan Program, which provides low cost loans to LMI 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 Revolving Loan funds before Entitlement (EN) funds in accordance with CDBG regulations.</p> <p>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.</p>
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately one (1) LMI homeowner will benefit from the activities that will be supported under this project.
	Location Description	51 Merchant Street, Honolulu, Hawaii 96813
	Planned Activities	Approximately one (1) LMI homeowner will be provided low cost loans to make repairs needed to meet basic housing standards, related to health and safety, and energy efficiency improvements.

	Project Name	DCS - Work Readiness Program
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homeless
	Funding	CDBG - \$362,272
	Description	<p>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.</p> <p>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 LMI persons.</p>
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 185 persons/families experiencing homelessness will benefit from the activities that will be supported under this project.
	Location Description	1505 Dillingham Boulevard, Room 216, Honolulu, Hawaii 96817
	Planned Activities	Approximately 185 persons experiencing homelessness will be provided services including, but not limited to, work readiness and life skills training, financial management, vocational training in a classroom or worksite setting, and job search skills training.

	Project Name	DFM – R1 Waterline Installation
	Target Area	Ewa Villages
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$2,622,000
	Description	<p>Provision of grant funds to install a new water main from the Honouliuli Wastewater Treatment Plant to Renton Road. This is a continuation project.</p> <p>CDBG funds will be used to install a waterline, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly services Census Tracts 86.17 (Blocks 1 -5).</p>
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 9,775 residents of the Ewa Villages community will benefit from the activities that will be supported under this project.
	Location Description	Ewa Villages
	Planned Activities	Installation of a new water main from the Honouliuli Wastewater Treatment Plant to Renton Road in Ewa Villages.

	Project Name	DPR – Foster Botanical Garden Rehabilitation
	Target Area	Downtown Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$1,745,000 \$ 600,000 (PY19/FY20 CDBG EN Funds) \$ 800,000 (PY20/FY21 CDBG EN Funds - Conditional on Appropriation and Allocation) \$ 345,000 (PY21/FY22 CDBG EN Funds - Conditional on Appropriation and Allocation) \$1,745,000 Total
	Description	<p>Provision of grant funds for the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons at the Foster Botanical Garden. The park's normal hours of operation are: Daily, 9 am – 4 pm. This is a continuation project.</p> <p>CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(ii), an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled."</p>
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100,000 potential users of the park will benefit from the activities that will be supported under this project.
	Location Description	30 North Vineyard Boulevard, Honolulu, Hawaii 96817
	Planned Activities	Rehabilitation will be limited to the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons at the Foster Botanical Garden. Improvements include accessible ramps, walkways, and comfort stations.

	Project Name	DPR – Kalihi Valley District Park Rehabilitation
	Target Area	Kalihi Valley
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$1,555,000 \$ 550,000 (PY19/FY20 CDBG EN Funds) \$ 700,000 (PY20/FY21 CDBG EN Funds - Conditional on Appropriation and Allocation) \$ 305,000 (PY21/FY22 CDBG EN Funds - Conditional on Appropriation and Allocation) \$1,555,000 Total
	Description	<p>Provision of grant funds for removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons at the Kalihi Valley District Park. The park's normal hours of operation are: Daily, 6 am – 10 pm. This is a continuation project.</p> <p>CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(ii), an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled."</p>
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100,000 potential users of the park will benefit from the activities that will be supported under this project.
	Location Description	1911 Kamehameha IV Road, Honolulu, Hawaii 96819
	Planned Activities	Rehabilitation will be limited to the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons at the Kalihi Valley District Park. Improvements include improved accessibility in the gym, multi-purpose facility, comfort stations, and accessible ramps and walkways.

	Project Name	DPR - Kamehameha Community Park Rehabilitation
	Target Area	Kalihi-Palama
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$3,580,000 \$1,366,500 (PY19/FY20 CDBG EN Funds) \$1,550,000 (PY20/FY21 CDBG EN Funds - Conditional on Appropriation and Allocation) \$ 663,500 (PY21/FY22 CDBG EN Funds - Conditional on Appropriation and Allocation) \$3,580,000 Total
	Description	<p>Provision of grant funds for the construction phase of the Kamehameha Community Park rehabilitation project. The park's normal hours of operation are: Daily, 9 am – 9 pm. This is a continuation project.</p> <p>CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 63.01, 63.02, 62.01, 64.01, 64.02, 60, and 61.</p>
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 48,370 residents of the Kalihi community will benefit from the activities that will be supported under this project.
	Location Description	1400 Kalihi Street, Honolulu, Hawaii 96819
	Planned Activities	Rehabilitation of the Kamehameha Community Park, which includes, but are not limited to: roof replacement and structural improvements to the recreational building, irrigation system replacement, reconstructing the parking lot, installation of park equipment and amenities, sidewalk replacement, and the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons.

	Project Name	DPR - Kauluwela Community Park Rehabilitation
	Target Area	Kalihi-Palama
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$1,580,000 \$ 550,000 (PY19/FY20 CDBG EN Funds) \$ 725,000 (PY20/FY21 CDBG EN Funds - Conditional on Appropriation and Allocation) \$ 305,000 (PY21/FY22 CDBG EN Funds - Conditional on Appropriation and Allocation) \$1,580,000 Total
	Description	<p>Provision of grant funds for the construction phase of the Kauluwela Community Park rehabilitation project. The park's normal hours of operation are: Daily, 9 am – 9 pm. This is a continuation project.</p> <p>CDBG funds will be used to renovate a public facility eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 53, 50, 51, 52, 54, 55.</p>
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 53,330 residents in the Kalihi-Palama community will benefit from the activities that will be supported under this project.
	Location Description	1402 Kauluwela Place, Honolulu, Hawaii 96817
	Planned Activities	Rehabilitation of the Kauluwela Community Park, which includes, but are not limited to: renovation to the recreational facility, parking lot reconstruction, and the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons.

	Project Name	DPR - Makaha Community Park Rehabilitation
	Target Area	Waianae Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$1,310,000 \$ 450,000 (PY19/FY20 CDBG EN Funds) \$ 600,000 (PY20/FY21 CDBG EN Funds - Conditional on Appropriation and Allocation) \$ <u>260,000</u> (PY21/FY22 CDBG EN Funds - Conditional on Appropriation and Allocation) \$1,310,000 Total
	Description	<p>Provision of grant funds for the construction phase of the Makaha Community Park rehabilitation project. The park's normal hours of operation are: Daily, 9 am – 9 pm. This is a continuation project.</p> <p>CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 97.01, 98.01, and 98.02.</p>
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 11,190 residents of the Makaha community will benefit from the activities that will be supported under this project.
	Location Description	84-730 Manuku Street, Waianae, Hawaii 96792
	Planned Activities	Rehabilitation of the Makaha Community Park, which includes, but are not limited to: roof replacement to a multi-purpose building, comfort station improvements, installation of park equipment and amenities, and the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons.

	Project Name	DPR – Palolo District Park Rehabilitation
	Target Area	Palolo
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$1,580,000 \$ 550,000 (PY19/FY20 CDBG EN Funds) \$ 725,000 (PY20/FY21 CDBG EN Funds - Conditional on Appropriation and Allocation) \$ 305,000 (PY21/FY22 CDBG EN Funds - Conditional on Appropriation and Allocation) \$1,580,000 Total
	Description	<p>Provision of grant funds for the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons at the Palolo District Park. The park's normal hours of operation are: Daily, 6 am – 10 pm. This is a continuation project.</p> <p>CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(ii), an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled."</p>
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100,000 potential users of the park will benefit from the activities that will be supported under this project.
	Location Description	2007 Palolo Avenue, Honolulu, Hawaii 96816
	Planned Activities	Rehabilitation will be limited to the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons at the Palolo District Park. Improvements include accessibility to the gym, multi-purpose facility, and comfort stations, and improved accessible ramps and walkways.

	Project Name	DPR – Waialua District Park Rehabilitation
	Target Area	Waialua
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$1,125,000 \$ 400,000 (PY19/FY20 CDBG EN Funds) \$ 500,000 (PY20/FY21 CDBG EN Funds - Conditional on Appropriation and Allocation) \$ <u>225,000</u> (PY21/FY22 CDBG EN Funds - Conditional on Appropriation and Allocation) \$1,125,000 Total
	Description	<p>Provision of grant funds for the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons at the Waialua District Park. The park's normal hours of operation are: Monday thru Saturday, 6 am – 10 pm. This is a continuation project.</p> <p>CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(ii), an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled."</p>
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100,000 potential users of the park will benefit from the activities that will be supported under this project.
	Location Description	67-180 Goodale Avenue, Waialua, Hawaii 96791
	Planned Activities	Rehabilitation will be limited to the removal of material architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons at the Waialua District Park. Improvements include accessibility to the gym and comfort stations, and improved accessible ramps and walkways.

	Project Name	DPR – P & E for the Fern Community Park Rehabilitation (CDBG Other Alternate #1)
	Target Area	Kalihi-Palama
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$100,000
	Description	<p>Provision of grant funds for the design, planning, and engineering of the Fern Community Park rehabilitation project. The park's normal hours of operation are: Daily, 6 am – 8 pm. This is a new project.</p> <p>CDBG funds will be used to renovate a public facility eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 48, 56, 57, 58 59 60, 61, 62, 63, 66, and 67.</p>
	Target Date of Completion	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 36,105 residents in the Kalihi-Palama community will benefit from the activities that will be supported under this project.
	Location Description	1201 Middle Street, Honolulu, Hawaii 96817
	Planned Activities	Environmental review, planning, design, and engineering for the DPR - Fern Community Park rehabilitation project.

	Project Name	DPR – P & E for the Kalihi Waena Neighborhood Park Rehabilitation (CDBG Other Alternate #2)
	Target Area	Kalihi-Palama
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$421,875
	Description	<p>Provision of grant funds for the design, planning, and engineering of the Kalihi Waena Neighborhood Park rehabilitation project. The park's normal hours of operation are: Daily, 5 am – 10 pm. This is a new project.</p> <p>CDBG funds will be used to renovate a public facility eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 48, 56, 58, 60, 61, 62, 63, and 64.</p>
	Target Date of Completion	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 26,910 residents in the Kalihi-Palama community will benefit from the activities that will be supported under this project.
	Location Description	2020 Buckley Street, Honolulu, Hawaii 96819
	Planned Activities	Environmental review, Planning, design, and engineering for the DPR - Kalihi Waena Neighborhood Park rehabilitation project.

	Project Name	DPR – P & E for the Maili Community Park Rehabilitation (CDBG Other Alternate #3)
	Target Area	Waianae Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$490,625
	Description	<p>Provision of grant funds for the design, planning, and engineering of the Maili Community Park rehabilitation project. The park's normal hours of operation are: Daily, 5 am – 10 pm. This is a new project.</p> <p>CDBG funds will be used to renovate a public facility eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts. 96.03, 96.08, 97.03, and 97.04.</p>
	Target Date of Completion	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 17,760 residents in the Maili community will benefit from the activities that will be supported under this project.
	Location Description	87-360 Kulaaupuni Street, Waianae, Hawaii 96792
	Planned Activities	Environmental review, Planning, design, and engineering for the DPR - Maili Community Park rehabilitation project.

	Project Name	DPR – P & E for the Beretania Community Park Rehabilitation (CDBG Other Alternate #4)
	Target Area	Kalihi-Palama
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$218,750
	Description	<p>Provision of grant funds for the design, planning, and engineering of the Bretania Community Park rehabilitation project. The park's normal hours of operation are: Daily, 5 am – 10 pm. This is a new project.</p> <p>CDBG funds will be used to renovate a public facility eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 39, 40, 41, 42, 43, 45, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, and 57.</p>
	Target Date of Completion	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 47,785 residents in the Kalihi-Liliha community will benefit from the activities that will be supported under this project.
	Location Description	1290 Aala Street, Honolulu, Hawaii 96817
	Planned Activities	Environmental review, planning, design, and engineering for the DPR - Beretania Community Park rehabilitation project.

	Project Name	DPR – P & E for the Peter Buck Mini Park Rehabilitation (CDBG Other Alternate #5)
	Target Area	Kalihi-Palama
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$156,250
	Description	<p>Provision of grant funds for the design, planning, and engineering of the Peter Buck Mini Park rehabilitation project. The park's normal hours of operation are: Daily, 5 am – 10 pm. This is a new project.</p> <p>CDBG funds will be used to renovate a public facility eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 48, 56, 57, 58, 60, and 61.</p>
	Target Date of Completion	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 22,620 residents in the Kalihi-Palama community will benefit from the activities that will be supported under this project.
	Location Description	1222 Houghtailing Street, Honolulu, Hawaii 96817
	Planned Activities	Environmental review, Planning, design, and engineering for the DPR - Peter Buck Mini Park rehabilitation project.

	Project Name	DPR – P & E for the Waianae District Park Rehabilitation (CDBG Other Alternate #6)
	Target Area	Waianae Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$290,000
	Description	<p>Provision of grant funds for the design, planning, and engineering of the Waianae District Park rehabilitation project. The park's normal hours of operation are: Daily, 5 am – 10 pm. This is a new project.</p> <p>CDBG funds will be used to renovate a public facility eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 96.03, 96.08, 97.01, 97.03, 98.01, and 98.02.</p>
	Target Date of Completion	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 30,735 residents in the Waianae community will benefit from the activities that will be supported under this project.
	Location Description	85-601 Farrington Highway, Waianae, Hawaii 96792
	Planned Activities	Environmental review, Planning, design, and engineering for the DPR – Waianae District Park rehabilitation project.

	Project Name	DPR – P & E for the Pililaa Community Park Rehabilitation (CDBG Other Alternate #7)
	Target Area	Waianae Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$550,000
	Description	<p>Provision of grant funds for the design, planning, and engineering of the Pililaa Community Park rehabilitation project. The park's normal hours of operation are: Daily, 5 am – 10 pm. This is a new project.</p> <p>CDBG funds will be used to renovate a public facility eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 97.01, 97.03 and 97.04.</p>
	Target Date of Completion	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 15,440 residents in the Pililaa community will benefit from the activities that will be supported under this project.
	Location Description	85-166 Plantation Road, Waianae, Hawaii 96792
	Planned Activities	Environmental review, Planning, design, and engineering for the DPR – Pililaa Community Park rehabilitation project.

