



## RESOLUTION

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APPROVING AN AMENDMENT TO THE CITY AND COUNTY OF HONOLULU'S NINETEENTH (19<sup>th</sup>) YEAR ACTION PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT, HOME INVESTMENT PARTNERSHIPS, EMERGENCY SOLUTIONS GRANTS AND HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM FUNDS, AND AUTHORIZING ITS RESUBMITTAL TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

WHEREAS, Section 1-8.2 of the Revised Ordinances of Honolulu 1990, as amended, requires prior City Council review and approval of any intergovernmental agreement or any amendments thereto, which places an obligation upon the City and County of Honolulu (hereinafter referred to as the City) or any department or agency; and

WHEREAS, said Section 1-8.2 further requires prior City Council review and approval of any application or any amendment thereto, relating to the carrying out of an intergovernmental agreement; and

WHEREAS, Section 1-8.3 of the Revised Ordinances of Honolulu 1990 (ROH), as amended, further requires prior City Council review and approval of any Annual Action Plan prepared by a city agency relating to Community Planning and Development (CPD) formula entitlement monies; and

WHEREAS, on April 17, 2013, the City Council adopted Resolution 13-36, CD1, FD1, approving the City and County of Honolulu's Nineteenth (19<sup>th</sup>) Year Action Plan (Action Plan) for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grants (ESG) and Housing Opportunities for Persons With AIDS (HOPWA), and authorizing its submittal to the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Action Plan did not include \$34,067,334 in CDBG program income and \$2,446,108 in HOME program income anticipated from the Hawaii Affordable Housing Preservation Initiative (HAHPI) sale and also did not include plans for the use of these funds; and

WHEREAS, on August 7, 2013, the City Council adopted Resolution 13-172, FD1, which established a city policy on the use of CDBG funds to be reprogrammed as a result of the sale of properties through the HAHPI sale and Resolution 13-176, FD1, which set forth an amended Action Plan that included \$34,067,334 in CDBG program income and \$2,446,108 in HOME program income anticipated from the HAHPI sale and



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## RESOLUTION

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that identified categories for expenditures of said reprogrammed funds based upon the aforesaid policy; and

WHEREAS, said amended Action Plan was submitted to HUD with the understanding that it would have to be further amended and approved before December 16, 2013, once the City had completed the Request for Proposals (RFP) process involving the solicitation of proposals from non-profits and city agencies for specific projects to be funded with HAHPI program income; and

WHEREAS, on September 6, 2013 and November 1, 2013, pending the completion of the RFP process and selection of projects, the City responded to HUD requests for a more detailed description of its plan for the use of the \$34,067,334 in CDBG program income and \$2,446,108 in HOME program income from the HAHPI sale and greater detail regarding amounts the City would allocate to the particular categories or projects; and

WHEREAS, on November 12, 2013, a Selection Committee appointed by the City Administration and the City Council completed the selection of projects under the RFP process; and

WHEREAS, the City desires now to apply for CPD formula entitlement monies under the CDBG, HOME, ESG and HOPWA programs administered by HUD by further amending and resubmitting its Action Plan to HUD to include city projects and the project selections made by the City and the Selection Committee from among proposals submitted in response to the RFP process; and

WHEREAS, the City possesses the legal authority to apply for and the ability to execute the proposed CDBG, HOME, ESG and HOPWA programs; and

WHEREAS, the City has further amended the Action Plan to meet HUD requirements and guidelines, and address the concerns set forth in HUD's June 13, 2013 letter and subsequent letters; and

WHEREAS, a list of projects recommended for funding from the HAHPI sale for inclusion in the proposed amended Action Plan, which will be resubmitted to HUD, is attached hereto as Exhibit A; and

WHEREAS, pursuant to ROH Section 1-8.3, the City Council may approve the Action Plan by resolution; and



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## RESOLUTION

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WHEREAS, the City Council has reviewed the amended Action Plan, attached hereto as Exhibit B, and the programs and projects thereunder proposed by the City to HUD for CDBG, HOME, ESG and HOPWA funding; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that the amended Action Plan is hereby approved; and

BE IT FURTHER RESOLVED that the Mayor, or his designee, is authorized to:

1. Execute and submit the amended Action Plan to HUD;
2. Accept, disburse, and expend CDBG, HOME, ESG, and HOPWA program funds for the projects and activities identified in the amended Action Plan, as approved by HUD;
3. Execute such assurances, representations, or certifications as are required by HUD;
4. Furnish such additional information, data, and reports as may be required by HUD;
5. Execute grant agreements on behalf of the City and County of Honolulu with HUD; and
6. Execute any incidental or related amendments, agreements or documents in furtherance of the amended Action Plan or grant agreement, including but not limited to any subrecipient agreements with governmental and nongovernmental subrecipients; and

BE IT FURTHER RESOLVED that the Mayor is hereby directed to advise the City Council in writing of any changes to the Action Plan and the approval or denial of the amended and resubmitted Action Plan by HUD, and further, to forward to the City Council a copy of HUD's letter of approval or denial; and

BE IT FURTHER RESOLVED that the Council's approval of the amended Action Plan is contingent on the administration's submittal of a further amended Action Plan for Council approval in the event HUD grants an extension for the expenditure of reprogrammed CDBG monies from the sale of the HAHPI properties in regards to the timeliness test for HUD Program Year 2013-2014; and



**RESOLUTION**

BE IT FURTHER RESOLVED that, in the event the extension is granted by HUD, the Council will work with the administration to ensure that monies designated as "City Administration Recommended Projects" in Exhibit A will be subject to reconsideration and that the 23 applicants previously deemed ineligible by the administration will be afforded the opportunity to be reviewed and considered by the CDBG Selection Committee; and

BE IT FURTHER RESOLVED that, in the event the extension is granted by HUD, the Council will work with the administration to ensure that monies designated for the Multiservice Center and to implement Resolution 13-55, CD1, the City's Homeless Action Plan, will be reviewed for consistency with the requirement for support from Councilmembers and community stakeholders in each Council district; and

BE IT FINALLY RESOLVED that copies of this Resolution be transmitted to the Department of Community Services and the Department of Budget and Fiscal Services.

INTRODUCED BY:

Ann Kobayashi (BR)

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DATE OF INTRODUCTION:

November 27, 2013  
Honolulu, Hawaii

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Councilmembers

## Selection Committee Recommendations

<b>Multi-Service Program Center Projects</b>		<b>Recommended Funding Amount</b>
Mental Health Kokua		\$ 2,106,212
Safe Haven Transitional Housing - Renovation and Relocation		
United States Veterans Initiative (U.S. Vets)		\$ 7,893,788
Oahu Homeless Service Center		
<b>Alternate Projects</b>		<b>Recommended Funding Amount</b>
IHS, The Institute for Human Services, Inc.		\$ 4,873,552
Iwilei "Freshen Up" Service Stop		

<b>Housing / Shelter Projects</b>		<b>Recommended Funding Amount</b>
C&C Department of Community Services (DCS)		\$ 750,000
Rehabilitation Loan Program		
Gregory House Programs		\$ 283,500
Gregory House Renovation Phase 2		
United States Veterans Initiative (U.S. Vets)		\$ 535,000
U.S. Vets Kahikolu Solar Conversion Project		
Hoomau Ke Ola		\$ 131,500
Lahilahi - Solar Power Plus		
<b>Alternate Projects</b>		<b>Recommended Funding Amount</b>
Alternative Structures International		\$ 480,900
Ohana Ola O Kahumana Phase I Septic System		

<b>Public Facility Projects</b>		<b>Recommended Funding Amount</b>
St. Francis Healthcare Foundation Hawaii		\$ 1,000,000
Commercial Kitchen Renovations to Serve LMI Residents		
Kokua Kalihi Valley Comprehensive Family Services		\$ 243,767
Gulick Elder Center Rehabilitation		
<b>Alternate Projects</b>		<b>Recommended Funding Amount</b>
Kokua Kalihi Valley Comprehensive Family Services		\$ 61,362
Gulick Elder Center Rehabilitation		
Kahi Mohala Hospital (Sutter Health Pacific)		\$ 675,000
Hospital Admissions Area Renovation - Phase II		

<b>Neighborhood Revitalization Strategy Area Projects</b>		<b>Recommended Funding Amount</b>
C&C Department of Community Services (DCS) NRSA Projects - Rehabilitation Loan Program		\$ 2,100,000
Wahiawa General Hospital Phase 2 Parking Area Upgrade to Serve LMI Residents		\$ 326,100
Wahiawa Community Based Development Organization (CBDO) The NRSA Weed and Seed Project		\$ 452,944
<b>Alternate Projects</b>		<b>Recommended Funding Amount</b>
NONE		

<b>Economic Development Projects</b>		<b>Recommended Funding Amount</b>
Parents and Children Together (PACT) Making it in the Real World, Business Start Up		\$ 100,000
<b>Alternate Projects</b>		<b>Recommended Funding Amount</b>
NONE		

**SELECTION COMMITTEE NOTES:**

Funds were allocated based on the score and the ability to proceed within the funding requirement. In cases where the request was larger than available balance, projects that could not proceed without full funding were skipped in favor of those that could be funded to completion to insure the maximum allocation within each category.

- 1 United States Veterans Initiative (U.S. Vets) - Oahu Homeless Service Center: Agency indicated that the minimum funding required to complete the project was \$6,500,000. Further review of the application indicated that the agency could use the balance of the funding available but did not require the balance of the funds to complete the project.
- 2 Hoomau Ke Ola - Lahilahi - Solar Power Plus Project: The Committee chose to fund the Solar Power Plus Project instead of the higher scored Alternative Structures International - Ohana Ola O Kahumana Phase I Septic System Project because we felt it could be funded to completion and better maximize the use of funding for the category.
- 3 Kokua Kalihi Valley Comprehensive Family Services - Gulick Elder Center Rehabilitation Project: The project was originally an alternate for FY14 CDBG funds; however, the City was able to partially fund the project in FY14. Therefore, we recommend funding the remaining balance to fully fund the project as requested in the application.

## City Administration Recommendations

<b>Public Improvement Projects</b>	<b>Recommended Funding Amount</b>
C&C Department of Design and Construction (DDC) Kahuku District Park	\$ 2,475,000
C&C Department of Design and Construction (DDC) Makaha Community Park	\$ 250,000
C&C Department of Design and Construction (DDC) Piilaa Community Park	\$ 4,650,000
C&C Honolulu Fire Department (HFD) Fire Protection Services - Kalihi Kai Engine	\$ 625,000
<b>Alternate Projects</b>	<b>Recommended Funding Amount</b>
C&C Department of Design and Construction (DDC) Kalihi Waena Neighborhood Park	\$ 935,000
C&C Honolulu Fire Department (HFD) Fire Protection Services - Kahuku Engine	\$ 625,000
C&C Honolulu Fire Department (HFD) Fire Protection Services - Kalihi Kai Aerial	\$ 1,000,000
C&C Honolulu Fire Department (HFD) Fire Protection Services - Kalihi Uka Engine	\$ 625,000
<b>Neighborhood Revitalization Strategy Area Projects</b>	<b>Recommended Funding Amount</b>
C&C Department of Design and Construction (DDC) Wahiawa District Park	\$ 3,934,423
<b>New Construction - Facility</b>	<b>Recommended Funding Amount</b>
Pacific Housing Assistance Corporation (PHAC) Senior Residence at Piikoi	\$ 100,000

<b>Homeless Action Plan (CDBG)</b>		<b>Recommended Funding Amount</b>
United States Veterans Initiative (US Vets)		\$ 5,110,100
Project Mālama (Public Services)		

<b>Housing First Program (HOME)</b>		<b>Recommended Funding Amount</b>
United States Veterans Initiative (US Vets)		\$ 2,201,497
Project Mālama (Tenant-Based Rental Assistance)		

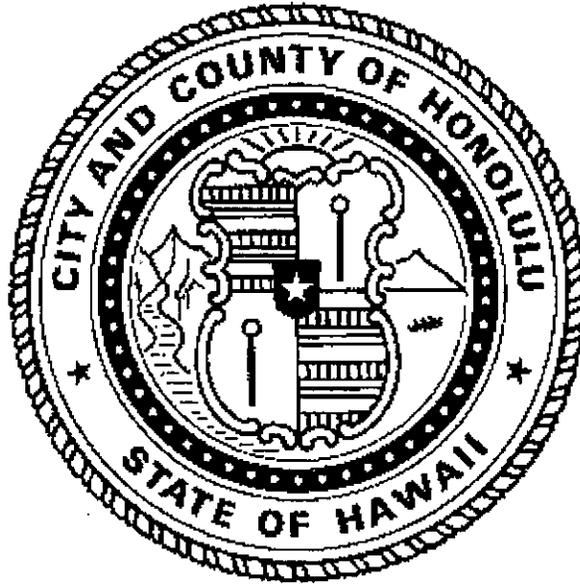
<b>Program Administration (CDBG)</b>		<b>Recommended Funding Amount</b>
C&C BFS/DCS		\$ 1,000,000
Program Administration		

<b>Program Administration (HOME)</b>		<b>Recommended Funding Amount</b>
C&C BFS/DCS		\$ 244,611
Program Administration		

EXHIBIT "B"

# AMENDED NINETEENTH YEAR ACTION PLAN



Program Year  
2013 - 2014

Prepared By  
Department of Budget & Fiscal Services  
City and County of Honolulu  
REVISED DECEMBER 5, 2013

Presented By  
Kirk Caldwell, Mayor  
City and County of Honolulu

# TABLE OF CONTENTS

I.	EXECUTIVE SUMMARY	3
II.	INTRODUCTION	3
	A. Background	4
	B. Responsibility and Process	4
	C. Consultation	4
	D. Citizen Participation Plan	10
	E. Discharge Policy	10
III.	ACTION PLAN	11
	A. Form Application	11
	B. Resources	11
	C. Activities To Be Undertaken	17
	D. Geographic Distribution	20
	E. Affordable Housing	20
	F. Public Housing	20
	G. Homeless And Other Special Needs	20
	H. Other Actions	21
	I. HIV/AIDS Housing Goals	21
	J. Program Specific Requirements	21
	K. Certifications	22
	L. Monitoring	22

# LIST OF APPENDICES

- A. Logic Model Tables
- B. Required Consolidated Plan Tables and Maps
- C. Certifications
- D. Empower Oahu Neighborhood Revitalization Strategy Area (NRSA) Application
- E. Capital Improvement Projects (CIP) Supplemental Policies and Procedures
- F. Downpayment Loan Program (DPL) Policies and Procedures
- G. Loan Conversion Policies and Procedures
- H. Rehabilitation Loan Program Policies and Procedures
- I. Tenant Based Rental Assistance (TBRA) Program Policies and Procedures
- J. Pre-Award Option

# I. EXECUTIVE SUMMARY

## Introduction

The Amended Nineteenth (19<sup>th</sup>) Year Action Plan for the City and County of Honolulu (City) represents a blueprint for the planning and application aspects of HUD's Community Development Block Grant (CDBG), HEARTH Act Emergency Solutions Grants (HESG), HOME Investment Partnerships (HOME) and Housing Opportunities for Persons With AIDS (HOPWA) formula programs. The purpose of the Action Plan is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe and sanitary housing and a suitable living environment.