	Project Name	DPR – P & E for the Waipahu District Park Rehabilitation (CDBG Other Alternate #8)
	Target Area	Waipahu
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$82,000
	Description	Provision of grant funds for the design phase of the Waipahu District Park rehabilitation project. The park's normal hours of operation are: Daily, 6 am – 10 pm. This is a new project. CDBG funds will be used to renovate a public facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(ii), an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled."
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100,000 potential users of the park will benefit from the activities that will be supported under this project.
	Location Description	94-230 Paiwa Street, Waipahu, Hawaii 96797
	Planned Activities	Environmental review, Planning, design, and engineering for the DPR – Waipahu District Park rehabilitation project.

	Project Name	DPR – P & E for the Pupuole Street Mini Park Rehabilitation (CDBG Other Alternate #9)
	Target Area	Waipahu
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$187,500
	Description	<p>Provision of grant funds for the design, planning, and engineering of the Pupuole Mini Street Park rehabilitation project. The park's normal hours of operation are: Daily, 7 am – 6 pm. This is a new project.</p> <p>CDBG funds will be used to renovate a public facility eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 87.02, 87.03, 88, 89.13, and 89.14.</p>
	Target Date of Completion	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20,700 residents in the Waipahu community will benefit from the activities that will be supported under this project.
	Location Description	94-427 Pupuole Street, Waipahu, Hawaii 96797
	Planned Activities	Environmental review, Planning, design, and engineering for the DPR – Pupuole Street Mini Park rehabilitation project.

	Project Name	Honolulu Fire Department – Kalihi Kai Quint Apparatus (CDBG Other Alternate #10)
	Target Area	Kalihi Area
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$1,400,000
	Description	Provision of grant funds for the acquisition of a quint apparatus. This is a new project. CDBG funds will be used to acquire a quint apparatus, eligible under 24 CFR 570.201(c), and will meet the CDBG national objective described in 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 LMI persons. The project will predominantly service Census Tracts 57, 58, and 59.
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 5,275 residents of the Kalihi Kai community will benefit from the activities that will be supported under this project.
	Location Description	1334 Nimitz Highway, Honolulu, Hawaii 96817
	Planned Activities	Acquisition of a quint apparatus for LMI neighborhoods currently being serviced by the Kalihi Kai Fire Station.

	Project Name	Honolulu Fire Department - Waianae Quint Apparatus (CDBG Other Alternate #11)
	Target Area	Waianae Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$1,400,000
	Description	Provision of grant funds for the acquisition of a quint apparatus. This is a new project. CDBG funds will be used to acquire an engine apparatus, eligible under 24 CFR 570.201(c), and will meet the CDBG national objective described in 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are LMI persons. The project will predominantly service Census Tracts 96.08, 97.01, 97.03, 97.04, 98.01, and 98.02.
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 26,585 residents of the Waianae community will benefit from the activities that will be supported under this project.
	Location Description	85-645 Farrington Highway, Waianae, Hawaii 96792
	Planned Activities	Acquisition of a quint apparatus for LMI neighborhoods currently being serviced by the Waianae Fire Station.

	Project Name	Honolulu Fire Department - Waianae Tanker Apparatus (CDBG Other Alternate #12)
	Target Area	Waianae Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$600,000
	Description	Provision of grant funds for the acquisition of a tanker 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 LMI persons. The project will predominantly service Census Tracts 96.08, 97.01, 97.03, 97.04, 98.01, and 98.02.
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 26,585 residents of the Waianae community will benefit from the activities that will be supported under this project.
	Location Description	85-645 Farrington Highway, Waianae, Hawaii 96792
	Planned Activities	Acquisition of a tanker apparatus for LMI neighborhoods currently being serviced by the Waianae Fire Station.

	Project Name	Honolulu Fire Department - Wahiawa Tanker Apparatus (CDBG Other Alternate #13)
	Target Area	Wahiawa Region
	Goals Supported	Public Facilities and Improvements- Non-Homeless
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG - \$600,000
	Description	Provision of grant funds for the acquisition of a tanker 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 LMI persons. The project will predominantly service Census Tracts 90, 91, 92, 93, 94, 95.04, and 100.
	Target Date of Completion	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20,465 residents of the Wahiawa community will benefit from the activities that will be supported under this project.
	Location Description	640 California Avenue, Wahiawa, Hawaii 96786
	Planned Activities	Acquisition of a tanker apparatus for LMI neighborhoods currently being serviced by the Wahiawa Fire Station.

	Project Name	Department of Budget and Fiscal Services - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOME - \$55,956
	Description	Provision of grant funds for the administration and coordination of the HOME program. This is a continuation project. HOME funds will be utilized to provide administrative costs, eligible under 24 CFR 92.207(a)(1).
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	530 South King Street, Honolulu, Hawaii 96813
	Planned Activities	Partial funding for 13 positions = 1 FTE. Federal Grants Coordinator (1), Planners (11), and a Senior Clerk Typist (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	DCS - CBDD
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOME - \$9,338
	Description	<p>Provision of grant funds for administrative support of the DCS CBDD. The City certifies that HOME administrative funds will not be used to pay for staff time administering the ESG, HOPWA, and CoC programs. This is a continuation project.</p> <p>HOME funds will be utilized to provide administrative costs, eligible under 24 CFR 92.207(a)(1).</p>
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu, Hawaii 96817
	Planned Activities	Partial Funding for 3 positions = 2.0 FTE. Planners (3) - vacant. Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	DCS - Tenant Based Rental Assistance Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOME - \$303,875
	Description	Provision of grant funds for the administration and coordination of the Tenant Based Rental Assistance program. This is a continuation project. HOME funds will be utilized to provide administrative costs, eligible under 24 CFR 92.207(a)(1).
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	1505 Dillingham Boulevard, Room 216, Honolulu, Hawaii 96817
	Planned Activities	Partial funding for 8 positions = 3 FTE. Administrator, Community Services Specialists (2), Planner (2), Clerk Typist, Accountant and Housing Assistant Specialist. Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	DCS - Tenant Based Rental Assistance Program
	Target Area	Citywide
	Goals Supported	Homeless Prevention
	Needs Addressed	Affordable Housing
	Funding	HOME - \$650,525
	Description	Provision of grant funds to expand rental assistance services to eligible low-income persons. This is a continuation project. HOME funds will be utilized to provide tenant-based rental assistance, including security deposits, eligible under 24 CFR 92.209.
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 80 low-income households will benefit from the activities that will be supported under this project.
	Location Description	1505 Dillingham Boulevard, Room 216, Honolulu, Hawaii 96817
	Planned Activities	Approximately 80 low-income households will be provided rental assistance.

	Project Name	DCS - Down Payment Loan Program
	Target Area	Citywide
	Goals Supported	Housing - Down Payment Assistance
	Needs Addressed	Affordable Housing
	Funding	HOME - \$450,000; HOME Program Income - \$550,000
	Description	Provision of grant funds to assist low-income, first-time homebuyers. This is a continuation project. HOME funds will be utilized to provide assistance to home buyers, eligible under 24 CFR 92.206(c).
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 25 low-income first-time homebuyers will benefit from the activities that will be supported under this project.
	Location Description	51 Merchant Street, Honolulu, Hawaii 96813
	Planned Activities	Approximately 25 low-income first-time homebuyers will be provided zero interest down payment loans.

	Project Name	Housing First Rental Assistance Program
	Target Area	Waikiki Region Waianae Region Downtown Region Citywide
	Goals Supported	Housing First - Housing
	Needs Addressed	Homeless
	Funding	HOME - \$1,200,000
	Description	Provision of grant funds to provide Housing First rental assistance services to eligible low income persons. HOME funds will be utilized to provide tenant-based rental assistance, including security deposits, eligible under 24 CFR 92.209.
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 low-income households will benefit from the activities that will be supported under this project.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu Hawaii 96817
	Planned Activities	Approximately 100 low-income households will be provided rental assistance.

	Project Name	Honolulu Habitat for Humanity - Building Homes for Low-Income Families Community Housing Development Organization Project
	Target Area	Citywide
	Goals Supported	Housing - Development
	Needs Addressed	Affordable Housing
	Funding	HOME - \$472,000
	Description	Provision of grant funds for the acquisition of land to construct a multi-family building that would provide stable housing for 8 low-income families. This is a new project. HOME funds will be utilized to develop and support affordable housing, through new construction, eligible under 24 CFR 92.206.
	Target Date of Completion	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 8 low-income households will benefit from the activities that will be supported under this project.
	Location Description	922 Austin Ln C-1, Honolulu, Hawaii 96817
	Planned Activities	Acquisition of land to construct an 8 unit multi-family building. Upon completion, the units will be sold to 8 low-income families via a lottery selection process.

	Project Name	Housing Trust Fund Project
	Target Area	Downtown Honolulu or the East Honolulu Regions of Oahu
	Goals Supported	Housing - Development
	Needs Addressed	Affordable Housing
	Funding	HTF - \$1,350,000
	Description	Provision of grant funds for the redevelopment of seven (7) rental units for families at or below 30% area median income (AMI). This is a new project. HTF funds will be utilized to develop one or more housing units in a multi-unit project, eligible under 24 CFR §93.200(c).
	Target Date of Completion	11/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately seven (7) families at or below 30% AMI will benefit from the activities that will be supported under this project.
	Location Description	Downtown Honolulu or the East Honolulu Regions of Oahu
	Planned Activities	Provide seven (7) rental housing units that will serve households with incomes at or below 30% AMI in downtown Honolulu or the east Honolulu regions of Oahu.

	Project Name	DCS - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HTF - \$75,000
	Description	Provision of grant funds for the administration and coordination of the HTF program. This is a new project. HTF funds will be utilized to provide administrative costs, eligible under 24 CFR §93.200(a)(1).
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu Hawaii 96817
	Planned Activities	Partial Funding for 2 positions = 1 FTE. Planners (2). Time sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	ALEA Bridge
	Target Area	Citywide
	Goals Supported	Homelessness Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - \$23,848; City General Funds - \$238,794 Street Outreach - \$83,100 Rapid Re-Housing - \$179,542 (ESG - \$23,848; City General Funds - \$155,694)
	Description	Grant funds for street outreach and financial assistance, housing relocation, and stabilization services for a rapid re-housing program. ESG Funds will be utilized to provide Street Outreach eligible under 24 CFR § 576.101 and rapid re-housing assistance, eligible under 24 CFR § 576.104.
	Target Date of Completion	8/29/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 168 households experiencing homelessness will be supported under this project.
	Location Description	123 Mango Street, Wahiawa, Hawaii 96786
	Planned Activities	Approximately 144 households experiencing homelessness will be provided engagement, case management, emergency health and mental health services, and transportation. Approximately 24 households experiencing homelessness will be provided financial assistance and housing relocation and stabilization services.

	Project Name	Aloha United Way - HMIS
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - \$24,000
	Description	Grant funds for the maintenance and management of HMIS. ESG funds will be utilized for the HMIS component, eligible under 24 CFR § 576.107.
	Target Date of Completion	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	This project is data collection only.
	Location Description	200 North Vineyard Boulevard, Suite 700, Honolulu, Hawaii 96817
	Planned Activities	HMIS is designated as the homeless CoC data collection, management and reporting system and is used to collect and maintain client-level data as well as data on the provision of housing and services in the region. Data is pulled from the system for HUD reporting.

	Project Name	DCS - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	ESG Funds - \$47,984
	Description	Grant funds for administrative costs related to the ESG program. ESG funds will be utilized to provide administrative costs, eligible under 24 CFR § 576.108.
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu Hawaii 96817
	Planned Activities	Partial funding for 2 positions = 1 FTE. Senior Clerk Typist (1) and a Planner (1). Time Sheets are submitted to accurately reflect staff time being charged to the program.

	Project Name	Family Promise of Hawaii - Housing Placement for Homeless Families with Children
	Target Area	Citywide
	Goals Supported	Homelessness Prevention and Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - \$100,000; City General Funds - \$110,000 Shelter - \$100,000 (ESG Funds) Rapid Re-Housing - \$110,000 (City General Funds)
	Description	Grant funds for operating costs of an emergency shelters for homeless families and financial assistance, housing relocation, and stabilization services for a rapid re-housing program. ESG Funds will be utilized to provide Shelter operating costs eligible under 24 CFR § 576.102 and rapid re-housing assistance, eligible under 24 CFR § 576.104.
	Target Date of Completion	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 80 families experiencing homelessness will be supported under this project.
	Location Description	245 North Kukui Street, Honolulu, Hawaii 96819
	Planned Activities	Approximately 60 families experiencing homelessness will be provided shelter. Approximately 20 families experiencing homelessness will be provided financial assistance and housing relocation and stabilization services.

	Project Name	Hale Kipa - Emergency Shelters for Youth
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - \$62,941
	Description	Grant funds for operating costs of an emergency shelter for homeless youth. ESG Funds will be utilized to provide Shelter operating costs eligible under 24 CFR §576.102.
	Target Date of Completion	8/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 175 youth experiencing homelessness will be supported under this project.
	Location Description	1828 Makuahine Street, Honolulu, Hawaii 96819 91-1259 Renton Road, Ewa Beach, Hawaii 96706
	Planned Activities	Approximately 175 youth experiencing homelessness will be provided emergency shelter.

	Project Name	IHS, The Institute for Human Services - Rapid Re-Housing
	Target Area	Citywide
	Goals Supported	Homelessness Prevention and Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - \$85,458
	Description	Grant funds for financial assistance, housing relocation and stabilization services for a rapid re-housing program. ESG Funds will be utilized to provide rapid re-housing assistance, eligible under 24 CFR § 576.104.
	Target Date of Completion	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 14 households experiencing homelessness will be supported under this project.
	Location Description	916 Ka'amahu Place #A, Honolulu, Hawaii 96817
	Planned Activities	Approximately 14 households experiencing homelessness will be provided financial assistance and stabilization services.