## Housing and Homeless Needs Assessment

Figures from the U.S. Census for 2006 estimate Oahu's population at 909,863, which is approximately 71% of the population of the State. Although the growth rate of the general population has slowed in recent years, segments such as the elderly continue to rise rapidly and represent a significant trend. In addition, Honolulu has a pent-up demand for housing estimated at 18,013 units for the five year period from July 1, 2010 – June 30, 2015. Of this demand, the greatest needs are and will continue to be in the low- and moderate-income households, those making 80% of median income. These income groups exhibit the highest incidence of housing problems – cost burden, substandard units and overcrowding. Other sub-populations that require affordable housing are special needs groups such as frail elderly, persons with disabilities, persons with HIV/AIDS, youth and ex-offenders.

Honolulu had an estimated point-in-time homeless population in 2009 of 3,650 homeless persons on Oahu at any given time during the year. In 2006, there were 12,930 hidden homeless households, households doubled-up or sharing accommodations with others because they could not afford their own homes. The number of at-risk households, households who would lose their housing unit if the chief wage earner were without a job for three months, increased to 57,283 households from 36,454 households in 2003.

An earlier homeless study conducted in 2003 concluded that, on a Statewide-basis, a majority of the homeless were lifetime or long-time residents of Hawaii, and that slightly over one third are Hawaiian or part-Hawaiian, well above the ethnic percentage of the general population. In addition, the "hidden homeless" has almost doubled in the past decade, as those that can least afford rent are driven out of a tight housing market.

For a more detailed assessment, please refer to the Final Consolidated Plan for Fiscal Year (FY) 2011-2015.

## Housing Market Analysis

Honolulu remains one of the highest priced housing markets in the country. Housing remains unaffordable for most residents. In addition, the "hidden homeless" has almost doubled in the past decade, as those who can least afford rent are driven out of a tight housing market.

For a more detailed assessment, please refer to the Final Consolidated Plan for FY 2011-2015.

## Strategic/Action Plan

The City has allocated a total of \$14,266,260 in the following programs: \$9,504,166 in Community Development Block Grant (CDBG), \$549,362 in HEARTH Act Emergency Solutions Grants (HESG), \$748,520 in HOME Investment Partnerships (HOME) and \$464,212 in Housing Opportunities for Persons With AIDS (HOPWA). These funds will be distributed to approximately thirty-seven (37) projects and eleven (11) alternates within the framework of the priorities for housing and community development over the next year, excluding planning and administration. These priorities were approved in 2009 as part of the Final Consolidated Plan for FY 2011-2015, which included logic models showing the outcomes and objectives for this period. These logic models are shown as Appendix A.

## II. INTRODUCTION

### A. Background

Consolidated Plan regulations defined by the U.S. Department of Housing and Urban Development (HUD) require local governments which will receive federal funds to identify and describe housing and housing service needs and priorities, and to produce a strategic action plan for addressing these needs. This full document was produced in 2009 as the Final Consolidated Plan for FY 2011-2015. It consolidates the planning and application aspects of HUD's Community Development Block Grant (CDBG), HEARTH Act Emergency Solutions Grants (HESG), HOME Investment Partnerships (HOME) and Housing Opportunities for Persons With AIDS (HOPWA) formula programs into a single submission. The purpose of the Consolidated Plan is to ensure that jurisdictions receiving federal assistance plan for the housing and related needs of low- and moderate-income families in a way that improves the availability and affordability of decent, safe and sanitary housing and a suitable living environment. The City's Plan consists of:

- A housing and homeless needs assessment;
- A housing market analysis;
- A strategic plan; and,
- An action plan for the geographic area encompassing the island of Oahu.

The Consolidated Plan permits the City to apply a unified vision to address local problems comprehensively and to propose a specific course of action to alleviate these concerns. It builds on local assets and coordinates a response to the needs of the community. It integrates economic, physical, environmental, community and human development in a comprehensive and coordinated fashion so that families and communities can work together and thrive. And lastly, the Consolidated Plan sets forth goals, objectives, and performance benchmarks for measuring progress and establishes a framework for assessing new knowledge and experience and how they can add to a successful plan for revitalization.

This document represents the City and County of Honolulu's (City's) Amended Nineteenth (19th) Year Action Plan, which is a section of the Consolidated Plan, and must be updated yearly. It shows the projects that are anticipated to be funded this year that will address the needs of the community as prioritized in the Consolidated Plan.

### B. Responsibility and Process

The City's Department of Budget and Fiscal Services, Federal Grants Branch, prepared the Amended Action Plan, and is the agency responsible for the administration of the City's CDBG, HESG, HOME and HOPWA programs.

### C. Consultation

In lieu of a public informational/orientation session, concerning the CDBG and HOME programs, information and an overview of the programs was provided with the Request For Proposals (RFP) funding application packet. The public was given an opportunity to submit written questions about each program and the RFP process or to submit their inquiries by voicemail. A total of twenty-nine (29) questions were received. These questions and the Department's responses were issued as Addenda to the RFP and additionally posted on the Department's webpage to provide all interested parties with the additional information. The questions and answers provided are noted below.

- Q1. Our organization is a Hawaii recognized non-profit. We have applied for our 501(c)(3) status, but have not yet received our determination letter. Is our Hawaii non-profit status enough to qualify us to apply for funding / grants or must we wait for our federal recognition?
- A1. Unfortunately, an agency needs to have received a 501(c)(3) determination letter from the IRS prior to applying for CDBG / HOME funds. Recognition of non-profit status by the State is not sufficient.

- Q2. Is funding available for Hawaii County projects?
- A2. CDBG funding under this RFP is only available for projects on Oahu. Each county has their own CDBG program. For information on the RFP process for neighbor island projects, please go to:
- Hawaii County: <http://www.hawaiicounty.gov/office-of-housing/>.
  - Maui County: <http://co.maui.hi.us/index.aspx?nid=140>.
  - Kauai County:  
<http://www.kauai.gov/Government/Departments/HousingAgency/tabid/87/Default.aspx>.
- Q3. One consideration for the City Council Priority #1 is the installation of a Photovoltaic system for a facility site that houses programming / services for LMI individuals, youth at work, and people with severe disabilities. Can you please advise if this constitutes an acceptable project for CDBG funding?
- A3. The City Council made public services and Neighborhood Revitalization Strategy Area (NRSA) activities Priority #1 for CDBG funding. The installation of a photovoltaic system is a capital improvement project. Therefore, if it is not occurring in a NRSA, would be considered a Priority #2, public facility, project. Please see question 17 in the Frequently Asked Questions section of the RFP (pp. 21-22) to determine whether your project falls in a NRSA.
- While a photovoltaic system is an eligible CDBG expense, it is difficult to determine whether this particular project is CDBG eligible without additional information on the facility's occupants and use. Please consult the CDBG RFP for eligibility requirements for a public facility project.
- Q4. In the section regarding "CDBG National Objective" where it states "1) principally or solely benefit low-moderate income persons ..." does that mean that at least 51% of the persons served in a new construction project must be low-moderate income?
- A4. All projects must meet a national objective. One way a project can meet a national objective is to demonstrate that it will principally serve low- and moderate-income (LMI) persons. For purposes of this Request for Proposals, "principally" means at least 51%.
- Q5. Under "National Objectives (1) Income Certification," it states that "Certification includes the collection of third party verification of income..." Does that mean that any verification other than by the client qualifies for that criteria? What constitutes a third party for qualification?
- A5. 3<sup>rd</sup> party verification of income is documentation which has not been prepared by the client or other interested party, but comes from an independent source such as an employer (e.g. pay stubs) or government agency (e.g. benefit letters).
- Q6. Can a larger construction project such as a community center be separated into two parts where one is a CDBG eligible project and the other part (separate buildings) funded through another source? If so can the infrastructure parts of the total project such as parking, utility connections, design and site work be divided as a percentage of the total project with costs then designated according to physical dimensions of the different buildings?
- A6. A multiple use building containing ineligible uses may be eligible for CDBG assistance if the CDBG-eligible portion occupies a designated and discrete area within the larger facility, such as a separate building. The method for allocating the infrastructure portion of the project must be reasonable. More information on the project is needed to determine the reasonableness of the cost allocation suggested here. If funding is awarded, the City will work with the sub-recipient to determine a mutually acceptable method of allocating and documenting infrastructure costs.
- Q7. Is Kalihi considered to be a NRSA?

- A7. Kalihi has not been designated as a Neighborhood Revitalization Strategy Area (NRSA). See question 17 (pp. 21-22) of the Frequently Asked Questions section of the Request for Proposals for areas which have received a NRSA designation.
- Q8. Would you please provide a definition of “abused children” as specified under the “presumed benefit clientele” option for meeting the national objective of benefiting low- to moderate-income persons?
- A8. The U.S. Department of Housing and Urban Development (HUD) has not defined “abused children,” however other agencies have relied on referral material from Child Welfare Services and Family Court to document the “abused” status of their clients.
- Q9. We plan to request funding to cover the costs of renovating a building in Kalihi. This building will serve as a youth mentoring center designed to serve the general population of Kalihi and as centralized administrative offices for our statewide agency. Being that Kalihi has been determined to be a low-moderate income community, could you please confirm that this project would meet the CDBG national objective through the area benefit option?
- A9. An area benefit activity must target the entire community. Programs which target a specific segment of the population, such as a youth or senior center, are not eligible as an area benefit activity; although they may qualify as a nature and location activity, please see p. 6 of the RFP. In order to determine whether your project qualifies as a nature / location activity, please make sure to clearly define the boundaries of your service area in your application. You can determine the LMI% for your service area, by visiting <http://www.hud.gov/offices/cpd/systems/census/hi/> which has estimates of the low- and moderate-income percentage for each census block group.

Please note that administrative offices are generally not eligible for CDBG funding. As stated on p.6 of the RFP, “...benefits to low- and moderate-income persons must be direct. Costs which are attributable to the administration of the agency or the project must be limited to less than 7% of total costs. For example, in a CDBG-funded facility, space for administrative personnel and services must be less than or equal to 7% of the total funded area.”

- Q10. If our organization were to receive notice of an award for CDBG funds in March 2013, would we be able to request an approval of pre-award expenditures at that time in order to secure architects, planners, and inspectors to begin completing the planning activities that we are seeking funding for (i.e., before the third quarter of 2013 when successful applicants can expect to begin expending CDBG funds)?
- A10. Agencies may apply for pre-award funding once their activity is included in an action plan which has been submitted to HUD. If your project has not been funded in the past that means that the earliest that you can incur pre-award costs will probably be May 15, 2013. Please note that pre-award expenses will not be reimbursed until after the agency has executed a grant agreement with the City (which will probably be around third quarter 2013) and are undertaken at the risk of the subrecipient. In case an agreement is never executed, the City will not be responsible for any pre-award costs incurred.
- Q11. The RFP specifies that exceptions may be made to the requirement that the entire area of a CDBG assisted facility must be used to achieve the CDBG national objective if an agreement is made to only fund a designated part of the facility. Can our organization agree to only use CDBG funding to renovate the top 2 floors of our 3-story walk-up building (which will house CDBG eligible activities administered by us) and to install an elevator, while allowing existing tenants (whose activities are not CDBG eligible) to remain on the first floor (where no renovations will be made)?
- A11. A multiple-use building containing ineligible uses may be eligible for CDBG assistance if the CDBG-eligible portion occupies a designated and discrete area within the larger facility. If awarded funding, you may continue to rent out the non-CDBG funded portion of the building; however, please be aware that if your CDBG-funded project affects your tenants, even temporarily, you may be responsible for relocation expenses. Also, if the renovation will benefit both CDBG and non-CDBG eligible space (such as a new electrical system), you will need to allocate costs between the CDBG-eligible and non-CDBG eligible portions.