	Project Name	IHS, The Institute for Human Services - Sumner Street Emergency Shelter
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	ESG Funds - \$114,783 (Operating Costs) City General Funds - \$139,475 (Essential Services)
	Description	Grant funds for operating costs and essential services at the Sumner Street Emergency Shelter for Men. ESG funds will be utilized to provide essential services and operating costs, eligible under 24 CFR § 576.102.
	Target Date of Completion	8/31/2021
	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 shelter.

	Project Name	Kalihi-Palama Health Center - Emergency Relief Program
	Target Area	Citywide
	Goals Supported	Homelessness Prevention
	Needs Addressed	Homelessness
	Funding	ESG Funds- \$107,177
	Description	Grant funds for financial assistance, housing relocation and stabilization services for a homelessness prevention program. ESG funds will be utilized to provide homeless prevention assistance, eligible under 24 CFR § 576.103.
	Target Date of Completion	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 156 households at-risk of becoming homeless will be supported under this project.
	Location Description	904 Kohou Street, Honolulu, Hawaii 96817
	Planned Activities	Approximately 156 households at-risk of becoming homeless will be provided financial assistance, housing relocation and stabilization services.

	Project Name	Mental Health Kokua
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - \$55,400
	Description	Grant funds for street outreach. ESG Funds will be utilized to provide Street Outreach eligible under 24 CFR § 576.101.
	Target Date of Completion	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 180 individuals experiencing homelessness will be supported under this project.
	Location Description	126 North Pauahi Street, Honolulu, Hawaii 96817
	Planned Activities	Approximately 180 households experiencing homelessness will be provided engagement, case management, emergency health and mental health services, and transportation.

	Project Name	Parents and Children Together - Ohia Domestic Violence Shelter
	Target Area	Citywide
	Goals Supported	Homeless Services and Homelessness Prevention
	Needs Addressed	Homelessness
	Funding	ESG Funds- \$82,801
	Description	Grant funds for essential services at an emergency shelter for victims of domestic violence. ESG funds will be utilized to provide essential services, eligible under 24 CFR § 576.102.
	Target Date of Completion	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 110 victims of domestic violence experiencing homelessness will be supported under this project.
	Location Description	Location Suppressed
	Planned Activities	Approximately 110 victims of domestic violence experiencing homelessness will be provided emergency shelter.

	Project Name	The Salvation Army
	Target Area	Citywide
	Goals Supported	Homeless Services
	Needs Addressed	Homelessness
	Funding	City General Funds - \$105,323
	Description	Provision of grant funds for financial assistance, housing relocation and stabilization services for a homelessness prevention program. ESG funds will be utilized to provide homeless prevention assistance, eligible under 24 CFR §576.103.
	Target Date of Completion	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 90 individuals at-risk of becoming homeless will be supported under this project.
	Location Description	296 North Vineyard Boulevard, Honolulu, Hawaii 96817
	Planned Activities	Approximately 30 households at-risk of becoming homeless will be provided financial assistance, housing relocation and stabilization services.

	Project Name	Gregory House Program - Financial Assistance and Support Services for Persons with HIV/AIDS
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Services
	Funding	HOPWA - \$436,500
	Description	Provision of funds for tenant-based rental assistance, short-term rent/mortgage/utility assistance, supportive services, and administrative expenses to support persons with HIV/AIDS. HOPWA funds will be utilized to provide the following: Project- or tenant-based rental assistance (\$318,500), eligible under 24 CFR 574.300(b)(5); Short-term rent, mortgage, and utility payments (\$24,000), eligible under 24 CFR 574.300(b)(6); Supportive services (\$64,000), eligible under 24 CFR 574.300(b)(7); and Payment of reasonable administrative expense (\$30,000), eligible under 24 CFR 574.300(b)(10)(ii).
	Target Date of Completion	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	39 persons will be provided Project- or tenant-based rental assistance; 14 persons will be provided Short-term rent, mortgage, and utility payments; and 160 persons will be provided Supportive services.
	Location Description	200 North Vineyard Boulevard, Suite A310, Honolulu, Hawaii 96817
	Planned Activities	Approximately 160 persons with HIV/AIDS and their families will be provided tenant-based rental assistance, short-term rent/mortgage/utility assistance, and supportive services.

	Project Name	Life Foundation - Support Services for Persons with HIV/AIDS
	Target Area	Citywide
	Goals Supported	Services to LMI Population
	Needs Addressed	Public Services
	Funding	HOPWA - \$114,101
	Description	Provision of funds for supportive services to support persons with HIV/AIDS. HOPWA funds will be utilized to provide supportive services, eligible under 24 CFR 574.300(b)(7).
	Target Date of Completion	8/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 255 persons with HIV/AIDS and their families will be supported under this project.
	Location Description	677 Ala Moana Boulevard, Honolulu, Hawaii 96813
	Planned Activities	Approximately 255 persons with HIV/AIDS will be provided supportive services.

	Project Name	DCS - Program Administration
	Target Area	Citywide
	Goals Supported	Administration
	Needs Addressed	Administration, Planning, and Monitoring
	Funding	HOPWA - \$17,029
	Description	Provision of funds for administrative support of the HOPWA program. HOPWA funds will be utilized to provide payment of reasonable administrative expense, eligible under 24 CFR 574.300(b)(10)(i).
	Target Date of Completion	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project is administration only.
	Location Description	925 Dillingham Boulevard, Suite 200, Honolulu, Hawaii 96817
	Planned Activities	Partial Funding for 1 position = .5 FTE. Planner (1). Time sheets are submitted to accurately reflect staff time being charged to the program.

Table 13 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

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

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

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

Geographic Distribution

Target Area	Percentage of Funds
Citywide	56%
Ewa Villages	16%
Kalihi-Palama	15%
Palolo	2%
Waianae Region	10%
Waialua	1%

Table 14 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

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

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

Discussion

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

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

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

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

One Year Goals for the Number of Households to be Supported	
Homeless	238
Non-Homeless	216
Special-Needs	39
Total	493

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	463
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	25
Total	493

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

Discussion:

See above.

AP-60 Public Housing – 91.220(h)

Introduction:

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

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

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

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

Not applicable.

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

Not applicable.

Discussion:

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

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

Introduction

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

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

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

After consultation with PIC, the City will be allocating 11% of ESG funds for street outreach. Services will focus on reaching out to unsheltered homeless persons and connecting them with emergency shelters, housing and or critical services as well as providing urgent non-facility based care to unsheltered homeless people who are unwilling or unable to access emergency shelters, housing or an appropriate health facility. The purpose of outreach services is to provide immediate support to meet the needs of unsheltered homeless persons through engagement, case management, health services, and transportation.

The City also uses funds for programs focused on outreach including the Outreach Navigation program that targets service resistant homeless and builds upon the lessons learned from the City's Community Assistance Program, targeting unsheltered homeless living in urban Honolulu and the Leeward Coast.

In addition, the City opened the Punawai Rest Stop in Iwilei that includes showers, laundry facilities, mail service, and supportive services to everyone and that serves as a potential starting point for additional services.

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

The City expects to use almost 40% of its ESG funds for shelter operations. FY19 ESG awardees include emergency shelters for individuals and families, and shelters that target specific groups such as youth and victims of domestic violence.

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

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

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

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

The City also recognizes that the long-term solution to homelessness is affordable housing and continues to develop affordable housing projects which target the homeless. The City plans to develop affordable housing projects for homeless persons in Waianae, urban Honolulu and possibly Ewa.

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

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

The DOH AMHD implements discharge planning for all State Hospital patients 90 days prior to discharge and assign case managers. It tracks individuals at-risk of losing housing after initial discharge and mandates that case managers include a plan for transitioning the individual into permanent living arrangements. It also provides an AMHD ACCESS line for helping clients in situations where case management services fell apart. The AMHD has housing providers for homeless clients and these providers

are selected through the State's purchase of goods and services process. As such, the housing facilities can change from time to time.

The DOH implements PATH or Project for Assistance in Transition from Homelessness, a new project funded by the federal Substance Abuse and Mental Services Administration 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, and 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'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 (I)(3)

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

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

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

Introduction

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

On April 3, 2018, Bill 58, relating to establishing an affordable housing requirement was signed into law by Mayor Kirk Caldwell. The affordable housing requirement under this ordinance prioritizes the production of affordable rental housing for lower-income households. For rental, affordable units must remain affordable for at least 30 years, and for-sale affordable units must remain affordable for varying periods based on the percentage of the total number of dwelling units in the project being provided.

Additional information can be found at: <http://www.honoluludpp.org/>

The City is also in the process of developing a five-year pilot program for the construction of affordable housing in apartment zones. The program would offer incentives such as tax breaks, fee waivers, and exemptions from requirements such as elevators/parking to entice property owners to provide more affordable rental units. In exchange for the incentives, the property owner would be required to rent, for the life of the building, at least 80 percent of the units only to those making no more than 100 percent of AMI.

The program would be available on properties 20,000 square feet or smaller in apartment-zoned neighborhoods or business-mixed-use-zoned neighborhoods.

Discussion:

See above.

AP-85 Other Actions – 91.220(k)

Introduction:

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

Actions planned to address obstacles to meeting underserved needs:

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

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

Actions planned to foster and maintain affordable housing:

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

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

Actions planned to reduce lead-based paint hazards:

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

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

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

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

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

- Continuation 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 program to help families obtain employment that will lead to economic independence and self-sufficiency.
- Home Ownership Program, 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 HICH 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(I)(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(I)(1)

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

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

Other CDBG Requirements:

1. The amount of urgent need activities	\$0
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**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(I)(2)**

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

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

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

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

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

The City utilizes the recapture provision for the two (2) homebuyer projects (Down Payment Loan Program and Honolulu Habitat for Humanity) to ensure long-term affordability of homeownership housing assisted with HOME funds. Beginning after project completion, the HOME-assisted housing shall meet the affordability requirements for no less than the affordability period. If the HOME-assisted housing does not continue to be the principal residence of the family for the duration of the affordability period, or if the HOME-assisted housing is sold during the affordability period, the City will recapture the amount available from the net proceeds from the sale of the HOME-assisted housing.

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

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

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

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

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

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

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

In 2017, PIC released its Unified Policies and Procedures – CES which is available at

<https://www.partnersincareoahu.org/>

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

As of January 3, 2019, PIC updated its Unified Policies and Procedures, which is available at

<https://www.partnersincareoahu.org/>

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

The City through the DCS (DCS), requested consultation from PIC by requesting a) a description of PIC's plan to evaluate the outcomes of ESG-funded projects and activities; b) the policies and procedures for the administration and operation of the HMIS; c) scoring priorities; and d) a list of potential Evaluation Committee members. DCS reviewed the information provided by PIC and incorporated portions into the ESG FY20 Notice of Funding Availability (NOFA).

The BFS Purchasing released the NOFA on November 26, 2018. Potential applicants were informed of the NOFA through:

- Public notice in the Star-Advertiser;
- Email to those who had registered to receive notifications related to the U.S. Department of Housing and Urban Development's (HUD) funding opportunities with BFS's Purchasing notification system; and
- Email notifications were sent through PIC's Google Group email list.

There were four addendums to the NOFA that covered funding availability, updated forms, questions and answers, and the extension of the due date.

Twenty-two applications were submitted to Purchasing by Friday, January 4, 2019, at 10:00 am Hawaii Standard Time.

Recommendations were made by a three-member selection committee provided by PIC.

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

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

- 5. Describe performance standards for evaluating ESG.**

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

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

1. Distribution of Funds

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

As background, the National Housing Trust Fund (“HTF”) is administered by HUD. The regulations which govern the HTF are contained in 24 CFR Part 93, Housing Trust Fund. The purpose of the HTF program is to provide grants to State governments to increase and preserve the supply of decent, safe, and sanitary affordable housing for primarily extremely low-income (30% AMI) households, including homeless families. HHFDC is designated as the HTF Grantee for the State of Hawaii. HHFDC, through its Allocation Plan, makes HTF funding available on a statewide basis. HHFDC funds projects through subgrantees - the City and County of Honolulu (“City”) and the designated neighbor island county - selected to administer all or a portion of the State HTF program).

The City, solicits, selects, and awards its HTF allocation as grants to eligible and qualified non-profit agencies (“Recipients”) who will provide affordable rental housing to extremely low-income households through a NOFA process.

To be eligible for HTF funding, Recipients must make assurances to the City that they will comply with the HTF program requirements, demonstrate the capacity to undertake HTF eligible activities, demonstrate its familiarity with other Federal, State, and/or local housing programs, and have experience in owning, constructing, managing, and operating an affordable multifamily rental housing development.

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

Subject to availability of funds, each year the City solicits proposals from qualified non-profits for HTF projects (“Recipients”). Proposals are reviewed for eligibility and rated using the selection criteria set forth in HHFDC’s Allocation Plan. A Recipient’s application must:

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

4. Specify the extent to which rents will be affordable to extremely low income families;
5. State the duration of the proposed affordability period for the HTF assisted units;
6. Explain how the project meets priority housing needs of the City, including those in its Consolidated Plan;
7. Explain how the proposed project relates to the location of existing affordable housing;
8. Contain performance goals and benchmarks, including schedules and expenditure schedules;
9. Provide updated financial information to include project budget, funding sources and their terms, construction as well as permanent financing;
10. Provide written financial commitments or letters of project support from all other funding sources;
11. Include the assessments, reports, analyses, and pro forma to establish that "Minimum Threshold requirements" can be assured;
12. For projects involving new construction, explain how the proposed project site (1) provides housing that furthers compliance with civil rights laws, and promotes greater choice of housing opportunities, and (2) meets the site and as well as neighborhood requirements in 24 CFR 983.57(e)(2); and
13. Provide a certification that units assisted with HTF will comply with all HTF requirements.

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

Applicants must meet all of the following Minimum Threshold requirements to be eligible for an award of HTF funds. Failure to meet any Minimum Threshold shall result in the rejection of the application.

1. A Market Assessment of the housing needs of the extremely low income individuals to be served by the project must be submitted.
2. Site Control must be substantiated by providing evidence such as an executed lease or sales option agreement.
3. For acquisition of an existing property, a Capital Needs Assessment that assesses a property's current physical condition and identifies work that must be completed to address health and safety issues, code violation.
4. A Debt Service Ratio of no less than 1.15 on all hard debt service for the first fifteen (15) years of operation or, if no hard debt service, a positive Net Operating Income over a 30-year pro forma period.
5. Phase 1 environmental site assessment.
6. Maximum Developer fee of 15% of the total development costs or \$3,750,000, whichever is less. For new construction, a maximum

developer fee of 10% of the acquisition costs and 15% of the rehabilitation cost, or \$3,750,000, whichever is less.

7. Comply with Income limits for 30% AMI.
8. Comply with Rent limits.
9. Comply with Maximum per unit development subsidy limits.

The City strongly considers the following selection criteria:

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

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

The City's, "Consolidated Plan" and "Action Plan (AP)" refer to the following geographic priority areas:

- a. Housing First Model – Scattered sites, in particular the Waianae Coast, Downtown Honolulu, and East Honolulu
- b. Eligible/ Approved NRSAs, such as the HUD approved Wahiawa NRSA.

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

Under the presumption that the jurisdiction is the City, the City has elevated the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner is a significant priority as a selection criteria as well as a characteristic of one of the Minimum Threshold requirements.

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

The households at or below 30% AMI individuals and households in accordance with the HTF program.

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

The City requires that the units planned for the target clientele of 30% AMI have a minimum affordability period of 30-years.

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

The City's "Consolidated Plan July 1, 2015 – June 30, 2020," lists the following Primary Objectives and Outcomes:

- HUD Objective 1 (SL) Suitable Living Environment – HUD Outcome 1 – 3, SL1 – SL3: Provide Suitable Living Environment/Address Availability or Accessibility.
- HUD Objective 2 (DH) Decent Housing – HUD Outcome 1 – 3, DH1 – DH3: Provide Decent Housing/Address Availability or Accessibility.
- HUD Objective 3 (EO) Economic Opportunity – HUD Outcome 1 – 3, EO1 – EO3 Provide Economic Opportunity/Address Availability or Accessibility.

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

Refer to above "d."

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

Refer to above "c."

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

Yes.

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

Yes.

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

The City included HTF in the housing goals section of the housing table (SP-45 Goals) of the Consolidated Plan.

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

See Attached Rehabilitation Standards.

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

See above response.

6. **Resale or Recapture Guidelines.** Below, the jurisdiction must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

Applications received to date are for rental housing, so resale or recapture of HTF are not applicable.

7. **HTF Affordable Homeownership Limits.** If the jurisdiction intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95

percent of the median area purchase price and set forth the information in accordance with §93.305. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter “N/A”.

See response to Item 6 above.

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

Applicants for HTF funding must target 30% AMI households.

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

Agreed.

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

N/A.

Discussion:

See above.

APPENDIX 1

EMERGENCY SOLUTIONS GRANTS 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 provided 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.

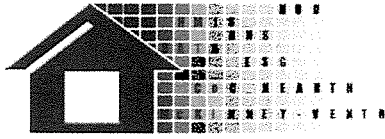
e. Housing Stabilization and/or Relocation Services – Limitations. Program participants can only receive up to 24 months of housing stabilization and assistance during any 3-year period. Housing stability case management is limited to 30 days when seeking permanent housing and 24 months when the program 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.

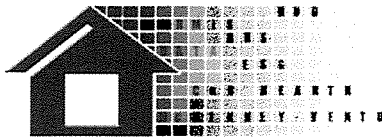
f. Performance Standards. Service providers will be evaluated based on deliverables outlined in the project proposal. At a minimum, subrecipients will be evaluated on the following:

- 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); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> 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; <u>and</u> (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; <u>and</u> (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; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



At Risk of Homelessness

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	<p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (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; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> (B) Is living in the home of another because of economic hardship; <u>OR</u> (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; <u>OR</u> (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; <u>OR</u> (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; <u>OR</u> (F) Is exiting a publicly funded institution or system of care; <u>OR</u> (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

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☒ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** City and County of Honolulu

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

99-6001257

*** c. Organizational DUNS:**

0777016470000

d. Address:

*** Street1:** 530 South King Street

Street2:

*** City:** Honolulu

County/Parish:

*** State:**

HI: Hawaii

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:** 96813-3099

e. Organizational Unit:

Department Name:

Budget and Fiscal Services

Division Name:

Fiscal/CIP Administration

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

Prefix:

Mr.

*** First Name:**

Nelson

Middle Name:

H.

*** Last Name:**

Koyanagi

Suffix:

Jr.

Title: Director of Budget and Fiscal Services

Organizational Affiliation:

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

Fax Number: (808) 768-3179

*** Email:** nkoyanagi@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-Fifth 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 * b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="8,035,248.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="802,574.00"/>
* f. Program Income	<input type="text" value="775,000.00"/>
* g. TOTAL	<input type="text" value="9,612,822.00"/>

*** 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: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☒ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

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99-6001257

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USA: UNITED STATES

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Jr.

Title: Director of Budget and Fiscal Services

Organizational Affiliation:

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

Fax Number: (808) 768-3179

*** Email:** nkoyanagi@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-Fifth 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 * b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="3,141,694.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="550,000.00"/>
* g. TOTAL	<input type="text" value="3,691,694.00"/>

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* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424

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- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☒ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

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Fax Number: (808) 768-3179

*** Email:** nkoyanagi@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:

14-231

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

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Twenty-Fifth Year Action Plan

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Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

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View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="648,992.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="648,992.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1,297,984.00"/>

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Application for Federal Assistance SF-424

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Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-241

CFDA Title:

Housing Opportunities for Persons With AIDS

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Twenty-Fifth 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 * b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):*** a. Federal * b. Applicant * c. State * d. Local * e. Other * f. Program Income * g. TOTAL *** 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: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

APPENDIX 3

ASSURANCES FOR CONSTRUCTION PROGRAMS

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 01/31/2019

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3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
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8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

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19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Managing Director
APPLICANT ORGANIZATION	DATE SUBMITTED
City and County of Honolulu	

HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 01/31/2019

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HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Managing Director
APPLICANT ORGANIZATION	DATE SUBMITTED
City and County of Honolulu	

EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM
ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 01/31/2019

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <div style="border: 1px solid black; height: 40px; width: 100%; background-color: yellow;"></div>	TITLE <div style="border: 1px solid black; padding: 2px;">Managing Director</div>
APPLICANT ORGANIZATION <div style="border: 1px solid black; padding: 2px;">City and County of Honolulu</div>	DATE SUBMITTED <div style="border: 1px solid black; height: 20px; width: 100%; background-color: yellow;"></div>

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 01/31/2019

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8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM

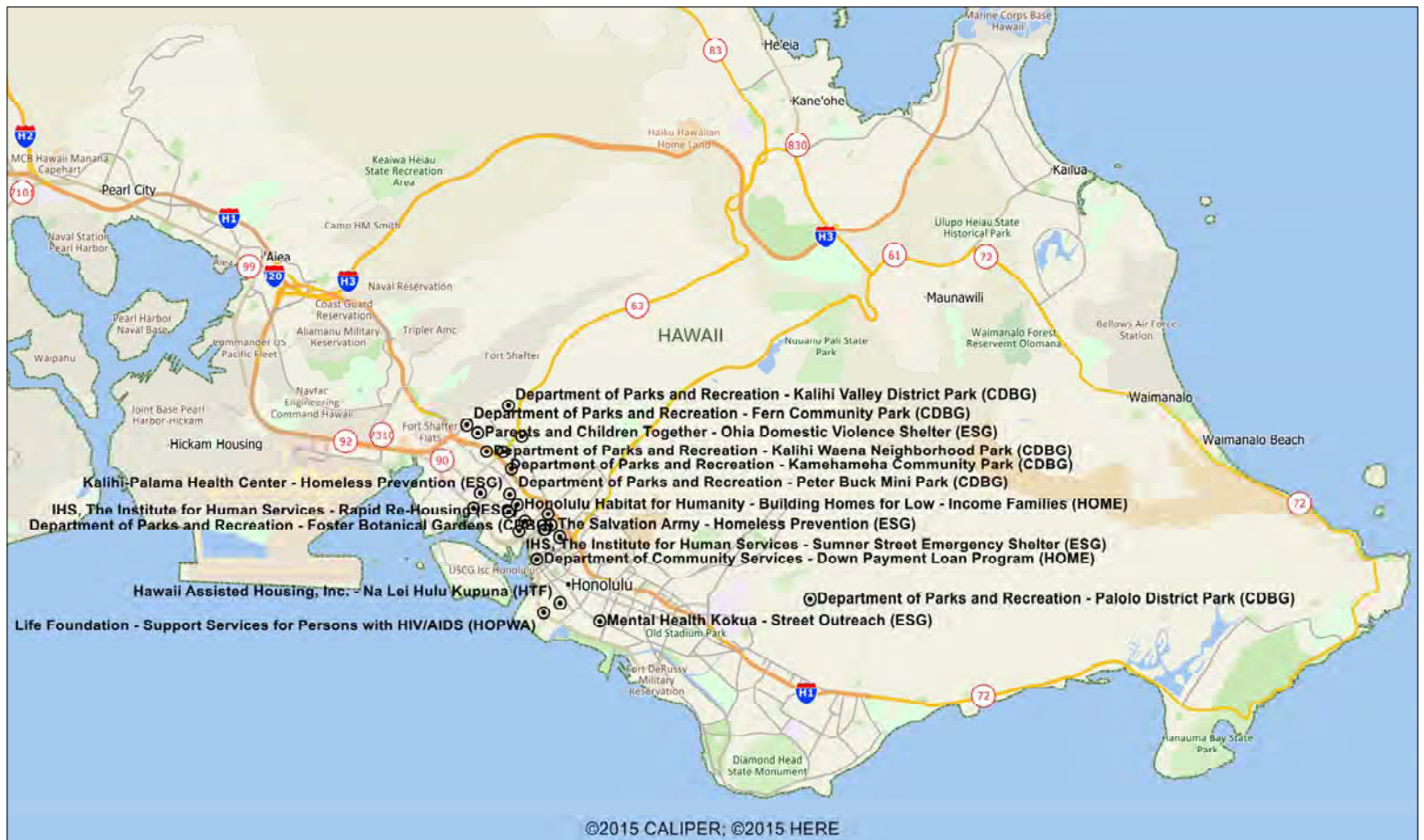
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Managing Director
APPLICANT ORGANIZATION	DATE SUBMITTED
City and County of Honolulu	

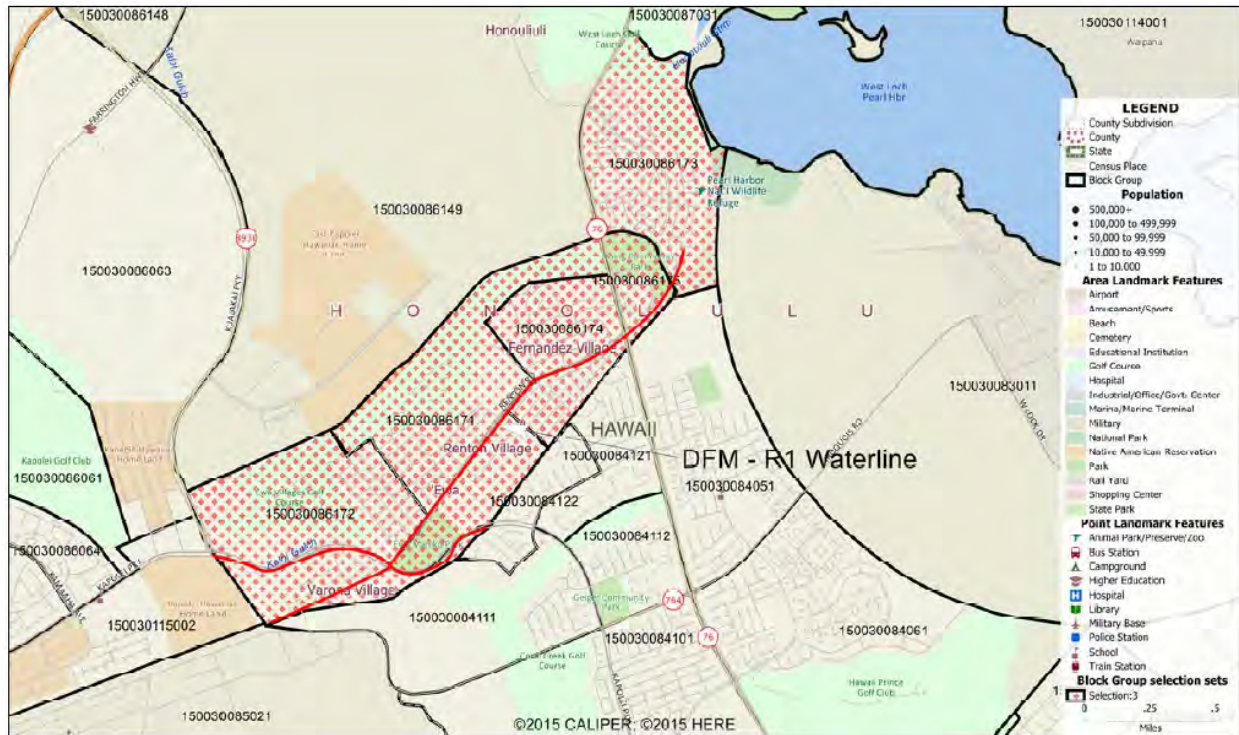
APPENDIX 4

MAPS





EWA WATERLINE PROJECT



TRACT	B/G	L/M	L/M UNIV	L/M %
86.17	1	1010	1325	76.23%
86.17	2	960	1800	53.33%
86.17	3	610	3035	20.10%
86.17	4	2260	3355	67.36%
86.17	5	225	260	86.54%
TOTAL		5065	9775	51.82%

KAMEHAMEHA COMMUNITY PARK



KAMEHAMEHA COMMUNITY PARK

TRACT	B/G	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%
55	1	140	730	19.18%
55	2	695	1350	51.48%
56	1	690	2200	31.36%
56	2	325	815	39.88%
56	3	1515	2485	60.97%
56	4	260	585	44.44%
57	2	645	700	92.14%
58	1	1235	1315	93.92%
58	2	1575	2260	69.69%
60	1	530	780	67.95%
60	2	1580	2830	55.83%
60	3	940	1965	47.84%
61	1	750	1575	47.62%
61	2	830	2490	33.33%
62.01	1	955	1965	48.60%
62.01	2	1330	2100	63.33%
62.01	3	510	785	64.97%
62.01	4	305	710	42.96%
62.02	1	1650	1685	97.92%
63.01	1	525	1265	41.50%
63.01	2	660	1390	47.48%
63.01	3	225	720	31.25%
63.02	1	1710	2310	74.03%
64.01	1	425	1925	22.08%
64.02	3	695	1865	37.27%
TOTAL		25150	48370	52.00%