- Q12. If a current tenant's lease expires and if as owners of the building, our organization decides not to renew the tenant's lease so that the space can be used for the administration of our program services instead, is that considered to be involving the permanent relocation of an existing business in our application? Or does the expiration of the tenant's lease make it an independent matter?
- A12. Once you apply for CDBG funding, federal relocation requirements are triggered. If at the time of the application, you have tenants who will be relocated by the time the project is finished, for whatever reason, you will need to state that in your application.
- Note: administrative offices are generally not eligible for CDBG funding.
- Q13. Our FY 2014 CDBG application will only request capital improvement project funding for planning activities. It will not yet request funding for the later renovation phase. Thus, would our project for this application be considered as NOT requiring the relocation of existing tenants (assuming that tenants will not have to be relocated to complete the proposed planning activities)?
- A13. Once you apply for CDBG funding, even for planning activities, federal relocation requirements are triggered. Thus, in considering whether relocation will be required, we look at the entire project, not just the CDBG-funded phase of the project.
- Q14. How important is it for a successful proposal that the agency get community funding for the project in addition to CDBG funds?
- A14. The City does not require its CDBG projects to have outside funding. We have fully funded projects in the past.
- Q15. If our project is adjacent to, but not within an actual NRSA, would it still be useful to obtain letters of support from the CBDO (Community Based Development Organization) contact for our proposal?
- A15. The City does not require letters of support from any applicant. Since your agency is not in a NRSA, a letter of support from a CBDO will carry the same weight as any other letter of support.
- Q16. We have obtained a signed Letter of Intent to purchase and/or lease a fee simple office space that will be used for this project. This letter is non-binding and does not have a requirement to negotiate in good faith. It does provide for a 10 year lease with a first option to purchase. It expires in 6 months. Is this sufficient to show site control?
- A16. A deed, a purchase agreement, a lease agreement, or an option to purchase/lease could demonstrate site control. Under the Site Control Section please select one of the following that best describes your situation:
- "Agency has verbal or non-binding commitment to Purchase/Lease" or "Agency has option to Purchase/Lease"
- Q17. The owner of the fee simple office is retiring and the office will be considered empty once the lease is negotiated and signed. Does this trigger the relocation requirement?
- A17. The federal relocation requirements are triggered at the time of application for CDBG funds. If the site being purchased/leased is occupied it may trigger the relocation requirements. Details regarding occupants of the site being purchased/leased should be provided in the application.
- Q18. We are a 501 (c) (3) organization, and our CDBG project is a capital improvement project. On the Attachments page of "Appendix A CDBG Application," how do we reflect that we are not a Public Service Project, Neighborhood Revitalization Strategy Area Project or an Economic Development Project? Since the comment section is grayed out, we are not able to leave a comment, but those attachments would not apply to our project. We want to be sure that we adequately address why those documents are not applicable to our project, but are unable to reflect this in the grayed out comment section.

- A18. In response to your inquiry, if your project is a Capital Improvement project, the attachments listed under Capital Improvement project on page 15 must be submitted in addition to the other required attachments. The comment section is grayed out because if the attachment is required for your particular project an explanation as to why it is not attached to the application will not be accepted by the City. As an example, for a Capital Improvement project the submission of the Operating Cost Projections is a required attachment therefore the comment section has been grayed out.
- Q19. I am working with the non-profit Hawaii Bicycling League. We are in the process of putting together a CDBG application to fund a complete streets plan for Kalihi. The plan would address walking and bicycling transportation in the area. Does the described complete streets plan satisfy eligibility as a "planning" activity?
- A19. The "Planning Activities" listed in the RFP pertain to activities designed to improve planning and management of the CDBG Program, such as community development plans or an analysis of impediments to fair housing choice. Based on the limited information provided, it is difficult to determine whether this would be a CDBG eligible activity. Please note that eligible planning activities are generally undertaken as part of a capital improvement project proposal.
- Q20. In the Consolidated Plan Goals, PS6 is "provide transportation services for low- and moderate-income persons". Would the described complete streets plan satisfy this objective?
- A20. Consolidated Plan Goals, PS6 involves providing transportation services for LMI persons, including: shuttle services for persons experiencing homelessness from homeless facilities to service providers, bus stops and schools; or to provide transportation to persons with other special needs. Additional information would be required to determine whether or not this particular plan would meet the Consolidated Plan Goal PS6.
- Q21. In terms of target population, the complete streets plan would achieve an "area benefit". This requires that we define "a designated geographic area". In the case of Kalihi could the designated geographic area be defined as the combination of census tracts that are considered Kalihi? I ask because, if you look at the census tract by census tract level some meet the 51% level and others do not, whereas if you look at all the Kalihi census tracts combined then the 51% level is satisfied. (And in our case where we are doing a neighborhood level plan it would only make sense if the all area could be addressed.)
- A21. We cannot confirm whether an area is a low-moderate income area without knowing which census tracts and block groups comprise the service area. However, if you are able to designate your service area by census tracts and block groups, you can determine whether or not the area is a low-moderate income area by accessing [www.hud.gov/offices/cpd/systems/census/hi/](http://www.hud.gov/offices/cpd/systems/census/hi/). Please keep in mind that a low-moderate income area must also be primarily residential and the proposed activity must be available to benefit all the residents of the service area.
- Q22. How are funds disbursed? Reimbursement? Quarterly?
- A22. Funds are disbursed for immediate cash needs only. Immediate cash needs include eligible costs that have been paid by the Subrecipient for reimbursement by the City, and/or costs for goods and services that have been received and are payable at the time the request for payment is prepared.
- Q23. Do you have any examples of past application that can be made available?
- A23. A Request to Access a Government Record form must be completed and returned. Applicable fees may be charged for processing and providing the requested information.
- Q24. Would we be able to obtain funds for solid waste management for our commercial kitchen that is currently under development?
- A24. We are not able to respond to the question based on the limited information provided.

Applications received are reviewed for eligibility and feasibility by City staff. Those that are not disqualified will be presented to a 7-member committee which will meet in January 2013 to select projects for CDBG

funding. Information regarding the selection process and eligible activities can be found on page 1-6 of RFP No. 2014-CDBG.

- Q25. Project Fee Structure – I am unclear as to what should be included in this section. The application is to fund the interior renovation of a building in order to provide primary care services to the public. Are the fees charged to the public and their insurance carriers to be described here?
- A25. Reasonable fees may be charged for the use of CDBG-assisted facilities. However, excessive fees, which will have the effect of precluding low and moderate income persons from using the facilities, are not permitted in accordance with 24 CFR 570.200(b)(2).

Please attach a copy of the fee schedule and describe the pricing methodology for the services being provided (i.e. is it based on the clients ability to pay, etc.).

- Q26. If we are interested in acquiring an existing building and providing services, which appendix besides A and B and attachments would we need to complete?
- A26. Based on the information provided we could not determine if the funding application will be for a capital improvement or public service activity. Attachment B and the attachment indicated on page 15 of Appendix A CDBG funding application would be required for a public service activity. Appendix C and the attachments noted on page 15 of Appendix A CDBG funding application would be required for an application requesting funds for a capital improvement project.

- Q27. Page 2 of the application: Please provide the CDBG definition of Community-Based to be sure we qualify as YES to this question. Our hospital considers itself community based, but definitions vary.

Page 3: Project type. Our project is a renovation project that includes adding some square footage. While there will some construction, it is not a completely new structure. Would we check ONLY Rehabilitation (Public Facility) or BOTH New Construction and Rehabilitation?

- A27. Page 2: Check "Yes" if your organization provides services to a specific geographic area within the community.

Page 3: Check "New Construction and Rehabilitation." Based on the amount of information provided, it could not be determined if the project would be considered rehabilitation or both new construction and rehabilitation.

- Q28. I have a question regarding procurement on a construction project funded in part with CDBG funds. If a contractor is involved in helping the applicant pull together cost estimates for the proposal is that contractor allowed to bid on the construction improvements that they had been assisting with or is their participation in the estimating process preclude them from bidding process later on once the project gets the go ahead to proceed?

- A28. It could be viewed as a conflict of interest however additional information would be required.

- Q29. Are the fees being asked about relate to fees for services assisted in part with CDBG funds or does it relate to a fee structure related to administration of the CDBG funds (more of an admin fee)?

- A29. See Question number 25 above.

A Public Hearing was conducted on Wednesday, September 28, 2012, to obtain the views and comments of the public with regards to the City's performance review, and housing and community development needs for the upcoming Action Plan. However, at the appointed time and place, no members of the public were present. As such, no testimony was given on the above subjects and no written testimony was received by the cut-off date of September 28, 2012.

The City used several City Council and Budget Committee meetings for the budget resolution/ordinance scheduled during the months of February through April 2013 as public hearings to get further public input.

In order to broaden participation, the City uses its website to facilitate providing information to the public. The current and several past Action Plans, as well as the Consolidated Plan for Fiscal Years 2011-2015, are available at [www1.honolulu.gov/budget/cdbg.htm](http://www1.honolulu.gov/budget/cdbg.htm). The Request for Proposal documents along with Project Proposal applications were available at [www.honolulu.gov/pur](http://www.honolulu.gov/pur) and the City also maintains an e-mail subscription list where interested parties may sign up to receive notification of CDBG and HOME funding announcements.

The Amended Nineteenth (19<sup>th</sup>) Year Action Plan was made available in March 2013 to all interested parties as a way of further soliciting input and comments on the Action Plan in total and on specific areas of concern. Several individuals submitted testimony to the City Council; however, no adverse comments were received.

## **D. Citizen Participation Plan**

The Department of Budget and Fiscal Services amended the City's Citizen Participation Plan in May 2011 which was approved by HUD along with the Final Seventeenth (17<sup>th</sup>) Year Action Plan. The City's amended Citizen Participation Plan is available for review at [www1.honolulu.gov/budget/cdbg.htm](http://www1.honolulu.gov/budget/cdbg.htm), and is included as Appendix D to the Final Seventeenth (17<sup>th</sup>) Year Action Plan.

## **E. Discharge Policy**

The following is the current Discharge Policy for the City, updated in May 2006.

The State of Hawaii Department of Public Safety operates all correctional institutions in the State of Hawaii. The State of Hawaii Department of Health operates all publicly funded hospitals and health clinics including the only hospital for persons with mental illness. There are no county operated correctional institutions or health care facilities.

**Veterans.** The U. S. Department of Veterans Affairs (VA) has developed a handbook that will be distributed to incarcerated prisoners that includes information on how to access services post release. The VA runs a 14-bed acute care psychiatric unit on the Tripler Army Medical Center Campus. Patients may be enrolled in both the State mental health system and VA system and can be referred to State housing programs or VA programs. This is a change in policy where previously the state mental health system would not serve veterans on the basis that they should be served by the VA.

**Prison/Parole/Probation.** Facilitated by discussions in the Hawaii Homeless Policy Academy, which became the Hawaii Interagency Council on Homelessness in January 2005, the three agencies dealing with the release of prisoners, the State Department of Public Safety, the Hawaii Paroling Authority, and the Adult Probation Division, had reached an agreement with the Department of Human Services (DHS) which administers the State's financial assistance (welfare), medical insurance and food stamps programs. This agreement allows non-DHS psychiatrists to certify inmates with mental illness on Oahu for eligibility and to process applications for financial assistance prior to the release of incarcerated prisoners. The DHS Benefit, Employment and Support Services Division (BESSD) implemented the early processing of applications effective May 1, 2006. If eligible, an appointment is scheduled with the inmate to coincide with the date of release so that there is no lag time between release and approval.

**Persons with Mental Illness.** The State Department of Health's Adult Mental Health Division releases Hawaii State Hospital clients into its housing system that includes options ranging from group homes with varying levels of supervision (ranging from 8 to 24 hours) to independent scattered-site apartments.

**Foster Care.** The nonprofit agency Hale Kipa has entered into an exciting partnership with one of Honolulu's affordable rental properties (in the area of discharge planning for youth exiting the foster care system). The Board of Directors of Hale Pauahi Towers, an affordable rental housing project, has agreed to set aside up to ten rental units for youth exiting foster care, greatly increasing their chances of succeeding in independent living.

## **III. ACTION PLAN**

### **A. Form Application**

The required Consolidated Plan tables and maps are shown in Appendix B.

### **B. Resources**

Below are the City's categories and the order of the priorities for housing and community development projects.

#### **1. Priority One: Service Facilities And Operations**

Available programs and services that will be utilized to achieve priorities for service facilities and operations include various Federal, State and local programs.

##### **a. Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009**

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

##### **b. Federal Community Development Block Grant (CDBG) Program**

This program provides a block grant to the City that can be used for a wide variety of community development activities including public facilities and services as long as there is a direct benefit to persons of low- and moderate-income.

##### **c. Section 108**

This program is the loan guarantee provision of the CDBG program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Borrowed funds are guaranteed by the City using current and future CDBG allocations to cover the loan amount as security for the loan.

##### **d. Federal HOME Investment Partnerships (HOME) Program**

The development, acquisition and rehabilitation of buildings for use as transitional housing developments is an eligible activity under the HOME program. The HOME match requirement for all HOME-eligible activities is 25% of funds expended. The City will be using the following sources for match: infrastructure improvements, land donations, LIHTCs, waived building permit fees and other associated construction costs. The City will also utilize the match accrued from other HOME projects to meet the 2014 HOME match requirements.

#### **e. Federal HEARTH Act Emergency Solutions Grant (HESG) Program**

This program can be used to provide moderate rehabilitation assistance to improve living conditions at existing shelters or to rehabilitate existing structures to create new shelters. Provision of essential services to the homeless is also an eligible activity. City funds and the FY 2014 CDBG IHS emergency shelter renovation activity is being used to meet the ESG match requirement.

#### **f. State and City Capital Improvement Programs**

These programs, utilizing a combination of Federal, State and County funds, have appropriated monies to finance the development of public facilities and services.

#### **g. State Purchase Of Services Program**

There exists an extensive network of private nonprofit social service agencies that administer supportive services to special needs groups. The State, through the Purchase of Services process, has provided operating funds to qualified agencies to administer their supportive service programs.

#### **h. Homeless Shelter Stipend Program**

The Hawaii Public Housing Authority (HPHA), formerly the Housing and Community Development Corporation of Hawaii, administers this program that pays private nonprofit operators of homeless shelters a fee, based on a per capita formula, to subsidize the operating costs of the shelters. Shelter operators, in return, are required to provide a specified minimum level of supportive services to their clients.

#### **i. Homeless Emergency Loan/Grant Program**

This program, also administered by the HPHA, provides funds to supplement the private resources in private loan/grant programs currently operated by qualified nonprofit agencies. The State funds are used by the nonprofit to provide one-time emergency loans or grants to two types of families with children, a) homeless families who may be in danger of losing their residences and becoming homeless because of a one-time financial emergency and b) families who are homeless and require one-time financial assistance to pay for the first and last months rent in order to move into an apartment.

#### **j. Homeless Outreach Program**

Through this program, the HPHA contracts with private operators to reach out to unsheltered homeless families with children to give them emergency medical and social services and assist them in obtaining residence in transitional facilities or permanent housing.