KAULUWELA COMMUNITY PARK

TRACT	B/G	L/M	L/M UNIV	L/M %
39	1	265	345	76.81%
40	1	450	690	65.22%
40	2	185	595	31.09%
41	1	1070	1890	56.61%
41	2	1305	2050	63.66%
42	1	665	1315	50.57%
42	2	845	1930	43.78%
43	1	875	1885	46.42%
43	2	675	1890	35.71%
43	3	950	1605	59.19%
44	2	1110	2910	38.14%
45	3	430	1265	33.99%
45	4	600	1565	38.34%
47	1	155	635	24.41%
47	3	225	670	33.58%
47	4	105	720	14.58%
48	2	335	895	37.43%
48	3	1520	3065	49.59%
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%
51	2	525	1285	40.86%
52	1	890	1105	80.54%
52	2	1410	1575	89.52%
53	1	1405	2415	58.18%
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	1	690	2200	31.36%
56	2	325	815	39.88%
56	3	1515	2485	60.97%
57	2	645	700	92.14%
58	1	1235	1315	93.92%
TOTAL		28270	53330	53.01%

MAKAHA COMMUNITY PARK



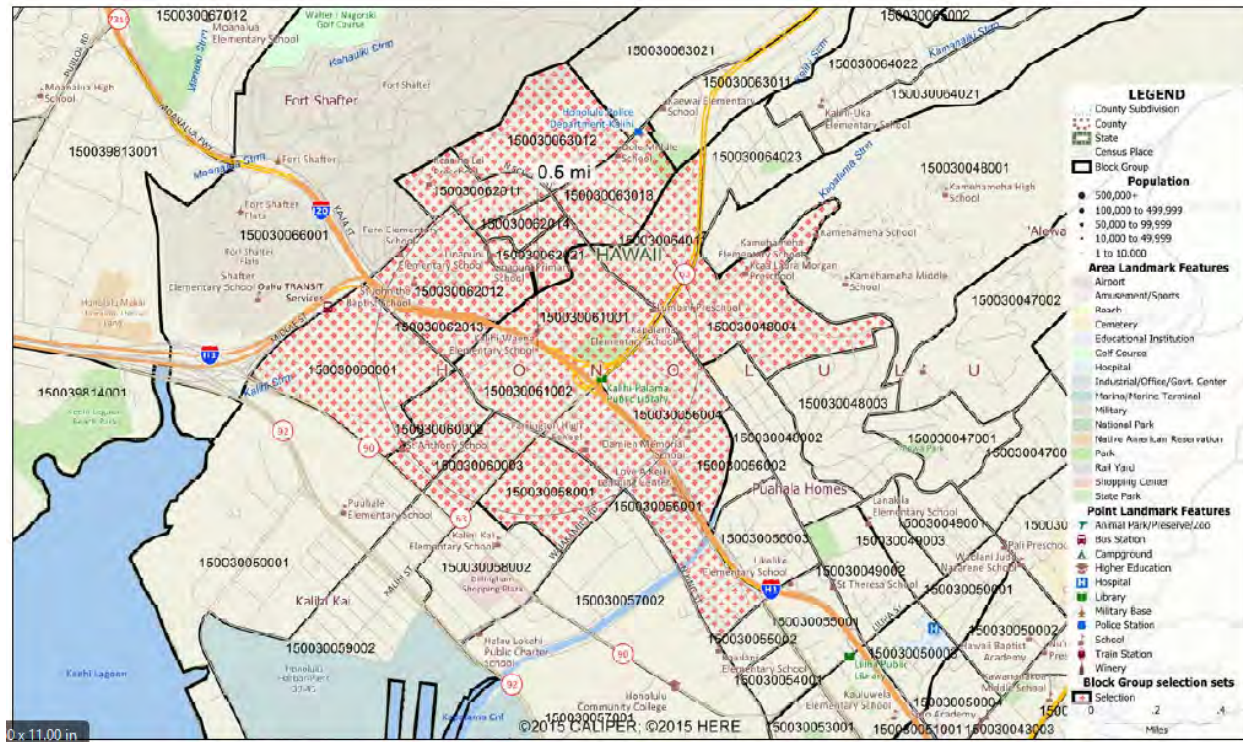
TRACT	B/G	L/M	L/M UNIV	L/M %
97.01	3	2145	2880	74.48%
98.01	1	1405	1790	78.49%
98.01	2	180	425	42.35%
98.02	1	2225	3040	73.19%
98.02	2	1660	1835	90.46%
98.02	3	795	1220	65.16%
TOTAL		8410	11190	75.16%

FERN COMMUNITY PARK



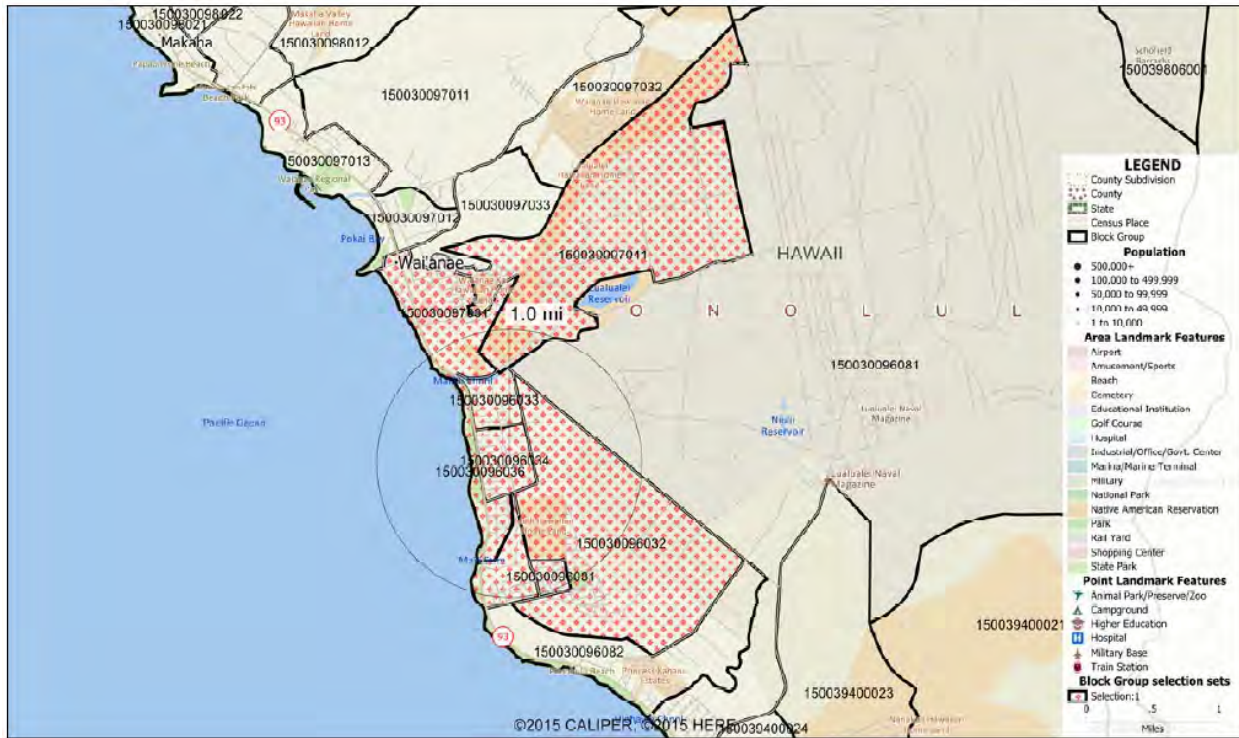
TRACT	B/G	L/M	L/M UNIV	L/M %
48	4	945	1890	50.00%
56	4	260	585	44.44%
57	2	645	700	92.14%
58	1	1235	1315	93.92%
58	2	1575	2260	69.69%
59	1	310	510	60.78%
60	1	530	780	67.95%
60	2	1580	2830	55.83%
60	3	940	1965	47.84%
61	1	750	1575	47.62%
61	2	830	2490	33.33%
62.01	1	955	1965	48.60%
62.01	2	1330	2100	63.33%
62.01	3	510	785	64.97%
62.01	4	305	710	42.96%
62.02	1	1650	1685	97.92%
63.01	1	525	1265	41.50%
63.01	2	660	1390	47.48%
63.01	3	225	720	31.25%
63.02	1	1710	2310	74.03%
64.01	1	425	1925	22.08%
64.02	3	695	1865	37.27%
66	1	110	440	25.00%
67.01	2	315	2045	15.40%
TOTAL		19015	36105	52.67%

KALIH WAENA NEIGHBORHOOD PARK



TRACT	B/G	L/M	L/M UNIV	L/M %
48	4	945	1890	50.00%
56	1	690	2200	31.36%
56	4	260	585	44.44%
58	1	1235	1315	93.92%
60	1	530	780	67.95%
60	2	1580	2830	55.83%
60	3	940	1965	47.84%
61	1	750	1575	47.62%
61	2	830	2490	33.33%
62.01	1	955	1965	48.60%
62.01	2	1330	2100	63.33%
62.01	3	510	785	64.97%
62.01	4	305	710	42.96%
62.02	1	1650	1685	97.92%
63.01	2	660	1390	47.48%
63.01	3	225	720	31.25%
64.01	1	425	1925	22.08%
TOTAL		13820	26910	51.36%

MAILI COMMUNITY PARK



TRACT	B/G	L/M	L/M UNIV	L/M %
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%
97.03	1	1305	2585	50.48%
97.04	1	2025	3700	54.73%
TOTAL		9840	17760	55.41%

BERETANIA COMMUNITY PARK



BERETANIA COMMUNITY PARK

TRACT	B/G	L/M	L/M UNIV	L/M %
39	1	265	345	76.81%
40	1	450	690	65.22%
40	2	185	595	31.09%
41	1	1070	1890	56.61%
41	2	1305	2050	63.66%
41	3	440	665	66.17%
42	1	665	1315	50.57%
42	2	845	1930	43.78%
43	1	875	1885	46.42%
43	2	675	1890	35.71%
43	3	950	1605	59.19%
44	1	855	2350	36.38%
44	2	1110	2910	38.14%
45	3	430	1265	33.99%
45	4	600	1565	38.34%
47	1	155	635	24.41%
47	3	225	670	33.58%
47	4	105	720	14.58%
48	2	335	895	37.43%
48	3	1520	3065	49.59%
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%
51	2	525	1285	40.86%
52	1	890	1105	80.54%
52	2	1410	1575	89.52%
53	1	1405	2415	58.18%
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	1	690	2200	31.36%
56	2	325	815	39.88%
56	3	1515	2485	60.97%
56	4	260	585	44.44%
57	1	155	615	25.20%
57	2	645	700	92.14%
58	1	1235	1315	93.92%
TOTAL		29980	57545	52.10%

PETER BUCK MINI PARK



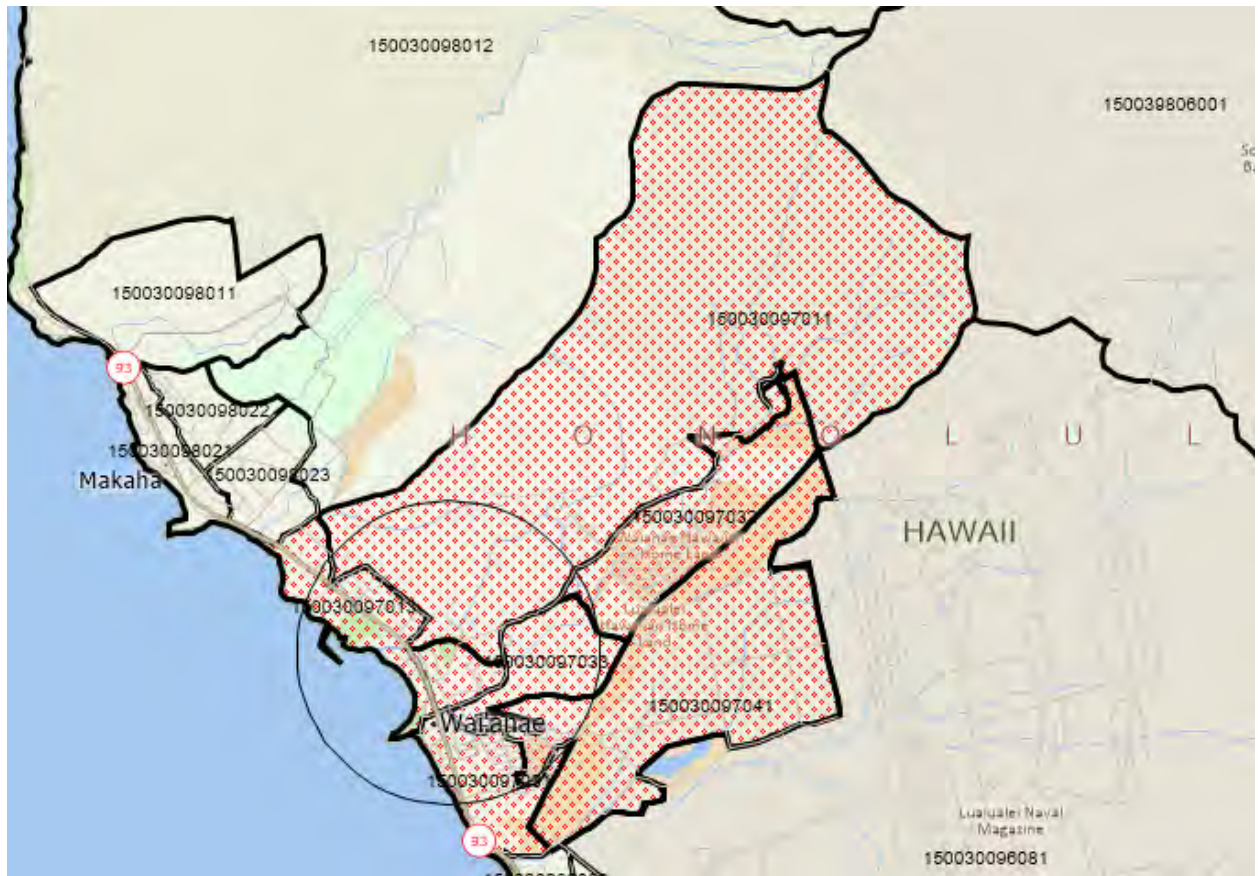
TRACT	B/G	L/M	L/M UNIV	L/M %
48	2	335	895	37.43%
48	4	945	1890	50.00%
56	1	690	2200	31.36%
56	2	325	815	39.88%
56	3	1515	2485	60.97%
56	4	260	585	44.44%
57	1	155	615	25.20%
57	2	645	700	92.14%
58	1	1235	1315	93.92%
58	2	1575	2260	69.69%
60	2	1580	2830	55.83%
60	3	940	1965	47.84%
61	1	750	1575	47.62%
61	2	830	2490	33.33%
TOTAL		11780	22620	52.08%

WAIANAE DISTRICT PARK



TRACT	B/G	L/M	L/M UNIV	L/M %
96.03	2	1,420	2,165	65.59%
96.03	3	245	965	25.39%
96.03	6	365	1,020	35.78%
96.08	1	1,965	2,835	69.31%
97.01	1	990	1,170	84.62%
97.01	2	1,380	2,025	68.15%
97.01	3	2,145	2,880	74.48%
97.03	1	1,305	2,585	50.48%
97.03	2	810	2,205	36.73%
97.03	3	180	875	20.57%
97.04	1	2,025	3,700	54.73%
98.01	1	1,405	1,790	78.49%
98.01	2	180	425	42.35%
98.02	1	2,225	3,040	73.19%
98.02	2	1,660	1,835	90.46%
98.02	3	795	1,220	65.16%
TOTAL		19,095	30,735	62.13%

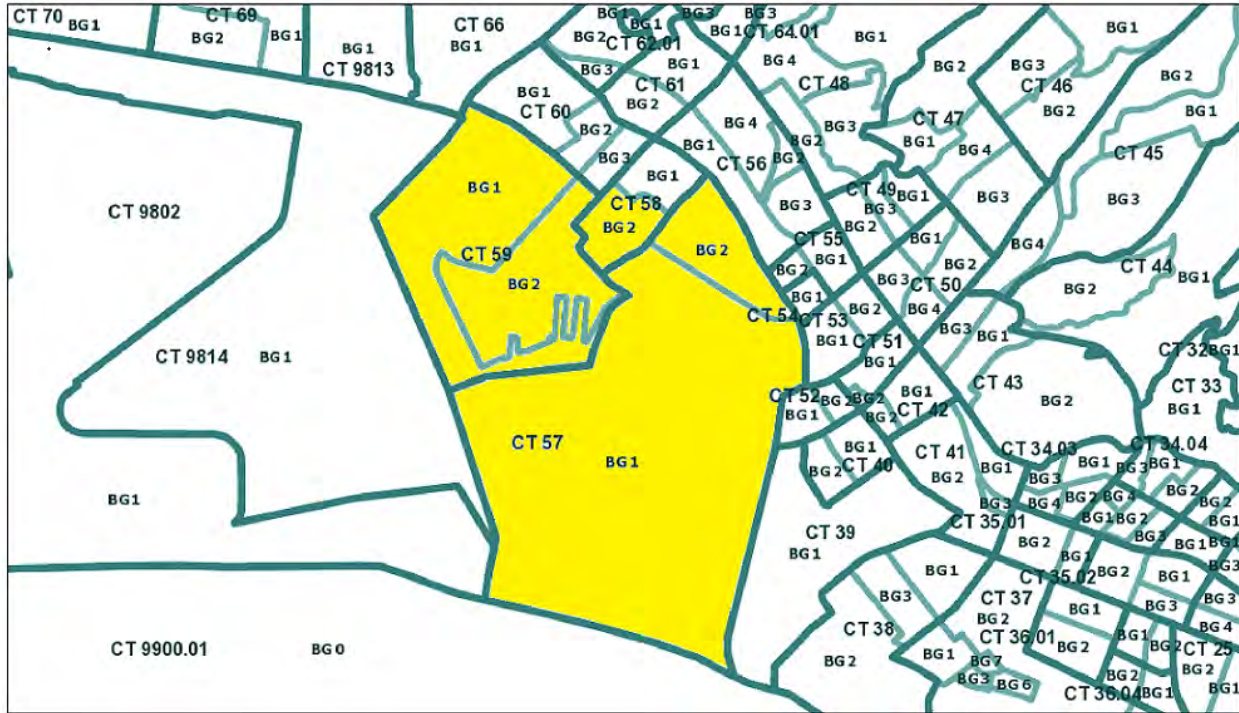
PILILAAU COMMUNITY PARK



TRACT	B/G	L/M	L/M UNIV	L/M %
97.01	1	990	1,170	84.62%
97.01	2	1,380	2,025	68.15%
97.01	3	2145	2,880	74.48%
97.03	1	1,305	2,585	50.48%
97.03	2	810	2,205	36.73%
97.03	3	180	875	20.57%
97.04	1	2,025	3,700	54.73%
TOTAL		8835	15440	57.22%

TRACT	B/G	L/M	L/M UNIV	L/M %
87.02	1	1,370	2,610	52.49%
87.02	2	1,250	1,915	65.27%
87.03	2	1,630	2,500	65.20%
87.03	3	540	830	65.06%
87.03	4	1,485	1,630	91.10%
88.00	3	1,075	2,455	43.79%
89.13	1	905	2,430	37.24%
89.14	1	2,205	4,035	54.65%
89.14	2	1,380	2,295	60.13%
TOTAL		11,840	20,700	57.20%

KALIHI KAI FIRE STATION



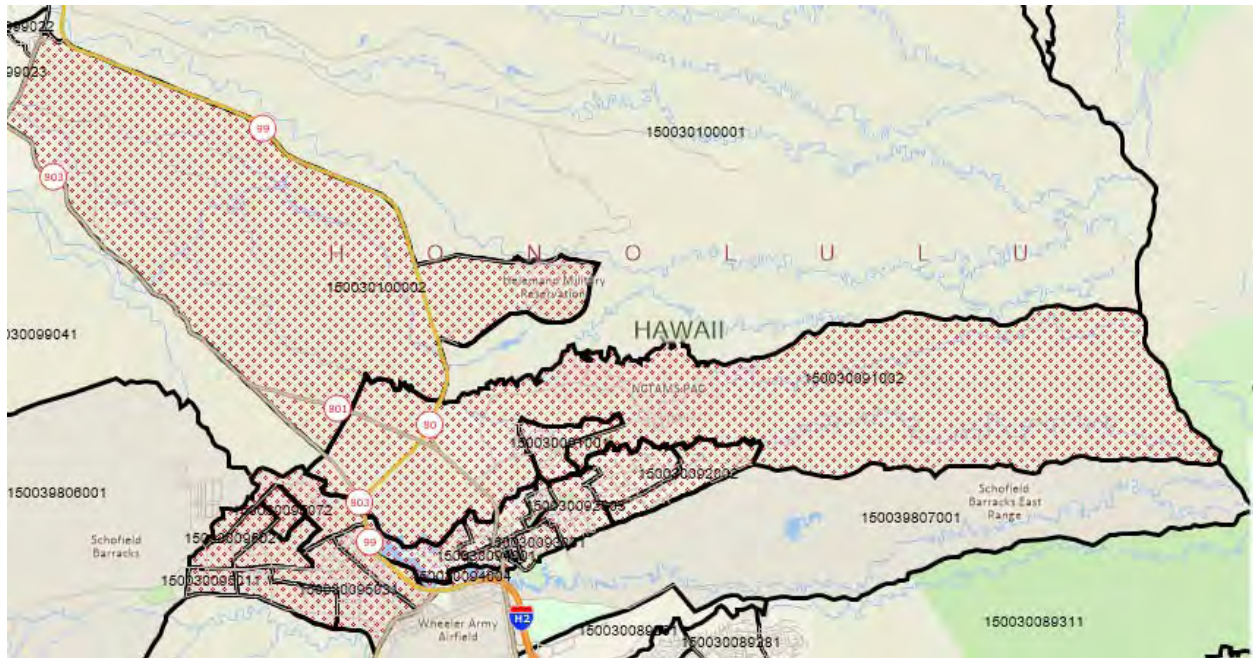
TRACT	BG	L/M	L/M UNIV	L/M %
57	1	155	615	25.20%
57	2	645	700	92.14%
58	2	1575	2260	69.69%
59	1	310	510	60.78%
59	2	900	1190	75.63%
TOTAL		3585	5275	67.96%

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%

WAHIAWA FIRE STATION



TRACT	BG	L/M	L/M UNIV	L/M %
91.00	1	800	3355	23.85%
91.00	2	560	1660	33.73%
92.00	1	750	2200	34.09%
92.00	2	1100	3130	35.14%
92.00	3	1045	1830	57.10%
93.00	1	710	1360	52.21%
93.00	2	150	430	34.88%
93.00	3	210	755	27.81%
93.00	4	1535	1590	96.54%
94.00	1	1305	1570	83.12%
94.00	2	385	1340	28.73%
94.00	3	670	1075	62.33%
94.00	4	1020	1145	89.08%
95.01	1	665	905	73.48%
95.01	2	2205	2935	75.13%
95.02	1	1200	1515	79.21%
95.02	2	940	1125	83.56%
95.03	1	165	225	73.33%
95.04	1	575	1330	43.23%
95.07	1	900	1085	82.95%
100.00	2	1585	2380	66.60%
TOTAL		18475	32940	56.09%

APPENDIX 5

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.

Roy K. Amemiya, Jr., Managing Director
City and County of Honolulu

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.

Roy K. Amemiya, Jr., Managing Director
City and County of Honolulu

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;

Roy K. Amemiya, Jr., Managing Director
City and County of Honolulu

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.

Roy K. Amemiya, Jr., Managing Director
City and County of Honolulu
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.

Roy K. Amemiya, Jr., Managing Director
City and County of Honolulu

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
925 Dillingham Boulevard, Suite 200
Honolulu, HI 96817

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, 9th & 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

Roy K. Amemiya, Jr., Managing Director
City and County of Honolulu

Date

APPENDIX 6

DOWN PAYMENT 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 the 1st 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, DCS 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.

APPENDIX 7

HOUSING TRUST FUND ALLOCATION PLAN

CITY AND COUNTY OF HONOLULU

HOUSING TRUST FUND

ALLOCATION PLAN

PROGRAM YEAR 2019-2020

I. INTRODUCTION

The National Housing Trust Fund Program (HTF) was created by Title I of the Housing and Economic Recovery Act of 2008 (HERA), Section 1131 (Public Law 110-289), and is administered by the U.S. Department of Housing and Urban Development (HUD). The regulations which govern the HTF are contained in 24 CFR Part 93, Housing Trust Fund. The purpose of the HTF is to provide grants to the State governments to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low- and very low-income households (with incomes at or below 30% and 50% of the area median income, respectfully), including homeless families.

II. STATE ALLOCATION PLAN

The Hawaii Housing Finance and Development Corporation (HHFDC) is designated as the HTF Grantee for the State of Hawaii (State). HHFDC's HTF Allocation Plan, which has been approved by HUD, states that the HHFDC will allocate its HTF funds to the City and County of Honolulu (City) and the designated neighbor island county that receives HHFDC's rotated HOME allocation (collectively, the "Subgrantees"), for the purpose of providing affordable rental housing to extremely low-income households (not exceeding 30% AMI), including homeless families.

III. DISTRIBUTION OF FUNDS

Consistent with the State's Consolidated Plan, the City's Consolidated Plan identified a substantial need for affordable housing throughout the City. Consequently, the City will make its allocation of HTF funds available to the following geographic priority areas:

- a. Housing First Model — Scattered sites, in particular the Waianae Coast, Downtown Honolulu, and East Honolulu. These regions are local priority areas based on the City's strategic development scheme and assessment.
- b. Eligible/Approved Neighborhood Revitalization Areas (NRSA). The City currently has one (1) HUD approved NRSA, the Wahiawa NRSA. The City is committed to supporting eligible NRSA's and the creation of new NRSAs.

HHFDC has informed the Subgrantees that the annual distribution of HTF funds will be as described below:

- a. HHFDC will retain 5% of the HTF allocation for allowable administrative and planning expenses.
- b. The balance of the HTF annual allocation will be split (50/50) between the Subgrantees: for PY2019, the City and the County of Kauai were anticipated to receive the HTF allocation; the next neighbor island allocations would be received by the County of Maui in PY2020.

- c. The HTF program requires HHFDC to commit funds within 24 months of HUD's execution of the HTF grant agreement. Should a Subgrantee be unable to identify an eligible HTF project(s) and/or complete the tasks to meet the commitment requirements within a specified timeframe, HHFDC, in its sole discretion, shall seek alternate activities from the remaining Subgrantees.
- d. The HHFDC anticipates receiving \$3,000,000 in HTF funds for the Program Year 2019-2020, to be distributed as follows:

Program Year 2019 - 2020				
Fund Type	City and County of Honolulu	County of Kauai	HHFDC	Total
Project Funds	\$1,350,000	\$1,350,000	\$0	\$2,700,000
Administration	\$75,000	\$75,000	\$150,000	\$300,000
Total	\$1,425,000	\$1,425,000	\$150,000	\$3,000,000

IV. ELIGIBLE ACTIVITIES AND EXPENSES

In accordance with HHFDC's Allocation Plan, the City will focus its HTF funds on providing affordable rental housing to extremely low-income households. HTF funds may be used for the production, preservation, and rehabilitation of affordable rental housing through the acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities.

Eligible activities and expenses include: real property acquisition, site improvements and development hard costs, related soft costs, conversion, demolition, financing costs, relocation assistance, operating cost assistance and reasonable administrative and planning costs for HTF program administration.