#### **k. Federal Housing Opportunities For Persons With AIDS (HOPWA) Program**

This program provides housing assistance and related supportive services for low-income persons with HIV/AIDS and their families. Grants are provided by: (1) formula allocations to States and metropolitan areas with the largest number of cases and incidence of AIDS; and (2) competitive selection of projects proposed by State and local governments and nonprofit organizations. Grantees are encouraged to develop community-wide comprehensive strategies and to form partnerships with area nonprofit organizations to provide housing assistance and related services for eligible persons.

#### **l. Youthbuild**

This program utilizes Department of Labor (formerly HUD-administered) funds to train/educate drop-out youth and provides opportunities to enter the local trade unions or the construction industry. As part of the training program, the youth must rehabilitate and/or construct homeless or low- and moderate-income housing.

#### **m. Resident Opportunity and Self Sufficiency Program (ROSS)**

These programs utilize HUD funds to address the needs of public housing residents by providing supportive services that will enable the linking of essential services to public housing residents, provide resident

empowerment activities and assistance in becoming economically self-sufficient, provide resources to enhance independent living for the elderly and persons with disabilities, provide capacity building for resident organizations, and improve the overall quality of life for public housing residents. HPHA may apply for funding for supportive services and assistance toward economic self-sufficiency for public housing residents.

## **2. Priority Two: Housing**

Available programs and services that will be utilized to achieve new construction, rehabilitation, acquisition and related infrastructure include various Federal, State and local programs. The following are resources available to address the needs of this section:

### **a. Federal Low Income Public Housing Program**

This program covers low-rent housing units developed by designated Public Housing Authorities pursuant to the U.S. Housing Act of 1937. Funding for substantial rehabilitation, revitalization, modernization, and new construction of Federally assisted public housing projects is available through this program.

### **b. Section 202**

This is currently the major Federal program to assist the development of permanent rental housing for the elderly. The program provides capital advances and project rental assistance to qualified private nonprofit entities to develop rental housing for low-income elderly households. Projects may be new construction or substantial rehabilitation.

### **c. Section 811**

This program provides capital advances to nonprofit developers of rental housing and supportive services for disabled persons. The advance is interest free and repayment is not required as long as the housing remains available for very low-income persons with disabilities for at least 40 years.

### **d. Supportive Housing Demonstration Program, Permanent Housing for Handicapped Homeless**

This program is one of two components authorized through the Supportive Housing Demonstration Program of the Stewart B. McKinney Homeless Assistance Act. It provides interest free advances to qualified private nonprofit entities or a Public Housing Agency to cover the costs of acquisition and/or substantial rehabilitation of existing structures that will provide community-based long term rental housing and appropriate supportive services for not more than eight handicapped homeless persons.

### **e. Revitalization of Severely Distressed Public Housing (HOPE VI Revitalization) Program**

The HOPE VI Revitalization program addresses public housing demolition, site revitalization, and replacement housing. Funds are awarded on a competitive basis and are available to public housing agencies that own or operate public housing units. The program will fund demolition, substantial rehabilitation, reconfiguration and/or replacement of severely distressed units, revitalization of the site, provision of replacement housing, management improvements, resident self-sufficiency programs, provision of tenant-based assistance and assistance to tenants displaced by demolition. HPHA may apply for HOPE VI funds for the revitalization of public housing projects on Oahu, particularly in the Kalihi area.

### **f. Federal Low Income Housing Tax Credits Program**

This program is authorized through the Tax Reform Act of 1986 and is administered through the Hawaii Housing Finance and Development Corporation (HHFDC). The tax credit program was re-authorized by the U.S. Congress in August 1993, retroactive to July 10, 1993. The program makes available tax credits for units rented to low-income occupants. In 2004, the Federal government allocated approximately \$1.80 per capita per year in these tax credits. To earn tax credits, at least 20% of the units in a project must be rented to households earning

incomes of 50% or less of the area median income, or at least 40% of the units must be rented to households with incomes of 60% or less of the area median income.

#### **g. State Low Income Housing Tax Credits Program**

The State of Hawaii established a program similar to the Federal low-income housing tax credits program to provide State tax incentives to developers of affordable rental housing projects. However, the program is presently suspended pending its re-authorization by the State Legislature. This program allocates State tax credits equivalent to 30% of the Federal credit.

#### **h. Hula Mae Multi-Family Program**

The State administers a program to promote the development of new or the rehabilitation of existing multi-family rental housing by providing interim and/or permanent financing at below market interest rates. To be eligible, developers must set aside either a minimum of 20% of the units for tenants whose incomes are less than 50% of the area median income, or a minimum of 40% of the units for tenants whose incomes are less than 60% of the area median income. These income restrictions must be in place for a minimum of 15 years or the term of the bond. The City administers a similar program.

#### **i. State Rental Housing Trust Fund**

Authorized by Act 308, Session Laws of Hawaii 1992, the Rental Housing Trust Fund (RHTF) is intended to act as a flexible financing mechanism which encourages the production of new affordable rental units and increases the capacity of organizations to meet future housing production needs. The trust fund provides loans or grants to eligible applicants which include qualified nonprofit entities and for profit corporations, limited liability companies, partnerships and government agencies. The first priority of funding for the RHTF are projects awarded tax credits or financing administered by HUD or U. S. Department of Agriculture - Rural Development with at least 50% of the units in a supported housing development for families that earn 80% or less than the median income, of which 5% of the units are for families that earn 30% or less of the median income, and the remainder of the units for those earning 100% or less of the median income. The second priority is mixed income rental projects or units in a mixed-income rental project where all units are for persons or families with incomes below 140% of the median income.

#### **j. Federal Community Development Block Grant (CDBG) Program**

This program provides a block grant to the City that can be used for a wide variety of community development activities including new construction, rehabilitation, acquisition and related infrastructure as long as there is a direct benefit to persons of low- and moderate-income.

#### **k. Section 108**

This program is the loan guarantee provision of the CDBG program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Borrowed funds are guaranteed by the City using current and future CDBG allocations to cover the loan amount as security for the loan.

#### **l. Federal HOME Investment Partnerships (HOME) Program**

HOME program funds may be used for activities such as new construction, rehabilitation, acquisition and related infrastructure to create permanent housing for qualifying households.

#### **m. Federal HEARTH Act Emergency Solutions Grant (HESG) Program**

This program can be used to provide rehabilitation, acquisition and related infrastructure assistance to assist the homeless by improving living conditions at existing shelters or conversion of existing buildings for new shelters. City funds will be used to satisfy the required one-for-one match.

#### **n. State and City Capital Improvements Programs (CIPs)**

State and City CIPs, use various combinations of money from Federal, State, County and private funding sources, such as the Federal CDBG program. Through their respective CIP budgets, the State and City have appropriated monies to finance the development and redevelopment of Federal- and State-sponsored low-rent public housing projects, affordable rental housing projects in planned communities and areas targeted for urban revitalization, and the infrastructure to support both rental and owner occupied housing units in planned communities and areas targeted for urban revitalization.

#### **o. Rehabilitation Loan Program**

The City administers a CDBG loan program to assist low-income homeowners to rehabilitate their properties. Rehabilitation must be for purposes of energy efficiency or removing health and safety hazards.

#### **p. Downpayment Loan Program**

Subject to the availability of funds, the City administers a loan program to assist potential low-income homeowners by providing low-interest loans to cover downpayment costs of a home purchase.

#### **q. Affordable Housing Conditions Attached To Private Developments**

In order to ensure that private housing developments contain a variety of housing units affordable to a range of income groups, the State and City have required private developers to develop a percentage of affordable rental and/or owner occupied housing units as a condition of receiving land use or other development approvals.

#### **r. Expedited Development Of Affordable Housing Pursuant To Chapter 201H, Hawaii Revised Statutes**

Existing State statutes authorize the State and Counties to bypass many of the regulatory impediments to affordable housing development. Pursuant to Chapter 201H, the State and Counties can preempt various regulations and standards under a 45-day approval process to support the development of affordable housing projects, where a certain percentage of the units in the projects are determined to be affordable for sale or rent to target income groups, and where the requested exemptions do not contravene public health and safety standards.

#### **s. Self-Help Housing Programs**

Undertaken primarily by nonprofit entities, these programs take advantage of the sweat equity of prospective homeowners to construct owner occupied units affordable to even low- and very low-income households. State law requires that 10% of the units in State sponsored housing developments be set-aside for owner-builders.

#### **t. Shelter Plus Care**

Provides rental assistance for homeless people with disabilities, primarily those with serious mental illness, chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome (AIDS) and related diseases. The support services, which must match the value of the rental assistance, may be provided by Federal, State, local governments, and private sources.

#### **u. Section 8 Moderate Rehabilitation Program**

The purpose of HUD's Moderate Rehabilitation program is to upgrade substandard rental housing and to provide rental subsidies for low-income families. The City and County of Honolulu has been administering the Section 8 Moderate Rehabilitation program since 1980 and currently provides rental subsidies to the 40-unit Academy Gardens Apartment for disabled and elderly persons.

#### **v. Homeownership and Opportunity for People Everywhere (HOPE I)**

This program helps low-income people buy public housing units by providing funds that non-profit organizations, resident groups, and other eligible grantees can use to develop and implement homeownership programs.

#### **w. Housing Opportunities For Persons With AIDS (HOPWA)**

This program provides housing assistance and related supportive services for low-income persons with HIV/AIDS and their families. Grants are provided by: (1) formula allocations to States and metropolitan areas with the largest number of cases and incidence of AIDS; and (2) competitive selection of projects proposed by State and local governments and nonprofit organizations. Grantees are encouraged to develop community-wide comprehensive strategies and to form partnerships with area nonprofit organizations to provide housing assistance and related services for eligible persons.

#### **x. Section 8 Rental Assistance Program**

The State and City administer the Section 8 Housing Choice Voucher programs that provide rental subsidies to income qualified low-income families. The City administers a total allocation of 4,368 certificates and vouchers through its Section 8 program. The State's Section 8 program allocation includes 3,058 certificates and vouchers, which are set-aside for clients residing on Oahu. Both State and City programs authorize the issuance of project-based vouchers. The State and City Section 8 programs also offer families, through their new Section 8 Homeownership Option programs, an option to utilize their Section 8 vouchers to help pay homeownership expenses, including mortgage rather than rental payments.

#### **y. State Rent Supplement Program**

HPHA also administers the Rent Supplement program that provides a maximum subsidy of \$160 per month.

#### **z. Federal USDA Housing Programs**

The Rural Housing Services of the United States Department of Agriculture (USDA) administers several programs to address housing for persons in rural areas. These include home ownership loans, self-help housing loans, home improvement loans and grants, and several other types of loans or grants to assist with rural homeownership.

### **3. Priority Three: Community Development**

#### **a. Federal Community Development Block Grant (CDBG) Program**

This program provides a block grant to the City that can be used for a wide variety of community development activities including new construction, rehabilitation, acquisition and related infrastructure with the goal of preventing or eliminating slum and blight in designated areas, or on a spot basis.

#### **b. Section 108**

This program is the loan guarantee provision of the CDBG program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Borrowed funds are guaranteed by the City using current and future CDBG allocations to cover the loan amount as security for the loan.

#### **c. State and City Capital Improvements Programs (CIPs)**

State and City CIPs, use various combinations of money from Federal, State, County and private funding sources, such as the Federal CDBG program. Through their respective CIP budgets, the State and City have appropriated monies to finance the redevelopment of areas targeted for urban revitalization, thereby arresting the decline of low- and moderate-income neighborhoods by removing slum and blight conditions or addressing needs on a spot basis.

## **4. Priority Four: Community-Based Economic Development**

There are also limited funds available to support economic development. Where possible and appropriate, CDBG funds will be leveraged with private, City and State funds to support this priority.

### **C. Activities To Be Undertaken**

#### **Priority One: Public Facilities And Services**

##### **Public Facilities**

Investment of \$6,192,042 (CDBG funds) for eleven (11) public facility projects that will serve predominately low- and moderate-income neighborhoods or persons. These include facilities for families, teenagers, children, victims of domestic abuse, the homeless, the medically under-served, the elderly, and disabled adults.

##### **Public Services**

Investment of \$1,206,341 (CDBG funds) for six (6) public service projects to assist low- and moderate-income persons through programs providing dental care, basic living necessities, transitional housing, and crisis care and support. In addition, \$1,272,136 of funding from the HEARTH Act Emergency Solutions Grants (HESG) program and program match will be distributed to various projects for supportive services for homeless housing activities.

The City will support the efforts of resident groups, non-profits and HPHA to improve the quality of life for public housing residents through programs that enhance independent living for elderly and persons with disabilities, that link residents to essential services and that provide residents with assistance in becoming economically self-sufficient and empowerment activities.

#### **Priority Two: Housing**

##### **Housing for the Homeless**

Funding of \$1,066,824 for the City and County of Honolulu, Department of Community Services' Tenant-Based Rental Assistance (TBRA) Program to expand rental assistance services to eligible low- and moderate-income persons.

##### **Special Needs Housing**

A total of \$416,037 in CDBG and HOME funds is being allocated for the renovation of one affordable apartment complex.

##### **Self-Help and For-Sale Housing**

Funding of \$220,919 (HOME funds) is being allocated to the Downpayment Loan Program. Although no further funding is being allocated to the Rehabilitation Loan Fund (for certain commercial properties in Chinatown and residential properties island-wide), the program is self-sufficient this year through the income returning to the program.

##### **Rental Housing and Housing Cooperatives**

A total of \$2,000,000 in HOME funds is being allocated for the construction of one affordable rental housing project. The City will maintain approximately the current level of Section 8 vouchers to provide rent subsidies for very low-income households. In addition, the City was successful in obtaining additional rental assistance slots through the Continuum of Care competitive grant. The City will apply for new allocations of Section 8 vouchers, if eligible and pending its availability from HUD. The City will also apply for new Shelter Plus Care slots if a non-profit sponsor applies for Continuum of Care funds. In addition, approximately \$291,762 (HOPWA funds) will be available for rental assistance to those that qualify for this program.