The City does not intend to use HTF funds for refinancing of existing debt or homebuyer activities. Therefore, no applicable resale, recapture, or affordability provisions related to homebuyer activities.

V. ELIGIBLE RECIPIENTS

The City will award HTF funds as grants to eligible and qualified non-profit agencies who will provide affordable rental housing to extremely low-income households. The Notice of Funding Availability (NOFA) for HTF funds gives specific eligibility requirements for recipients. A recipient must:

- a. Make acceptable assurances to the City that it will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
- b. Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;

- c. Demonstrate its familiarity with the requirements of other Federal, State, and/or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and
- d. Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development.

VI. ELIGIBLE FORMS OF ASSISTANCE

Eligible activities may be supported with the following forms of assistance:

- a. Equity investment;
- b. Interest bearing loans or advances;
- c. Non-interest bearing loans or advances;
- d. Interest subsidies;
- e. Deferred payment loans;
- f. Grants; and
- g. Other forms of assistance approved by HUD.

VII. AFFORDABILITY PERIOD

All HTF-assisted units will be required to have a minimum affordability period of thirty (30) years.

VIII. CONSOLIDATED PLAN PRIORITY

The City's Consolidated Plan for Fiscal Years 2016-2020 identified the development of new and preservation of existing affordable rental housing as a top priority. On August 9, 2017 the City amended the Consolidated Plan for Fiscal Years 2016-2020 to include the allocation of HTF funds from the HHFDC. The City will amend its Program Year 2019 Annual Action Plan to include this HTF Allocation Plan and to identify the selected project(s) that received consideration for award of HTF funds.

IX. APPLICATION AND AWARD PROCESS

Subject to availability of funds, the City will annually solicit proposals from qualified non-profits for HTF projects. Proposals are reviewed for eligibility and rated using the selection criteria set forth in HHFDC's HTF Allocation Plan. Each application must:

- a. Describe the eligible activity to be conducted with HTF funds in accordance with 24 CFR 93.200;

- b. Demonstrate the Applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner;
- c. Describe the knowledge and recent and relevant experience of the Applicant's project manager and staff (including consultants and contractors) in planning and managing the project being requested;
- d. Specify the extent to which rents for units in the proposed project will be affordable to extremely low income families;
- e. State the duration of the proposed affordability period for HTF-assisted units;
- f. Explain how the proposed project meets priority housing needs of the City, including priorities identified in the City's Consolidated Plan;
- g. Explain how the proposed project relates to the location of existing affordable housing;
- h. Provide performance goals and benchmarks, including schedules for acquisition, construction, rehabilitation, occupancy and operational activities, as well as milestones and expenditure schedules;
- i. Provide updated financial information to include project budget; sources and uses statements to include the amount, source, use and terms of all funding sources, for construction and permanent financing;
- j. Provide written financial commitments or letters of project support from all other funding sources required for the project;
- k. Include the assessments, reports, analyses, and pro forma that are required by minimum threshold requirements below, and establish that all other minimum threshold requirements are assured;
- l. For projects involving new construction of rental housing, explain how the proposed project site (1) provides housing that furthers compliance with civil rights laws, and that promotes greater choice of housing opportunities, and (2) meet the site and neighborhood standards requirements in 24 CFR 983.57(e)(2); and
- m. Include a certification that housing units assisted with HTF will comply with all HTF requirements.

X. MINIMUM THRESHOLDS

Applicants must meet all of the following Minimum Threshold requirements to receive consideration for an allocation of award of HTF funds.

Failure to meet any Minimum Threshold shall result in the immediate rejection of the application.

1. Market Assessment

A market assessment of the housing needs of extremely low income individuals to be served by the project must be submitted as a part of the application. The assessment should review the neighborhood and other relevant data to determine that there is current demand for the type and number of housing units being developed.

2. Site Control

Evidence of site control shall be submitted with the application for HTF funds. Site control shall be substantiated by providing evidence in the form of an executed lease or sales option agreement, fee simple deed, executed land lease, or any other documentation acceptable to the City. Evidence of site control must be provided for all proposed sites.

3. Capital Needs Assessment (For projects acquiring an existing property.)

To ensure that the proposed rehabilitation of the project is adequate and that the property will have a useful life that exceeds the affordability period, a capital needs assessment of the property by a competent third party shall be submitted with the application. A capital needs assessment is a qualified professional's opinion of a property's current physical condition. It identifies deferred maintenance, physical needs and deficiencies, and material building code violations that affect the property's use, structural and mechanical integrity, and future physical and financial needs. The Capital Needs Assessment shall identify any work that must be completed immediately to address health and safety issues, violation of Federal or State law, violation of local code, or any work necessary to ensure that the building can continue to operate as affordable housing.

4. Debt Service Ratio

a. Projects with hard debt service requirements:

The Project is required to evidence a Debt Service Ratio of no less than 1.15x on all hard debt service requirements for the first 15 years.

b. Project with no hard debt service requirements:

The Project is required to evidence a positive Net Operating Income throughout the 30-year pro forma period.

c. Hard Debt Service:

- i. Defined as scheduled regular and periodic principal and/or interest payments of project loan obligations made for its direct benefit, as evidenced by a note and loan agreement.
- ii. The Applicant is required to support all hard debt service loans and terms with executed lenders' commitment letters, letters of interest, or term sheets.

d. Underwriting Criteria and Requirements:

To ensure that HTF funding does not exceed the amount necessary, alone or in combination with other governmental assistance, to provide quality affordable housing that is financially viable for the required thirty (30) year affordability period, applications will be analyzed in accordance with the underwriting and subsidy layering requirements set forth in 24 CFR 93.300(b). The review and analysis includes, but is not limited to:

1. An examination of sources and uses of funds for the proposed project (including any operating or project-based rental assistance) and a determination that all costs are reasonable; and
2. An assessment, at minimum, of the current market demand in the neighborhood in which the project will be located, the experience of the recipient, the financial capacity of the recipient, and firm written financial commitments for the project.
3. Applicants are required to use the following parameters and assumptions in the preparation of the project pro forma:
 - i. Annual Income Inflation Rate of 2.0% and Annual Expense Inflation Rate of 3.0% for the first 15 years or term of the first mortgage, whichever is greater.
 - ii. Annual Income Inflation Rate of 2.0% and Annual Expense Inflation Rate of 2.0% for the remaining term of affordability.
 - iii. Vacancy Rate of no less than 5.0%.
 - iv. Annual Replacement Reserve Allocation of no less than \$300 per unit per year.

4. Phase I Environmental Site Assessment

All proposed multifamily (more than four housing units) HTF projects require a Phase I Environmental Site Assessment.

For acquisition/rehabilitation projects, the Phase 1 Environmental Assessment should address lead based paint and asbestos.

5. Developer Fee

- i. New Construction - maximum developer fee of 15% of the total development costs or \$3,750,000 (whichever is less);
- ii. Acquisition/Rehabilitation — maximum developer fee of 10% of the acquisition costs and 15% of the rehabilitation costs, or \$3,750,000 (whichever is less).

XI. SELECTION CRITERIA

- a. **Timeliness and Readiness to Proceed (Max. 30 points)** - The proposed project is feasible and will meet the required timelines to commit and expend HTF funds. Applicants need to demonstrate project "readiness". Factors to be considered are site control, financial commitments, environmental factors, zoning, utilities and site and neighborhood standards.
- b. **Consolidated Plan Priorities (Max. 10 points)** - The extent to which the project proposes accomplishments that will meet the rental housing objectives of the HHFDC and the priority housing needs of the City. The HTF is primarily a production program meant to add units to the supply of affordable housing for extremely low-income households. Merits of the application in meeting the priority housing needs of the City where the project is located such as accessible to transit or employment centers, housing that includes green buildings and sustainable development features or housing that service special needs populations. The priority housing needs include (1) development of housing to support the City's Housing First approach to ending homelessness, (2) acquisition or renovation of buildings to support Housing First, and (3) development of new and preservation of existing affordable and special-needs rental housing.
- c. **Developer Experience and Financial Capacity (Max. 25 points)** - Applicant's ability to obligate HTF dollars and undertake funded activities in a timely manner. Need to review evidence of experience in developing and managing projects of similar type and scope, staff qualifications, and fiscal soundness. In addition, applicants who have received federal funds in the past will be evaluated on the basis of their past performance. Qualifications of the proposed project team, personnel and/or contractors to carry out the proposed project including proven record of experience with comparable projects.
- d. **Financially Feasible Project (Max. 25 points)** - Project pro forma to cover a minimum 30-year HTF affordability period and include rents that are affordable to extremely low-income households. Priority to be given for projects with extended affordability periods and project based rental assistance; and
- e. **Use of Non-Federal Funding Sources (Max. 10 points)** - Given the 30% AMI income targeting requirements, viable projects will require other funding sources compatible with HTF. Priority consideration to the extent project will use non-federal funding sources.

A minimum score of 50 points (out of the 100 total points) must be scored in order to be recommended for the award of HTF funds.

Successful Applicant(s) will receive a Notice of Award, which will state that the City's intent to award HTF funds is subject to approval of the applicable HTF Allocation Plan and Program Year Action Plan by the Honolulu City Council, HHFDC, and HUD.

XII Maximum Per-Unit Development Subsidy Limits

Each year, the HHFDC must establish maximum limitations on the total amount of HTF funds that may be invested per-unit for development of non-luxury rental housing projects. The Public Housing Development Cost Limits (TDCs) for elevator structures, as annually established by HUD, have been adopted for the HTF program. HUD's data is based on construction cost indices for the area and is published annually by HUD's Office of Public and Indian Housing. The development costs of affordable rental housing across the state are generally higher in comparison but the TDCs provide reliable maximum subsidy limit which will produce a greater number of HTF assisted units throughout the state. The limits are applicable statewide but, in the future, should HUD's data indicate that costs vary significantly across the state, the limits may be adjusted accordingly.

The following table displays the maximum per unit subsidy limits by bedroom size for housing assisted with HTF within the State of Hawaii, for PY 2019:

Bedrooms	PY18 Maximum Per-Unit Subsidy Limit
0	\$177,886
1	\$249,041
2	\$320,196
3	\$426,927
4+	\$533,659

XIII INCOME LIMITS

All HTF-assisted rental units must benefit households that earn less than 30% of median income or families with incomes at, or below, the poverty line (whichever is greater) upon initial income certification. The income limits for Program Year 2018 (Oct. 1, 2018 – Sept. 30, 2019) are:

Household Size	Annual Income
1	\$24,500
2	\$28,000
3	\$31,500
4	\$35,000
5	\$37,800
6	\$40,600
7	\$43,780
8	\$48,750

XIV RENT LIMITS

Projects are also restricted by the amount of rent that can be charged for HTF assisted units. The Program Year 2018 (Oct. 1, 2018 – Sept. 30, 2019) rent limits are as follows:

Bedrooms	Monthly Rent
0	\$612
1	\$656
2	\$787
3	\$910
4	\$1,015
5	\$1,156
6	\$1,343

Note: Rents must include the utilities, or else the tenants must be given a utility allowance. The City's HTF program follows the utility allowances established by the City's Section 8 program.

XV. PERFORMANCE GOALS AND BENCHMARKS

The City anticipates receiving \$1,425,000 annually from HHFDC. In accordance with HHFDC's Allocation Plan, the City will allocate approximately five percent (5%) or \$75,000 of its grant to program planning and administrative cost, with the balance of the grant funds or \$1,350,000 being made available to eligible and qualified non-profit agencies who will provide affordable rental housing to extremely low-income households. Given Hawaii's high construction cost to produce housing restricted to extremely low-income households, the City anticipates producing between four (4) and nine (9) restricted units annually.

Following HHFDC's method of distribution and 2015-2019 Consolidated Plan goal for the HTF to "assist in the development or preservation of twenty-eight (28) affordable housing units over the next four (4) years, for households with incomes at or below thirty percent (30%) of the area median income", and given the cost to produce housing restricted to households earning less than thirty percent (30%) of the area median income, the City estimates that HTF funds will assist in developing approximately four (4) affordable rental units for extremely low-income households annually for a total of sixteen (16) during the Consolidated Plan period.

XVI. REHABILITATION STANDARDS

Rehabilitation of multi-family projects that utilize HTF funds must comply with all applicable federal, state and local codes, ordinances, requirements, HTF rehabilitation standards and the requirements of 24 CFR 93.301(b). At a minimum, the following property standards and requirements shall apply.

- a. Health and Safety — If the housing is occupied at the time of the initial inspection, all Life-Threatening deficiencies must be identified and addressed immediately. See Appendix A which identifies all life-threatening deficiencies (highlighted in yellow color and boldface) for the property site, building systems, common areas and unit components.

- b. **Major Systems** — All projects with 26 or more units are required to have the useful remaining life of the major systems determined with a capital needs assessment. Major systems include: structural support, roofing, cladding and weatherproofing (e.g. windows, doors, siding, gutters), plumbing, electrical, heating, ventilation and air conditioning. If the useful life of one or more major system is less than the affordability period, it must be replaced or rehabilitated or a replacement reserve must be established and monthly deposits made to the reserve account to adequately repair or replace the systems as needed.
- c. **Lead Safe Housing Rule** — All HTF-funded rehabilitation must meet the requirements of the Lead Safe Housing Rule at 24 CFR Part 35.
- d. **Accessibility** — Assisted housing must meet the accessibility requirements at 24 CFR part 8 (implementing Section 504 of the Rehabilitation Act of 1973) and Titles II and III of the Americans with Disabilities Act implemented at 28 CFR parts 35 and 36. For "covered multifamily dwellings," as defined at 24 CFR 100.205, standards must require that the housing meets the design and construction requirements at 24 CFR 100.205. (Note that grantees may use HTF funds for other improvements that permit use by a person with disabilities, even if they are not required by statute or regulation.)
- e. **Disaster Mitigation** — Housing must meet state and local requirements for disaster mitigation, or requirements established by HUD, where they are needed to mitigate the risk of potential natural disasters.

The City regulations pertinent to mitigating risk and damage from disasters are found in Chapter 16, Building Code.