The City will support the State's efforts to revitalize the severely distressed Kuhio Park Terrace public housing project and other severely distressed projects located in Kalihi such as Mayor Wright Homes and Kalihi Valley Homes, as they are integral to the City's broader community development and visioning efforts in the Kalihi-Palama neighborhood.

### **Priority Three: Community Development**

The annual goals related to affordable housing are identified in the logic model tables of the Final Consolidated Plan for FY 2011-2015. These include:

Supporting 500 persons with five (5) renovated or newly constructed facilities (specifically for seniors or persons with disabilities; by providing health care and including mental health and substance abuse treatment; by providing childcare or activities for youth; or by providing services to persons in need);  
Supporting 50 persons with microenterprise assistance;  
Preserve and stimulate one (1) economic development project;  
Upgrading two (2) public facilities to make them accessible;  
Providing 1000 seniors or persons with a disability with new or expanded services.

### **Priority Four: Community-Based Economic Development**

A total of \$250,000 (CDBG funds) is allocated to one (1) project to assist in the development of a neighborhood revitalization strategy area.

### **Administration**

The City will use \$2,009,929 (CDBG, HOME, HESG, and HOPWA funds) for approximately seven (7) projects that enable the City to administer the various HUD programs in a timely and efficient manner.

### **Alternate Projects**

The City has identified eleven (11) projects that may be funded in the event that the selected projects cannot be implemented. Also, the City may permit their funding in the subsequent year if there are insufficient funds in the current year. These are shown in Appendix B, after the selected projects.

The amount of awarded CDBG funds that will be used for activities that benefit persons of low -and moderate-income is estimated at \$7,893,095 or 100% of CDBG funds. This represents all of the proposed projects, excluding those related to administration.

### **Honolulu Affordable Housing Preservation Initiative (HAHPI) Program Income**

The City anticipates receiving \$34,067,334 in CDBG program income and \$2,446,108 in HOME program income as a result of the sale of properties through the Honolulu Affordable Housing Preservation Initiative (HAHPI).

#### **Citizen Participation**

The City used City Council and Budget Committee meetings as public hearings to get further public input.

The Draft Amended Nineteenth (19<sup>th</sup>) Year Action Plan was made available on December 4, 2013 to all interested parties as a way of further soliciting input and comments on the Action Plan. Comments concerning the Amended Nineteenth (19<sup>th</sup>) Year Action Plan will be incorporated into the Final Amended Nineteenth (19<sup>th</sup>) Year Action Plan.

The City has identified the following activities to be undertaken with the HAHPI program income:

## **Priority One: Public Facilities And Services**

### **Public Facilities**

Investment of \$23,919,290 (CDBG funds) for twelve (12) public facility projects that will serve predominately low- and moderate-income neighborhoods or persons. These include facilities for families, teenagers, children, victims of domestic abuse, homeless, medically under-served, elderly, and disabled adults.

### **Public Services**

Investment of \$5,563,044 (CDBG funds) for two (2) public service projects to assist low- and moderate-income persons through youth and education programs, as well as programs providing supportive services to the homeless and others in need.

## **Priority Two: Housing**

### **Housing for the Homeless**

Funding of \$2,201,497 (HOME funds) is being allocated to provide tenant-based rental assistance to homeless persons transitioning from the streets, shelters or other places not meant for human habitation into permanent housing or permanent supportive housing, and to provide for required utility deposits and security deposits.

Funding of \$535,000 (CDBG funds) is being allocated for the renovation of an affordable housing complex.

### **Special Needs Housing**

A total of \$100,000 in CDBG funds is being allocated for off-site infrastructure improvements in relation to a senior affordable apartment complex.

### **Self-Help and For-Sale Housing**

Funding of \$2,100,000 (HOME funds) is being allocated to the Rehabilitation Loan Fund for residential properties located in the Ewa Beach and Wahiawa NRSAs. An additional \$750,000 (HOME funds) will be allocated to residential properties island-wide.

## **Priority Three: Community Development**

The annual goals related to affordable housing are identified in the logic model tables of the Final Consolidated Plan for FY 2011-2015. When the City receives the HAHPI program income, it will include the following into the logic model tables:

Supporting 6,018 persons with five (5) renovated or newly constructed facilities (specifically for seniors or persons with disabilities; by providing health care and including mental health and substance abuse treatment; by providing childcare or activities for youth; or by providing services to persons in need);

Supporting 20 persons with microenterprise assistance;

Preserve and stimulate one (1) economic development project;

Upgrading three (3) public facilities to make them accessible;

Providing 1271 seniors or persons with a disability with new or expanded services.

## **Priority Four: Community-Based Economic Development**

A total of \$100,000 (CDBG funds) is allocated to one (1) project to assist microenterprise development.

## **Administration**

The City will use \$1,244,611 (CDBG and HOME funds) for two (2) projects that enable the City to administer the various HUD programs in a timely and efficient manner.

## **Alternate Projects**

The City has identified eight (11) projects that may be funded in the event that the selected projects cannot be implemented. Also, the City may permit their funding in the subsequent year if there are insufficient funds in the current year. These are shown in Appendix B, after the selected projects.

The amount of HAHPI CDBG program income funds that will be used for activities that benefit persons of low -and moderate-income is estimated at \$33,067,334 or 100% of CDBG funds. This represents all of the proposed projects, excluding those related to administration.

## **D. Geographic Distribution**

The City funded projects located throughout the entire island of Oahu. Refer to Appendix A.

In addition, the City and County of Honolulu currently has two (2) designated Neighborhood Revitalization Strategy Areas (NRSAs), Ewa Beach and Wahiawa, and continues to develop NRSAs. A NRSA application for the Waipahu area, which will cover the following census tracts, is attached as Appendix D.:

- Census Tract: 87.01 (Block Groups 3 & 4);
- Census Tract: 87.02 (Block Groups 1 & 2);
- Census Tract: 87.03 (Block Groups 1, 2, 3, & 9)
- Census Tract: 88 (Block Groups 1, 2 & 3)
- Census Tract: 88.12 (Block Groups 1)
- Census Tract: 89.13 (Block Groups 1 & 2)
- Census Tract: 89.14 (Block Groups 1 & 2)

## **E. Affordable Housing**

The annual goals related to affordable housing are identified in the logic model tables of the Final Consolidated Plan for FY 2011-2015. These include:

- Supporting forty (40) families with downpayment loan assistance for homeownership;
- Supporting thirty (30) families improve the health and safety through rehabilitation loans;
- Developing fifty (50) units of affordable rental housing;
- Developing ten (10) units of affordable rental housing specifically for seniors or persons with special needs;
- Developing no (0) units of transitional housing.

## **F. Public Housing**

The City does not own or operate any public housing, as this is undertaken by the State of Hawaii.

## **G. Homeless and Other Special Needs**

Funding of \$3,098,179 (CDBG and HESG funds), or over 21.7% of the City's total 19th Year Action Plan grant funds are targeted for emergency or transitional shelter and homeless social services. The HEARTH Act Emergency Solutions Grants Match, along with HESG funds will be used for projects by the City in an attempt to break the cycle of homelessness through expanded services and additional shelters.

Funding of \$3,238,149 (HOME funds), or over 22.7% of the City's total 19th Year Action Plan grant funds are targeted for the development of lower income and special needs rental housing. While it is not possible to provide a direct link between these activities and the attempt to prevent homelessness, it can be assumed that, especially in the low income and special needs housing target population, many face the possibility of homelessness due to

the lack of affordable units or housing with appropriate supportive services. Any increase or additions to the existing housing stock serving this population serves to prevent homelessness.

Actions to be taken to end chronic homelessness have been discussed in the Final Consolidated Plan for FY 2011-2015. These goals include providing services and emergency shelter, transitional housing, and permanent housing to the homeless. In formulating this plan, the City collaborated with Honolulu's Continuum of Care Consortium "Partners in Care." The Partners' planning committee created and maintains the "Hawaii Action Plan to End Homelessness," a ten-year plan to end homelessness which originated as an Oahu document that was expanded to include neighbor island counties by request. The City relies on Partners in Care to coordinate homeless activities among its members and to serve as a resource in the City's preparation of its Continuum of Care homeless grant application to HUD.

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

## **H. Other Actions**

Other actions needed to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies have been discussed in the Final Consolidated Plan for FY 2011-2015. Examples include streamlining the approval process for the development of affordable housing, continuing to improve coordination between private and public stakeholders and working to implement recommendations of the recently convened affordable housing task force. The City will continue to solicit public comments to address the changing needs of the low- and moderate-income residents of the City and County of Honolulu, and move toward addressing those needs.

## **I. HIV/AIDS Housing Goals**

Annual goals for the City using HOPWA funds are identified in the logic model tables of the Final Consolidated Plan for FY 2011-2015. These include:

- Providing emergency rent, mortgage and utility payments for 100 persons with HIV/AIDS;
- Providing integrated case management services for fifty (50) persons with HIV/AIDS;
- Providing tenant-based rental assistance for thirty (30) persons with HIV/AIDS;
- Providing volunteer coordinator services to assist thirty (30) persons with HIV/AIDS;
- Providing housing-specific supportive services for 150 persons with HIV/AIDS.

Project sponsors are selected using a Request For Proposals (RFP) process.

## **J. Program Specific Requirements**

### **1. CDBG**

All anticipated CDBG program income expected to be made available during this program year has been included and is reflected in the total amount of CDBG funds in the 19th Year Action Plan.

### **2. HOME**

No form of investment not described in Section 92.205(b) is anticipated to be utilized by the City.

## **K. Certifications**

Refer to Appendix C.

## **L. Monitoring**

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

The City's Department of Budget and Fiscal Services (Federal Grants Branch) publishes a notice annually in a newspaper of daily general circulation inviting minority and women's business enterprises who are interested in contract/vendor opportunities funded by the CDBG, HOME, HESG and HOPWA programs to submit an application and their resume. Registered minority and women's businesses are subsequently informed of contract, subcontract, and other opportunities to provide goods and services that are available under these programs.

The City's Fair Housing Officer reviews and approves all Affirmative Fair Housing Marketing Plans to ensure the process for minority outreach is effective. The Federal Grants staff also monitors Federal legislation to identify regulatory changes affecting CDBG, HESG, HOPWA and HOME programs to ensure the timely implementation (including program cost analyses) of such changes.

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

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

# APPENDIX A

Logic Model Tables

## HOUSING AND SPECIAL NEEDS HOUSING GOALS

OBJ CODE	PROBLEM/NEED	ACTIVITY	OUTPUT	2011	2012	2013	2014	2015	Total	COMMUNITY BENEFIT INDICATORS
HO1	Low- and moderate-income families are unable to achieve homeownership	Provide low-interest down payment loans and closing costs to low and moderate income homebuyers  Provide funds to non-profit developer of affordable homes for sale  Provide funds to non-profit agency to provide homeownership counseling	Goal	40	40	40	40	40	200	Low- and moderate-income families will build assets through homeownership
			Funded	0	37	72	0	--	109	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
HO2	Low- and moderate-income families lack the funds needed to rehabilitate their homes	Provide low-interest loans to low and moderate income homeowners to correct conditions in deteriorated homes	Goal	30	30	30	30	30	150	Preservation of housing stock and neighborhoods
			Funded	37	28	0	0	--	65	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
RH1	Inadequate supply of affordable rental units	Provide funds as gap/equity financing to develop new and preserve existing affordable and special needs rental housing	Goal	50	50	50	50	50	250	Low- and moderate-income families will have increased opportunity to live in affordable rental housing
			Funded	167	164	260	0	--	591	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
SN1	Housing for low- and moderate-income families and special needs populations owned by the City and non-profit agencies need capital improvements ranging from roof replacement, repainting and structural repairs to reconstruction to remain in affordable housing inventory	Provide grants to non-profit agencies to carry out capital improvements on housing units for low and moderate income families and special needs populations	Goal	0	10	0	10	0	20	Housing units leased to low- and moderate-income families and special needs populations will be renovated and replaced to remain in service to assist low and moderate income families and persons with special needs
			Funded	64	306	1	75	--	446	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	

### HOUSING AND SPECIAL NEEDS HOUSING GOALS

OBJ CODE	PROBLEM/NEED	ACTIVITY	OUTPUT	2011	2012	2013	2014	2015	Total	COMMUNITY BENEFIT INDICATORS
SN2	Persons with HIV/AIDS are at risk of homelessness as their condition makes it difficult to maintain employment and housing	Provide emergency rent, mortgage, and utility payments to persons with HIV/AIDS to prevent homelessness	Goal	100	100	100	100	100	500	Persons with HIV/AIDS will be able to maintain housing and avoid homelessness
		Funded	77	77	67	67	--	288		
		Underway	--	--	--	--	--	0		
		Completed	--	--	--	--	--	0		
		Provide supportive services to persons with HIV/AIDS to assist them in obtaining and maintaining housing	Goal	150	150	150	150	150	750	Persons will be assisted with supportive services
		Funded	185	185	170	170	--	710		
		Underway	--	--	--	--	--	0		
		Completed	--	--	--	--	--	0		

**FAIR HOUSING GOALS**

OBJ CODE	PROBLEM/NEED (HUD Objective and "Analysis of Impediments")	ACTIVITY	OUTPUT	2011	2012	2013	2014	2015	TOTAL	COMMUNITY BENEFIT INDICATORS
FH1	<p>"Decent housing"</p> <p><i>"AI 1. Limited supply of reasonable units for target population"</i></p>	<p>Review policies, resolutions, and ordinances that would increase access to affordable housing.</p> <p>Research whether lawful income, as well as Section 8, should be recognized as a "protected class."</p> <p>Review zoning ordinances, particularly in regard to group homes, and occupancy standards.</p> <p>Review private sector rental advertisements for discriminatory wording.</p>								<p>Increased awareness by policy and decision makers regarding the need to provide affordable housing for protected class target groups</p>
FH2	<p>"Decent housing"</p> <p><i>"AI 2. Applicants are unaware of rights and resources:</i></p> <p><i>a. Non-English informational packets.</i></p> <p><i>b. Encourage applicants to report violations."</i></p>	<p>Publish notices in newspapers that cite the HUD, HCRC and Honolulu Fair Housing Office telephone numbers to report allegations of illegal housing discrimination.</p> <p>Obtain and reproduce existing HUD and HCRC non-English fair housing brochures and distribute to public libraries and appropriate limited-English-proficiency (LEP) service providers.</p> <p>Provide training sessions to tenants, including Section 8 tenants and immigrants.</p> <p>Contact advocacy groups for underserved protected classes such as the elderly, HIV infected, disabled, and national origin to attend training sessions.</p>	<p>Goal</p> <p>Funded</p> <p>Underway</p> <p>Completed</p> <p>Goal</p> <p>Funded</p> <p>Underway</p> <p>Completed</p> <p>Goal</p> <p>Funded</p> <p>Underway</p> <p>Completed</p>	<p>2</p> <p>2</p> <p>--</p> <p>--</p> <p>500</p> <p>500</p> <p>--</p> <p>--</p> <p>150</p> <p>150</p> <p>--</p> <p>--</p>	<p>2</p> <p>2</p> <p>--</p> <p>--</p> <p>500</p> <p>500</p> <p>--</p> <p>--</p> <p>150</p> <p>150</p> <p>--</p> <p>--</p>	<p>2</p> <p>0</p> <p>--</p> <p>--</p> <p>500</p> <p>0</p> <p>--</p> <p>--</p> <p>150</p> <p>0</p> <p>--</p> <p>--</p>	<p>2</p> <p>0</p> <p>--</p> <p>--</p> <p>500</p> <p>0</p> <p>--</p> <p>--</p> <p>150</p> <p>0</p> <p>--</p> <p>--</p>	<p>2</p> <p>--</p> <p>--</p> <p>--</p> <p>500</p> <p>--</p> <p>--</p> <p>--</p> <p>750</p> <p>300</p> <p>0</p> <p>0</p>	<p>10</p> <p>4</p> <p>0</p> <p>0</p> <p>2,500</p> <p>1,000</p> <p>0</p> <p>0</p> <p>750</p> <p>300</p> <p>0</p> <p>0</p>	<p>Increased quantity of fair housing newspaper notices with HUD and HCRC contact information - 2 notices per year.</p> <p>Increased quantity of brochures in non-English languages with HUD and HCRC contact information available in public libraries and service providers - 500 brochures distributed per year.</p> <p>Increased knowledge of Section 8 clients regarding housing related regulations, thereby preventing evictions and violations - 150 tenants trained per year.</p>

## FAIR HOUSING GOALS

OBJ CODE	PROBLEM/NEED (HUD Objective and "Analysis of Impediments")	ACTIVITY	OUTPUT	2011	2012	2013	2014	2015	TOTAL	COMMUNITY BENEFIT INDICATORS
FH2 Cont.		<p>Continue telephone and other consultation with potentially aggrieved tenants. If needed, assist complainants with special needs, in drafting requests for reasonable accommodations as well as pre-complaint applications.</p> <p>Fair Housing Officer, as part of Section 504 obligations, to be "on call" to assist City Section 8 clients having difficulty understanding housing related regulations.</p> <p>Continue using bilingual workers to provide interpretive services for LEP complainants.</p>								Increased awareness of tenants rights
		Continue transmitting HUD and HCRC pre-complaint applications to complainants.								Increased quantity of complaint applications to the HUD and HCRC
FH3	"Decent housing" <i>"AI 2.c. Fair housing presentations and training to landlords"</i>	Provide training sessions, including emphasis on reasonable accommodation to housing providers, as well as property managers and condominium associations.	Goal	200	200	200	200	200	1,000	200 persons trained including landlords, property managers, and advocacy group representatives will attend sessions and gain increased understanding of fair housing laws.
			Funded	200	200	0	0	—	400	
			Underway	—	—	—	—	—	0	
			Completed	—	—	—	—	—	0	
FH4	"Decent housing" "Suitable living environment"  <i>"AI 3. Fair housing policies lack standardization"</i>	Inspect physical accessibility in City-owned residential properties.								Improved physical accessibility in City-owned residential properties.
		Ensure that subrecipients submit Affirmatively Furthering Fair Housing Marketing Plans								Greater access to projects or programs funded by CDBG/HOME

## HOMELESS GOALS

OBJ CODE	PROBLEM/NEED	ACTIVITY	OUTPUT	2011	2012	2013	2014	2015	TOTAL	COMMUNITY BENEFIT INDICATORS
HP1	Persons experiencing homelessness need shelter	Provide grants to service providers to pay operating costs of emergency and transitional shelters	Goal	1,500	1,500	1,500	1,500	1,500	7,500	7,500 persons experiencing homelessness will have access to emergency shelter
			Funded	1,876	1,862	1,862	1,876	--	7,476	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
HP2	Persons experiencing homelessness need support services to allow eventual transition out of homelessness	Provide grants to service providers for social services to persons experiencing homelessness including case management; work readiness and employment assistance; one stop resource centers to access services; housing placement services; and legal services	Goal	750	750	750	750	750	3,750	3,750 persons experiencing homelessness will receive services to stabilize their condition
			Funded	1,135	604	285	271	--	2,295	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
HP3	Persons experiencing homelessness or persons who are housed but threatened with eviction or utility cutoff need financial assistance	Provide emergency rental and utility assistance for eviction prevention or first month's rent	Goal	30	30	30	30	30	150	150 low- and moderate- income families will be prevented from becoming homeless or be assisted in securing a rental unit
			Funded	0	0	124	75	--	199	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
HP4	Persons experiencing homelessness need shelters that meet health and safety standards	Provide funds as needed to renovate emergency and transitional shelters to allow continued shelter for persons experiencing homelessness	Goal	0	1	0	1	0	2	2 shelters serving persons experiencing homelessness will be renovated and replaced to remain in service
			Funded	2	2	0	0	--	4	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
HP5	Persons experiencing homelessness need assistance to secure permanent housing	Provide tenant based rental assistance to persons experiencing homelessness; youth aging out of foster care; and ex-offenders	Goal	50	50	50	50	50	250	250 families will be housed
			Funded	103	94	163	185	--	545	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	

**COMMUNITY DEVELOPMENT GOALS**

OBJ CODE	PROBLEM/NEED	ACTIVITY	OUTPUT	2011	2012	2013	2014	2015	TOTAL	COMMUNITY BENEFIT INDICATORS
PF1	Inadequate facilities to provide public services to low- and moderate-income communities and persons	Acquire, construct or renovate a building to benefit low- and moderate-income persons by providing services for seniors or persons with disabilities; by providing health care including mental health and substance abuse treatment; by providing childcare or activities for youth; or by providing services to persons in need.	Goal	5	5	5	5	5	25	2,500 persons will benefit from new or improved facilities.
			Funded	6	6	4	9	--	25	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
PF2	Public facilities and streets are not accessible	Construct or renovate facilities to comply with accessibility requirements.	Goal	2	2	2	2	2	10	250 persons will benefit from public facilities made accessible.
			Funded	0	0	0	1	--	1	
			Underway	--	--	--	--	--	0	
PF3	Some City emergency facilities are inadequate for optimum public health and safety	Provide updated facilities and equipment for police, fire and emergency medical services and traffic engineering / safety measures in low- and moderate-income communities	Goal	1	1	1	1	1	5	7,500 persons will benefit from improved public safety capability.
			Funded	1	0	2	0	--	3	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
PF4	Some city-owned facilities and infrastructure are inadequate or need health and safety improvements in low- and moderate-income communities	Acquire, construct, replace, or renovate city-owned facilities and infrastructure to benefit low- and moderate-income communities	Goal	0	0	1	0	0	1	200 persons will benefit from new or improved city-owned facilities or infrastructure
			Funded	0	0	0	0	--	0	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
ED1	Chinatown, enterprise zones, low- and moderate-income neighborhoods and other areas must be preserved and assisted as economic centers	Provide rehabilitation loans to Chinatown businesses and businesses in other eligible neighborhoods.	Goal	0	1	0	1	0	2	2 businesses will receive rehabilitation loans
			Funded	0	0	0	0	--	0	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	

**COMMUNITY DEVELOPMENT GOALS**

<b>OBJ CODE</b>	<b>PROBLEM/NEED</b>	<b>ACTIVITY</b>	<b>OUTPUT</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>TOTAL</b>	<b>COMMUNITY BENEFIT INDICATORS</b>
ED1 Cont.		Provide Section 108 Loan Guarantees and Float Loans to CDBG eligible areas to assist and promote business, business expansion, job creation or retention, development and redevelopment, housing streetscapes environmental remediation and other special economic development activities.	Goal	0	0	0	1	1	2	2 businesses will receive Section 108 or Float Loans
			Funded	0	0	0	0	--	0	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
		Preserve and stimulate economic development projects.	Goal	1	1	1	1	1	5	5 projects assisted.
			Funded	0	0	0	0	--	0	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
		Support the development of NRSAs in Chinatown / Kalihi, Wahiawa, the Leeward Coast, Waipahu and other eligible areas.	Goal	0	0	1	0	1	2	2 NRSAs approved by HUD
			Funded	1	0	0	1	--	2	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
		Provide microenterprise assistance.	Goal	50	50	50	50	50	250	250 low- and moderate-income persons provided microenterprise assistance
			Funded	80	0	40	0	--	120	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
PS1	Inadequate support services for seniors and persons with a disability	Provide additional services to seniors or persons with a disability to maintain independent living in the community.	Goal	1,000	1,000	1,000	1,000	1,000	5,000	5,000 seniors or persons with a disability will benefit from new or expanded services
			Funded	45	0	0	0	--	45	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	

**COMMUNITY DEVELOPMENT GOALS**

<b>OBJ CODE</b>	<b>PROBLEM/NEED</b>	<b>ACTIVITY</b>	<b>OUTPUT</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>TOTAL</b>	<b>COMMUNITY BENEFIT INDICATORS</b>
PS2	Inadequate early education and youth services for youth and families in low- and moderate-income communities	Provide support services to address emotional, social and cognitive development of young children; and life skills, remedial education, and occupational skills needs of older youth.	Goal	300	300	300	300	300	1,500	1,500 predominately low- and moderate-income youth will benefit from new or expanded services
			Funded	675	130	0	0	--	805	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
PS3	Inadequate services to assist victims of domestic violence	Provide additional services to benefit victims of domestic violence.	Goal	250	250	250	250	250	1,250	1,250 persons will be served through these services
			Funded	516	125	502	500	--	1,643	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
PS4	Lack of health care services including primary care, mental health, and substance abuse treatment	Provide additional services to benefit predominantly low and moderate income persons needing health care.	Goal	250	250	250	250	250	1,250	1,250 persons will be served through these services
			Funded	0	60	0	200	--	260	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
PS5	Inadequate support services for low- and moderate-income persons and communities to achieve greater economic self sufficiency and social well being	Provide additional services in the following areas: food; outreach; case management; life skills, remedial and employment training and job development, creation and retention; legal counseling and assistance; literacy; budgeting, financial literacy and asset building; language access and limited English proficiency services; parenting and family strengthening; anger management; housing counseling and eviction prevention; foster family services; services to ex-offenders; transportation; transportation oriented development, micro-enterprise loans and other applicable services.	Goal	1,500	1,500	1,500	1,500	1,500	7,500	7,500 persons and other communities will be served through these services
			Funded	1515	1,140	700	2540	--	5,895	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	

### COMMUNITY DEVELOPMENT GOALS

OBJ CODE	PROBLEM/NEED	ACTIVITY	OUTPUT	2011	2012	2013	2014	2015	TOTAL	COMMUNITY BENEFIT INDICATORS
PS6	Inadequate transportation vehicles to serve low- and moderate-income communities and persons.	Provide transportation services for low- and moderate-income persons, including: shuttle services for persons experiencing homelessness from homeless facilities to service providers, bus stops and schools; provide transportation to persons with other special needs.	Goal	100	100	100	100	100	500	500 persons will be served through these services
			Funded	0	0	0	0	--	0	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
AD1	Program Planning and Administration	Complete: Analysis of Impediments to Fair Housing; Hawaii Housing Policy Study; Homeless Point-In-Time; Homeless Needs Assessment Study; Revision of Affordable Housing Rules	Goal	1	2	1	1	1	6	
			Funded	2	2	0	0	--	4	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	
		Administer the CDBG, HOME, HESG, HOPWA Programs	Goal	4	4	4	4	4	20	
			Funded	4	4	7	7	--	22	
			Underway	--	--	--	--	--	0	
			Completed	--	--	--	--	--	0	

# APPENDIX B

Required Consolidated Plan Tables and Maps

**APPLICATION FOR  
FEDERAL ASSISTANCE  
(SF-424)**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 9/03

<b>1. TYPE OF SUBMISSION:</b> Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>2. DATE SUBMITTED</b>	Applicant Identifier	
			<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
			<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<b>5. APPLICANT INFORMATION</b>					
Legal Name: City and County of Honolulu			<b>Organizational Unit:</b> Department: Department of Budget and Fiscal Services		
Organizational DUNS: 077701647			Division: Fiscal/CIP Administration		
<b>Address:</b> Street: 530 South King Street			<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
City: Honolulu			Prefix: Ms.	First Name: Holly	
County:			Middle Name M.		
State: Honolulu			Last Name: Kawano		
Zip Code: 96813		Suffix:			
Country: United States of America (USA)			Email: hkawano@honolulu.gov		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 99-6001257			Phone Number (give area code): (808) 768-3930		Fax Number (give area code): (808) 768-3294
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify):			<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify): City and County		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 14-218 TITLE (Name of Program): Community Development Block Grant (CDBG) Program			<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Housing and Urban Development		
<b>12. AREAS AFFECTED BY PROJECT</b> (Cities, Counties, States, etc.): City and County of Honolulu			<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>  Nineteenth (19 <sup>th</sup> ) Year Action Plan		
<b>13. PROPOSED PROJECT</b>			<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
Start Date: July 1, 2013		Ending Date: June 30, 2014	a. Applicant: First and Second		b. Project: First and Second
<b>15. ESTIMATED FUNDING:</b>			<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$	7,817,498 .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$	.00	DATE:		
c. State	\$	.00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$	.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$	1,161,668 .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$	34,592,334 .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$	43,571,500 .00			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.</b>					
a. Authorized Representative					
Prefix: Mr.		First Name: Nelson		Middle Name: H.	
Last Name: Koyanagi				Suffix: Jr.	
b. Title: Director, Department of Budget and Fiscal Services				c. Telephone Number (give area code): (808) 768-3901	
Email: nkoyanagi@honolulu.gov				Fax Number (give area code): (808) 768-3179	
d. Signature of Authorized Representative				e. Date Signed	