Disaster	Code Section
Fire	913 Fire Protection, Sprinkler, Standpipe, Smoke Control Systems 1008 Main exit, gates 10126 Openings (escape windows) 1203 Exhausting of contaminants
Rain	1503 Roof slope, roof drains
Flood	1612 design and construction in flood areas
Wind	1603 Wind loads 1609 Protection of openings 3105 Design and construction of awnings, canopies R301/R324 Blocking, straps, anchors to tie roof to Foundation, uplift resistance
Seismic	1604 Seismic use and factor 1605 Load calculations 1613 Additions to existing buildings shall comply with seismic requirements for new structures

Inspections	B913 Fire protection B1704 Structural steel for seismic resistance B1704 Structural wood for lateral force B1704 metal connectors, anchors etc. for load path to resist uplift forces
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- f. Local, State or National Codes — All rehabilitation projects must meet all applicable federal, state and local codes, standards, ordinances, rules, regulations and requirements by project completion. In cases where standards differ, the most restrictive standard will apply. Should the adopted codes be modified or updated, the newly adopted code standards will apply.

The City housing codes, which are published in the Revised Ordinances of Honolulu 1990, as amended (ROH), are available on the City's website at <https://www.honolulu.gov/ocs/roh>

- Chapter 16: Building Code
- Chapter 17: Electrical Code
- Chapter 18: Fees and permits for Building, Electrical, Plumbing and Sidewalk Codes.

Note: Specific renovations, per Article 3, are not required to obtain a building permit. For example: reroofing work which will not affect the structural components, installation of siding which will not affect the structural components, retaining walls and fences not more than 30 inches in height, paving within private property, replacement of component parts of existing work which do not aggregate over \$1,000 in valuation in any 12-month period, electrical work done by a licensed electrical contractor which does not aggregate over \$500 in valuation in any 12-month period, plumbing work done by a licensed plumbing contractor which does not aggregate over \$1,000 in valuation in any 12-month period and plumbing repairs when the work does not involve or require the replacement or rearrangement of valves, pipes or fixtures.

- Chapter 19: Plumbing Code
- Chapter 20: Fire Code of the City and County of Honolulu
- Chapter 21: Land Use Ordinance
- Chapter 27: Housing Code

The City's codes, and inspection practices, do not significantly differentiate between rehabilitation standards and new construction standards in regards to methods and materials. The City uses a three phase method towards rehabilitation standards:

- First, to determine whether the project to be rehabilitated is defined as a nonconforming structure, and regulated by Article 4, Section 21-4.110. For example, if a nonconforming structure contains multifamily dwelling

units, under specified ownerships, is destroyed by accidental means, it can be restored to its former condition, provided that such restoration is permitted by the building code and flood hazard regulations, and is started within two years. As another example, a nonconforming dwelling unit, under certain circumstances, can be altered, enlarged, repaired, extended, or moved. If the City perceives the project to be a nonconforming structure, the City would direct the recipient to consult with the City Department of Planning and Permitting to identify the range of rehabilitation options.

- Second, to direct the recipients to inspect the project using HUD's Uniform Physical Condition Standards (UPCS), Attachment A, to identify, and correct, any life-threatening deficiencies. UPCS identifies items which may possess deficiencies but are not regulated by building permits, or City inspectors, such as fences not more than 30 inches in height, play equipment, walkways and parking stalls, and storage sheds not exceeding 120 square feet.
 - Third, to direct the recipients to discuss the rehabilitation with the City Department of Planning and Permitting prior to submitting an application for a building permit. This is because the codes would require the new portions of the rehabilitation to be compliant with current regulations. Interactive discussion between the recipient and the permit reviewers would determine to what extent the existing components of the project would have to be upgraded to become compliant.
- g. Uniform Physical Condition Standards (UPCS) — Upon completion, the project and units must be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation ("Appendix A") identifies the type and degree of deficiencies that shall be addressed.

APPENDIX A

UNIFORM PHYSICAL CONDITION STANDARDS FOR

MULTIFAMILY HOUSING REHABILITATION

Uniform Physical Condition Standards (UPCS) for Multifamily Housing Rehabilitation

All projects funded with HTF will be required to meet HUD's UPCS to ensure housing will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. Standards include the UPCS inspectable items and observable deficiencies for the site, building exterior, building systems, common areas, and units.

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency That Must Be Addressed
NOTE: Deficiencies highlighted in yellow are life-threatening and must be addressed immediately if the housing is occupied.		
Requirements for Site:		
Fencing and Gates	Damaged/Falling/Leaning	An exterior fence, security fence, or gate is damaged and does not function as it should or could threaten safety or security.
	Holes	Hole in fence or gate is larger than 6 inches by 6 inches
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security
Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable or there is a rut larger than 8 inches wide by 5 inches deep.
	Overgrown/Penetrating Vegetation	Plants have visibly damaged a component, area or system of the property or has made them unusable or unpassable
	Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for its intended purpose due to poor drainage or ponding
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)

	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling, or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice-sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing
	Signs Damaged	The project sign is not legible or readable because of deterioration or damage
Parking Lots/ Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard

	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles
Play Areas and Equipment	Damaged/Broken Equipment	Equipment poses a threat to safety and could cause injury

	Deteriorated Play Area Surface	More than 50% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure- Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris, causing backup into adjacent areas or runoffs into areas where runoff is not intended
Walkways/Steps	Broken/Missing Hand Railing	The hand rail for four or more stairs is missing, damaged, loose or otherwise unusable
	Cracks/Settlement/Heaving	Cracks greater than ¾", hinging/tilting, or missing section(s) that affect traffic ability over more than 5% of the property's walkways/steps
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling-larger than 4 inches by 4 inches—that affects traffic ability
Requirements for Building Exterior:		
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Damaged/Missing Screen/Storm/Security Door	A security door that is not functioning or is "missing" (Security door should be there but isn't there)
	Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any exterior door that is missing
Fire Escapes	Blocked Egress/Ladders	Stored items or other barriers restrict or block people from exiting

	Visibly Missing Components	Any of the functional components that affect the function of the fire escape—one section of a ladder or railing, for example—are missing
Foundations	Cracks/Gaps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material—rebar or other

Health and Safety	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered—more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects—including roaches and ants—throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice—sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk

Lighting	Broken Fixtures/Bulbs	20% or more of the lighting fixtures and bulbs surveyed are broken or missing
Roofs	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible
	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible
	Damaged/Clogged Drains	The drain is so damaged or clogged with debris that the drain no longer functions—as shown by ponding
	Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
	Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration
	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials
Walls	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage

	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 50% of the exterior paint is cracking, flaking, or otherwise deteriorated. Water damage or related problems have stained the paint.
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane

	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
	Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks
Requirements for Building Systems		
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney
	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections

Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required

Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling, or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury

	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards – Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects—including roaches and ants—throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice—sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing to the point that the system or pumps should be shut down.
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
	Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding—a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing
Requirements for Common Areas		
Basement/Garage/Carport	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area

Closet/Utility/Mechanical	Cabinets - Missing/Damaged	More than 10% of cabinet, doors, or shelves are missing or the laminate is separating
Community Room	Call for Aid - Inoperable	The system does not function as it should
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long

Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—over a ceiling area greater than 1 square foot
Lobby	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate-not a sanitary surface to prepare food
Office	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	A restroom door, entry door, or fire door that does not function as it should or cannot be locked because of damage to the door's hardware
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
Storage	Doors - Damaged/Missing Screen/Storm/Security Door	Any security door that is not functioning or is missing
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space
	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
	Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Electrical - Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire

	Electrical - Missing Breakers	Any open and/or exposed breaker port
	Electrical - Missing Covers	A cover is missing, which results in exposed visible electrical connections
	Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floors - Floor Covering Damaged	More than 50% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Floors - Missing Floor/Tiles	More than 50% of the flooring or tile flooring is missing
	Floors - Peeling/Needs Paint	Any painted flooring that has peeling, cracking, flaking, or missing paint if the affected area is more than 4 square feet
	Floors - Rot/Deteriorated Subfloor	Large areas of rot—more than 4 square feet—and applying weight causes noticeable deflection.
	Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—covering a flooring area greater than 1 square foot

	GFI - Inoperable	The GFI does not function
	Graffiti	Graffiti in 6 or more places
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration—or a pit or crevice
	HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	HVAC - Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Lavatory Sink - Damaged/Missing	The sink or associated hardware have failed or are missing. The sink cannot be used
	Lighting - Missing/Damaged/Inoperable Fixture	In more than two rooms, permanent lighting fixtures are missing or not functioning and no other switched light source is functioning in the room

	Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing
	Outlets/Switches/Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
	Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchairs, or using walkers
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable	The exhaust fan does not function
	Range/Stove - Missing/Damaged/Inoperable	Two or more burners are not functioning or oven is not functioning
	Refrigerator - Damaged/Inoperable	The refrigerator does not cool adequately for the safe storage of food
	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Shower/Tub - Damaged/Missing	The shower or tub cannot be used for any reason. The shower, tub, faucets, drains, or associated hardware is missing or has failed.
	Sink - Missing/Damaged	The sink or hardware is either missing or not functioning
	Smoke Detector - Missing/Inoperable	Smoke detector is missing or does not function as it should
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
	Stairs - Broken/Missing Hand Railing	The hand rail for 4 or more stairs is missing, damaged, loose or otherwise unusable
	Ventilation/Exhaust System - Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Walls - Damaged	Any hole in the wall greater than 2 inches by 2 inches
	Walls - Damaged/Deteriorated Trim	More than 50% of the wall trim has significant areas of deterioration

	Walls - Peeling/Needs Paint	Peeling, cracking, flaking, or otherwise deteriorated paint over more than 4 square feet on any wall
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a common area—covering a wall area greater than 1 square foot
	Water Closet/Toilet - Damaged/Clogged/Missing	The bowl is fractured or broken and cannot take in water, water closet/toilet cannot be flushed, because of obstruction or another defect or there is a hazardous condition
	Windows - Cracked/Broken/Missing Panes	Missing or cracked panes of glass
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/Needs Paint	More than 10% of interior window paint is cracking, flaking or otherwise failing
	Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit

	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice-sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk

Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence
Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components-chute, chute door, and other components-have failed

Requirements for Units:

Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	The sink cannot be used, because the sink or associated hardware is missing or has failed.
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration

	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	The shower, tub, faucets, drains, or associated hardware is missing or has failed.
	Ventilation/Exhaust System – Absent/Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	The bowl is fractured or broken or the water closet/toilet is missing, hazardous or cannot be flushed
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—over a ceiling area greater than 1 square foot
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass—shown by an empty frame or frames or any security door that is not functioning or is missing
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality
Electrical System	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency

	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components

		that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	GFI - Inoperable	The GFI does not function
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Covers	A cover is missing, which results in exposed visible electrical connections
Floors	Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floor Covering Damage	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Missing Flooring Tiles	Missing or broken flooring causes a single safety problem
	Peeling/Needs Paint	Any painted flooring that has peeling, cracking, flaking, or missing paint if the affected area is more than 4 square feet
	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—covering a flooring area greater than 1 square foot
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)

	Electrical Hazards - Water Leaks on/near Electrical Equipment	Water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice-sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk

Hot Water Heater	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor

	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration—or a pit or crevice
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate — not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	The exhaust fan does not function or you estimate that the flue may be completely blocked
	Range/Stove - Missing/Damaged/Inoperable	The unit is missing or 2 or more burners or the oven is not functioning
	Refrigerator- Missing/Damaged/Inoperable	The refrigerator is missing or it does not cool adequately for the safe storage of food
	Sink - Damaged/Missing	The sink or hardware is either missing or not functioning.
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room

Outlets/Switches	Missing	An outlet or switch is missing
	Missing/Broken Cover Plates	A cover plate is missing, which causes wires to be exposed
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	Missing/Inoperable	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail for four or more stairs is missing, damaged, loose or otherwise unusable
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of vertical alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 square foot
Windows	Cracked/Broken/Missing Panes	Missing or cracked panes of glass
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks

APPENDIX 8

ACRONYMS AND ABBREVIATIONS

Acronyms and Abbreviations

ADU – Accessory Dwelling Unit

AIDS – Acquired Immune Deficiency Syndrome

AMHD - Adult Mental Health Division

AMI – Area Median Income

AP – Action Plan

BESSD – Benefit, Employment and Support Services Division

BFS – Department of Budget and Fiscal Services

CAD – Community Assistance Division

CBDD – Community Based Development Division

CBDO – Community-Based Development Organization

CDBG – Community Development Block Grant

CES – Coordinated Entry System

CFR – Code of Federal Regulations

City – City and County of Honolulu

CoC – Continuum of Care

CPP – Citizen Participation Plan

DBEDT – Department of Business, Economic Development & Tourism

DCS – Department of Community Services

DFM – Department of Facility Maintenance

DH – Decent Housing

DHHL – Department of Hawaiian Home Lands

DHS – Department of Human Services

DOH – Department of Health

DPP – Department of Planning and Permitting

DPR – Department of Parks and Recreation

EN – Entitlement

EO – Economic Opportunity

ESG – Emergency Solutions Grant

FTE – Full-Time Equivalent

FY – Fiscal Year

HHFDC – Hawaii Housing Finance and Development Corporation

HICH – Hawaii Interagency Council on Homelessness

HIV – Human Immunodeficiency Virus

HMIS – Homeless Management Information System

HOME – HOME Investment Partnerships Program

HOPWA – Housing Opportunities for Persons With AIDS

HPHA – Hawaii Public Housing Authority

HTF – Housing Trust Fund

HUD – U.S. Department of Housing and Urban Development

IDD – Intellectually and Developmentally Disabled

LBP – Lead Based Paint

LMI – Low- and Moderate-Income

NOFA – Notice of Funding Availability

NRSA – Neighborhood Revitalization Strategy Areas

P & E – Planning and Engineering

PHA – Public Housing Authority

PHOCUSED – Protecting Hawaii's Ohana, Children, Under-Served, Elderly, and Disabled

PIC – Partners in Care

Purchasing – Purchasing Division

SL – Suitable Living

STRMU – Short-Term Rent, Mortgage, and Utility

TBD – To Be Determined

TBRA – Tenant Based Rental Assistance