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 9/03

<b>1. TYPE OF SUBMISSION:</b> Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier	
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<b>5. APPLICANT INFORMATION</b>				
Legal Name: City and County of Honolulu		<b>Organizational Unit:</b> Department: Department of Budget and Fiscal Services		
Organizational DUNS: 077701647		Division: Fiscal/CIP Administration		
<b>Address:</b> Street: 530 South King Street		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
City: Honolulu		Prefix: Ms.	First Name: Holly	
County:		Middle Name M.		
State: Honolulu		Last Name: Kawano		
Zip Code: 96813	Suffix:			
Country: United States of America (USA)		Email: hkawano@honolulu.gov		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 99-6001257		Phone Number (give area code): (808) 768-3930	Fax Number (give area code): (808) 768-3294	
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify):		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify): City and County		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 14-239 TITLE (Name of Program): HOME Investment Partnerships (HOME) Program		<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Housing and Urban Development		
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> City and County of Honolulu		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>  Nineteenth (19 <sup>th</sup> ) Year Action Plan		
<b>13. PROPOSED PROJECT</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
Start Date: July 1, 2013	Ending Date: June 30, 2014	a. Applicant: First and Second		b. Project: First and Second
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$ 2,344,520 .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$ .00	DATE:		
c. State	\$ .00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$ 854,000 .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$ 2,996,108 .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$ 6,744,628 .00			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.</b>				
a. Authorized Representative				
Prefix: Mr.	First Name: Nelson	Middle Name: H.		
Last Name: Koyanagi		Suffix: Jr.		
b. Title: Director, Department of Budget and Fiscal Services		c. Telephone Number (give area code): (808) 768-3901		
Email: nkoyanagi@honolulu.gov		Fax Number (give area code): (808) 768-3179		
d. Signature of Authorized Representative		e. Date Signed		

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 9/03

<b>1. TYPE OF SUBMISSION:</b> Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier	
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<b>5. APPLICANT INFORMATION</b>				
Legal Name: City and County of Honolulu		<b>Organizational Unit:</b> Department: Department of Budget and Fiscal Services		
Organizational DUNS: 077701647		Division: Fiscal/CIP Administration		
<b>Address:</b> Street: 530 South King Street		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
City: Honolulu		Prefix: Ms.	First Name: Holly	
County:		Middle Name M.		
State: Honolulu		Last Name: Kawano		
Zip Code: 96813	Suffix:			
Country: United States of America (USA)		Email: hkawano@honolulu.gov		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 99-6001257		Phone Number (give area code): (808) 768-3930	Fax Number (give area code): (808) 768-3294	
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify):		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify): City and County		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 14-231 TITLE (Name of Program): HEARTH Act Emergency Solutions Grant (HESG)		<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Housing and Urban Development		
<b>12. AREAS AFFECTED BY PROJECT</b> (Cities, Counties, States, etc.): City and County of Honolulu		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>  Nineteenth (19 <sup>th</sup> ) Year Action Plan		
<b>13. PROPOSED PROJECT</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
Start Date: July 1, 2013	Ending Date: June 30, 2014	a. Applicant: First and Second		b. Project: First and Second
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$ 549,362 .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$ .00	DATE:		
c. State	\$ .00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$ 722,774 .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$ .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$ 1,272,136 .00			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.</b>				
<b>a. Authorized Representative</b>				
Prefix: Mr.	First Name: Nelson	Middle Name: H.		Suffix: Jr.
Last Name: Koyanagi		c. Telephone Number (give area code): (808) 768-3901		
b. Title: Director, Department of Budget and Fiscal Services		Fax Number (give area code): (808) 768-3179		
Email: nkoyanagi@honolulu.gov		e. Date Signed		
d. Signature of Authorized Representative				

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 9/03

<b>1. TYPE OF SUBMISSION:</b> Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>2. DATE SUBMITTED</b>	Applicant Identifier	
			<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
			<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<b>5. APPLICANT INFORMATION</b>					
Legal Name: City and County of Honolulu			<b>Organizational Unit:</b> Department: Department of Budget and Fiscal Services		
Organizational DUNS: 077701647			Division: Fiscal/CIP Administration		
<b>Address:</b> Street: 530 South King Street			<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
City: Honolulu			Prefix: Ms.	First Name: Holly	
County:			Middle Name M.		
State: Honolulu			Last Name: Kawano		
Zip Code: 96813		Suffix:			
Country: United States of America (USA)			Email: hkawano@honolulu.gov		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 99-6001257			Phone Number (give area code): (808) 768-3930		Fax Number (give area code): (808) 768-3294
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify):			<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify): City and County		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 14-241 TITLE (Name of Program): Housing Opportunities for Persons With AIDS			<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Housing and Urban Development		
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> City and County of Honolulu			<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>  Nineteenth (19 <sup>th</sup> ) Year Action Plan		
<b>13. PROPOSED PROJECT</b> Start Date: July 1, 2013			<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant: First and Second		
Ending Date: June 30, 2014			b. Project: First and Second		
<b>15. ESTIMATED FUNDING:</b>			<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$	450,724 .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$	.00	DATE:		
c. State	\$	.00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$	.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$	13,488 .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$	.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$	464,212 .00			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.</b>					
<b>a. Authorized Representative</b>					
Prefix: Mr.		First Name: Nelson		Middle Name: H.	
Last Name: Koyanagi				Suffix: Jr.	
b. Title: Director, Department of Budget and Fiscal Services				c. Telephone Number (give area code): (808) 768-3901	
Email: nkoyanagi@honolulu.gov				Fax Number (give area code): (808) 768-3179	
d. Signature of Authorized Representative				e. Date Signed	

# CDBG

(Community Development Block Grant)

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Public Service Needs

**Project Title**

Aloha Medical Mission - Hawaii's Only Free Dental Clinic

**Project Description**

Provision of grant funds to provide free dental care and education services to an additional 200 low- and moderate-income persons residing on Oahu. Services will include, but is not limited to, dental exams, x-rays, cleaning, fillings, and extractions. This is an expansion of an existing project.

CDBG funds will be used to increase outreach efforts by providing awareness about basic dental care in various public housing communities and to provide dental services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(B), as an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 810 North Vineyard Boulevard

**City, State, Zipcode:** Honolulu Hawaii, 96817

Objective Number PS4	Project ID 1
HUD Matrix Code 05M	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 200

**Funding Sources:**

CDBG	285,161
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>285,161</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Public Facilities

**Project Title**

Alternative Structures International - Ohana Ola O Kahumana Phase I Plumbing

**Project Description**

Provision of grant funds for plumbing renovations at Ohana Ola O Kahumana Phase I, a Transitional Housing Shelter for families transitioning out of homelessness, uncovered during the CDBG-R Renovations in 2011 - 2012; which, unfortunately could not be addressed at that time due to financial limitations. The scope of work will include, but is not limited to, the replacement of plumbing or pipes that are connected to existing fixtures such as bathtubs, water heaters, toilets, sinks, etc., which includes drain fittings and valves. This is a new project.

CDBG funds will be used to rehab a homeless facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Leeward Coast of Oahu

**Street Address:** 86-704 Lualualei Homestead Road

**City, State, Zipcode:** Waianae Hawaii, 96792

Objective Number PF1	Project ID 2
HUD Matrix Code 03C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	199,500
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>199,500</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
CFS Real Property, Inc. - Ka Pa Ola Improvements

**Project Description**

Provision of grant funds for safety and other facility improvements at Ka Pa Ola, a community-based residential facility for girls (ages 12 - 18) that have severe emotional and behavioral problems as a result of trauma such as abuse or neglect. The scope of work will include, but is not limited to the installation of fencing, security gates, security system and replacement of windows which will improve security and deter elopement. This is a new project.

CDBG funds will be used to rehab a facility for abused and neglected children, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (abused children) who are generally presumed to be principally low- and moderate-income persons. The facility improvements will increase the value and extend the use of the property. The scope of work will be put out to bid under one construction contract.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 94-371 Kahuawai Street

**City, State, Zipcode:** Waipahu Hawaii, 96797

Objective Number PF1	Project ID 3
HUD Matrix Code 03Q	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	93,500
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>93,500</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Administration

**Project Title**  
Department of Budget and Fiscal Services - Fiscal Support

**Project Description**  
Provision of grant funds for fiscal support of HUD-funded programs. This is a continuation project.

Funding for 3 positions = 2 FTE

Accountant II (1) and Accountant III (2)

CDBG funds will be used for General Program Administration, eligible under 24 CFR §570.206(a).

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 650 South King Street

**City, State, Zipcode:** Honolulu Hawaii, 96813

Objective Number AD1	Project ID 4
HUD Matrix Code 21A	CDBG Citation §570.206
Type of Recipient Local Government	CDBG National Objective §570.208(d)(4)
Start Date (mm/dd/yyyy) 7/1/2013	Completion Date (mm/dd/yyyy) 6/30/2014
Performance Indicator Not Applicable	Annual Units
Local ID	Units Upon Completion Not Applicable

**Funding Sources:**

CDBG	124,709
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>124,709</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Administration

**Project Title**  
Department of Budget and Fiscal Services - Program Administration

**Project Description**  
Provision of grant funds for administration of the City's HUD-funded programs. This is a continuation project.  
  
Funding for 10 positions = 9 FTE  
  
Federal Grants Coordinator (1), Planners (8), and a Senior Clerk Typist (1).  
  
CDBG funds will be used for General Program Administration, eligible under 24 CFR §570.206(a).

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide  
  
**Street Address:** 530 South King Street  
  
**City, State, Zipcode:** Honolulu Hawaii, 96813

Objective Number AD1	Project ID 5
HUD Matrix Code 21A	CDBG Citation §570.206
Type of Recipient Local Government	CDBG National Objective §570.208(d)(4)
Start Date (mm/dd/yyyy) 7/1/2013	Completion Date (mm/dd/yyyy) 6/30/2014
Performance Indicator Not Applicable	Annual Units
Local ID	Units Upon Completion Not Applicable

**Funding Sources:**

CDBG	566,367
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>566,367</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Administration

**Project Title**

Department of Community Services - Community Assistance Division and Community Based Development Division

**Project Description**

Provision of grant funds for administrative support of the Department of Community Services (DCS) Community Assistance Division (CAD) and Community-Based Development Division (CBDD). This is a continuation project.

CAD = Partial Funding for 9 positions = 6 FTE

Branch Chief (1), Rehab Loan Specialists (2), Urban Rehab Inspectors (3), Rehab Loan Clerk (1), and Senior Clerk Typists (2)

CBDD = Partial Funding for 10 positions = 9 FTE

Administrator (1), Housing and Community Development Specialist (1), Planners (5), Standards and Specifications Clerks (2), and a Senior Clerk Typist (1).

CDBG funds will be used for General Program Administration, eligible under 24 CFR §570.206(a).

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 715 South King Street

**City, State, Zipcode:** Honolulu Hawaii, 96813

Objective Number AD1	Project ID 6
HUD Matrix Code 21A	CDBG Citation §570.206
Type of Recipient Local Government	CDBG National Objective §570.208(d)(4)
Start Date (mm/dd/yyyy) 7/1/2013	Completion Date (mm/dd/yyyy) 6/30/2014
Performance Indicator Not Applicable	Annual Units
Local ID	Units Upon Completion Not Applicable

**Funding Sources:**

CDBG	919,995
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>919,995</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Family Promise of Hawaii - Support Services for Families Transitioning Out of Homelessness

**Project Description**  
Provision of grant funds for staff, contractual, and utilities costs for supportive services to an additional thirty (30) families with children to transition from homelessness to long term sustainable independence. Program services will include, but is not limited to, weekly case management; housing; education and employment assistance; shower and laundry access, computer and telephone centers, family counseling, benefits enrollment support and referrals to other program services. Families are provided with emergency shelter at partnering congregations. This is an expansion of an existing project.

CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 245 North Kukui Street, Suite 101 and 69 N. Kainalu Drive

**City, State, Zipcode:** Honolulu Hawaii, 96817 and Kailua, Hawaii 96734

Objective Number PS5	Project ID 7
HUD Matrix Code 05	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 200

**Funding Sources:**

CDBG	147,550
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>147,550</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Public Facilities

**Project Title**

Goodwill Industries of Hawaii, Inc. - Goodwill Ohana Career and Learning Center Energy Conservation

**Project Description**

Provision of grant funds for the installation of a photovoltaic system on Goodwill's Ohana Career and Learning Center, which provides employment and vocational training to residents of West Oahu inclusive of employment and support services for individuals on public benefits, those with severe or intellectual disabilities and at-risk youth. This is a new project.

CDBG funds will be used for the rehabilitation of 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)(i)(B), an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Leeward Coast of Oahu

**Street Address:** 91-2140 Lauwiliwili Street

**City, State, Zipcode:** Kapolei Hawaii, 96707

Objective Number PF1	Project ID 8
HUD Matrix Code 03	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	825,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>825,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Hale Kipa, Inc. - The Hale Kipa Services Center, Residential Shelters & Educational Facility Complex

**Project Description**  
Provision of grant funds for the construction of three, 2,450 square foot, 8 bed, Americans with Disabilities Act (ADA) compliant residential shelters to assist at risk youth, ages 7 - 17, in need of temporary shelter from potential abuse or neglect, runaways, or those transitioning out of various outreach and placement programs. The three residential structures would be supervised by six staff members 24 hours a day, 7 days a week. The shelters will be part of Hale Kipa's Service Center project, which will include a 4,000 square foot Educational Facility and 12,600 square foot Services Center consolidating programs, services and administration in one location. The Educational Facility and Service Center are not being funded by CDBG funds. This is a continuation project.

CDBG funds will be used to construct an abused and neglected children's facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (abused children) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** TMK: 9-1-017:082

**City, State, Zipcode:** Ewa Beach Hawaii, 96706

Objective Number PF1	Project ID 9
HUD Matrix Code 03Q	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 3

**Funding Sources:**

CDBG	1,150,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>1,150,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Helping Hands Hawaii - Community Clearinghouse

**Project Description**  
Provision of grant funds for operating costs for the Community Clearinghouse program which solicits and receives donated goods (i.e., clothing, furniture and appliances) for low-income households and homeless individuals referred by partner agencies. This is a continuation project.

CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(B), as an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 2100 North Nimitz Highway

**City, State, Zipcode:** Honolulu Hawaii, 96819

Objective Number PS5	Project ID 10
HUD Matrix Code 05	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Households	Annual Units
Local ID	Units Upon Completion 2,500

**Funding Sources:**

CDBG	165,554
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>165,554</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
IHS, The Institute for Human Services - IHS Emergency Shelters Capital Improvements for Health, Safety, and Modernization

**Project Description**  
Provision of grant funds for improvements at two emergency homeless shelters which includes, but is not limited to, electrical capacity upgrade at the Sumner Men's Shelter, ventilation system enhancements at the Kaaahi Women's Shelter and Family dormitories, and modernization of the Sumner Shelter passenger elevator to meet safety standards. This is a continuation project.

CDBG funds will be used to rehab two homeless facilities, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

The City will use this project towards its ESG match requirement.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 350 Sumner Street and 546 Ka'aahi Street

**City, State, Zipcode:** Honolulu Hawaii, 96817

Objective Number PF1	Project ID 11
HUD Matrix Code 03C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 2

**Funding Sources:**

CDBG	767,650
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>767,650</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Public Facilities

**Project Title**

Kokua Kalihi Valley (Comprehensive Family Services) - Gulick Elder Center Rehabilitation

**Project Description**

Provision of grant funds for the renovation of a facility that provides services such as case management, health maintenance, medical, dental and psychiatric services and caregiver support services for low income seniors who predominantly reside in the Kalihi Valley area. The scope of work will include, but is not limited to, the installation of an Americans with Disabilities Act (ADA) compliant ramp, fencing and a security gate, automatic doors, addition of ADA bathrooms, replacement of roof and ceiling tiles. This is a new project.

CDBG funds will be used to rehab a senior center, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (elderly persons) who are generally presumed to be principally low- and moderate-income persons.

The scope of work will be put out to bid under one construction contract.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Kalihi

**Street Address:** 1846 Gulick Avenue

**City, State, Zipcode:** Honolulu Hawaii, 96819

Objective Number PF1	Project ID 12
HUD Matrix Code 03A	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2014
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	378,701
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>378,701</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Pacific Housing Assistance Corporation - Senior Residence at Iwilei

**Project Description**

Pacific Housing Assistance Corporation (PHAC) will use CDBG grant funds to construct an adult day care facility and offices for nonprofit agencies providing services to the elderly. The facility, located on the first floor of the Senior Residence at Iwilei residential tower, will contain a day care center for seniors, office space for agencies serving the elderly, resident manager's office and other areas related to the residential component.

The day care center for seniors and office space for agencies serving the elderly will be open to the general public serving elderly, age 62 and older, who are presumed to be low and moderate income per 24 CFR §570.208(a)(2)(A). PHAC will RFP service providers to occupy and manage the day care center for seniors and office space for agencies serving the elderly. The second floor, resident manager's office, residential component office, SHDC office, and PHAC office will not be funded with CDBG monies. CDBG funds will be used for the day care center for seniors, office space for agencies serving the elderly, which is eligible under 24 CFR §570.201(c). This is a continuation project.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 888 Iwilei Road

**City, State, Zipcode:** Honolulu Hawaii, 96817

Objective Number PF1	Project ID 13
HUD Matrix Code 03A	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	900,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>900,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Parents and Children Together - Family Peace Center Victim and Children's Services

**Project Description**  
Provision of grant funds for PACT's Family Peace Center, which provides crisis-oriented case management, crisis-response group and in-person court or medical accompaniment to victims of domestic violence and their children. This is a continuation project.

CDBG funds will be used to provide services to battered and abused spouses, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (battered spouses) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 1505 Dillingham Boulevard, #208

**City, State, Zipcode:** Honolulu Hawaii, 96817

Objective Number PS3	Project ID 14
HUD Matrix Code 05G	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 400

**Funding Sources:**

CDBG	250,200
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>250,200</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Parents and Children Together - Ohia Domestic Violence Shelter Improvements

**Project Description**  
Provision of grant funds for the renovation of PACT's Ohia shelter for victims of domestic violence and their children. The scope of work will be limited to the back house and will include, but is not limited to, the renovation of three bathrooms and the installation of a photovoltaic system. This is a new project.

CDBG funds will be used to rehab a domestic violence shelter, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (battered spouses) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** Suppressed

**City, State, Zipcode:** Suppressed

Objective Number PF1	Project ID 15
HUD Matrix Code 03C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	361,693
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>361,693</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Wahiawa Community Based Development Organization - Wahiawa AgriBusiness Infrastructure Support

**Project Description**  
Provision of grant funds to acquire and renovate a facility in the Wahiawa NRSA for the purpose of creating a full time farmer's market for local farmers to sell their produce to area residents and to provide agribusiness entrepreneurial training. This is a new project.

CDBG funds will be utilized to acquire and renovate a facility in Wahiawa which is eligible as a public facility activity under 24 CFR § 570.201(c) to establish a permanent location for a farmer's market that will benefit area residents and provide agribusiness entrepreneurial training. The project meets the national objective at 24 CFR § 570.208(a)(1), an area benefit activity, the benefits of which are available to all the residents in a particular area, where at least 51% of the residents are low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Wahiawa NRSA

**Street Address:** P.O. Box 861179

**City, State, Zipcode:** Wahiawa Hawaii, 96786

Objective Number ED1	Project ID 16
HUD Matrix Code 17C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	250,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>250,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Waianae District Comprehensive Health and Hospital Board, Inc. - Malama Recovery Building Renovation and Access

**Project Description**  
Provision of grant funds for the construction of a lower level for the Malama Recovery building to house additional Behavioral Health counseling rooms. The additional counseling rooms will allow for the expansion and improvement of health care services to residents of the Leeward Coast in need of behavioral health services. This is a continuation project.

CDBG funds will be used to construct a health facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective as an area benefit activity at 24 CFR 570.208(a)(1), the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons but predominantly services Census Tracts 96.01, 96.03, 96.04, 97.01, 97.02, 98.01, and 98.02.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Leeward Coast of Oahu

**Street Address:** 86-260 Farrington Highway

**City, State, Zipcode:** Waianae Hawaii, 96792

Objective Number PF1	Project ID 17
HUD Matrix Code 03P	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2014
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	991,620
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>991,620</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Waikiki Health Center - Establishing a Dental Clinic Targeting Medically Underserved Populations

**Project Description**  
Provision of grant funds to renovate the second floor of an existing office building, that is being leased for fifteen years, into a Dental facility to provide affordable oral health care to low- and moderate-income persons. This is a new project.

CDBG funds will be used to rehabilitate 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)(i)(B), as an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 935 Makahiki Way

**City, State, Zipcode:** Honolulu Hawaii, 96826

Objective Number PF1	Project ID 18
HUD Matrix Code 03P	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	249,378
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>249,378</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Waimanalo Health Center - Repairs/Renovations to Goebert Training Center

**Project Description**

Provision of grant funds for Americans with Disabilities Act (ADA) improvements to the Waimanalo Health Center's Goebert Training Center. The scope of work will be limited to ADA improvements such as installation of a wider sidewalk, a new handicap parking stall, and a new wheelchair ramp. This is a new project.

CDBG funds will be used for public facility improvements, 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 will 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."

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 41-1347 Kalaniana'ole Highway

**City, State, Zipcode:** Waimanalo Hawaii, 96795

Objective Number PF2	Project ID 19
HUD Matrix Code 03P	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	275,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>275,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Windward Spouse Abuse Shelter Inc. - Saving One Life and Family at a Time

**Project Description**  
Provision of grant funds to provide emergency shelter, clothing, life skills training, support and referral services to women and children victimized by domestic violence and/or homelessness. This is a continuation project.

CDBG funds will be used to provide services to battered and abused spouses and the homeless, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (battered spouses and homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** Suppressed

**City, State, Zipcode:** Suppressed

Objective Number PS3	Project ID 20
HUD Matrix Code 05G	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 100

**Funding Sources:**

CDBG	252,026
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>252,026</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Young Women's Christian Association of Oahu - Transitional Housing Services at Fernhurst

**Project Description**  
Provision of grant funds for staff costs to provide self-sufficiency programs at a transitional shelter for women and their children, who are experiencing homelessness. CDBG funds will be utilized for additional staff to provide daily onsite case management including individual service plans for low- and moderate-income women participating in the transitional housing program at the YWCA Fernhurst Residence. Case management is currently being provided offsite by referral partner agencies. The additional staff will improve coordination and the client's ability to access needed services. This is a new project.

CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 566 Wilder Avenue

**City, State, Zipcode:** Honolulu Hawaii, 96822

Objective Number PS5	Project ID 21
HUD Matrix Code 05	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 40

**Funding Sources:**

CDBG	105,850
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>105,850</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# **CDBG – Public Service**

(Alternate Projects)

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Women In Need (WIN) - WIN Public Service

**Project Description**  
Provision of grant funds for the WIN Family Resource Center, to provide an additional 250 educational classes in parenting, domestic violence anger management, life skills, substance abuse relapse prevention, as well as advocacy, case management, resource referral, and outreach services. Services provided at the Women's Community Correctional Center will not be funded with CDBG funds. This is a new project.

CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(B), an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 64 Kukui Street

**City, State, Zipcode:** Wahiawa Hawaii, 96786

Objective Number PS5	Project ID
HUD Matrix Code 05	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 150

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	130,909
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>130,909</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Moiiliili Community Center - Kupuna Support Program - Transportation Services

**Project Description**  
Provision of grant funds for transportation services, at no charge, to an additional five (5) low- and moderate-income frail elderly persons attending the Kupuna Care Program. This is a new project.

CDBG funds will be used to provide transportation services to the elderly, 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 (elderly persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 2535 South King Street

**City, State, Zipcode:** Honolulu Hawaii, 96826

Objective Number PS1	Project ID
HUD Matrix Code 05A	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 35

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	16,952
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>16,952</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Domestic Violence Action Center - Holistic Specialized Services for Victims of Intimate Partner Violence

**Project Description**  
Provision of grant funds for staff and operating costs to provide services to victims of domestic violence. Program services include, but are not limited to, crisis support, safety planning, risk assessment, housing, financial assistance, and counseling for victims and their children. Legal representation is provided by licensed attorneys on divorce, paternity, protection orders, and post decree proceedings. The triad (advocate, paralegal and attorney) supported with CDBG funds will provide services and legal representation to an additional 130 clients/cases. This is an expansion of an existing project.

CDBG funds will be used to provide services to battered and abused spouses, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (battered spouses) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** Suppressed

**City, State, Zipcode:** Suppressed

Objective Number PS3	Project ID
HUD Matrix Code 05G	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 50

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	204,646
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>204,646</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Hawaii Literacy, Inc. - Family Literacy

**Project Description**  
Provision of grant funds for family literacy and library services to residents at the Kuhio Park Terrace and Mayor Wrights public housing. Services include on-site libraries; computer/internet access; homework tutoring; education enrichment and other literacy activities; child and parent education; English-as-a-Second Language (ESL); and life skill classes for parents. This is a continuation project.

CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e). The projects are located in public housing complexes and will qualify for CDBG assistance based on the national objective at 24 CFR Part 570.208(a)(2)(i)(D), an activity which is of such nature and is in such location that it may be concluded that the activity's clientele will primarily be low and moderate income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 566 North Kukui Street and 1445 Linapuni Street

**City, State, Zipcode:** Honolulu Hawaii, 96817 and 96819

Objective Number PS5	Project ID
HUD Matrix Code 05	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 520

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	116,620
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>116,620</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# **CDBG – Other**

(Alternate Projects)

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Kokua Kalihi Valley (Comprehensive Family Services) - Gulick Elder Center Rehabilitation

**Project Description**  
Provision of grant funds for the renovation of a facility that provides services such as case management, health maintenance, medical, dental and psychiatric services and caregiver support services for low income seniors who predominantly reside in the Kalihi Valley area. The scope of work will include, but not limited to, the installation of an Americans with Disabilities Act (ADA) compliant ramp, fencing and a security gate, automatic doors, addition of ADA bathrooms, replacement of roof and ceiling tiles. . This is a new project.

CDBG funds will be used to rehab a senior center, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (elderly persons) who are generally presumed to be principally low- and moderate-income persons.

The scope of work will be put out to bid under one construction contract.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Kalihi

**Street Address:** 1846 Gulick Avenue

**City, State, Zipcode:** Honolulu Hawaii, 96819

Objective Number PF1	Project ID
HUD Matrix Code 03A	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	305,129
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>305,129</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Alternative Structures International - Ohana Ola O Kahumana Phase I Septic System

**Project Description**  
Provision of grant funds for the replacement of the septic tank at Ohana Ola O Kahumana Phase I, a 14 unit transitional housing facility for homeless/low-income families with children. Services provided include, but are not limited to, case management; financial literacy; educational programs and classes; on-the-job training opportunities and advocacy as needed. The scope of work is for leach field testing, architect and engineering services, and installation of a new septic system. This is a new project.

CDBG funds will be used to rehab a homeless facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Leeward Coast of Oahu

**Street Address:** 86-704 Lualualei Homestead Road

**City, State, Zipcode:** Waianae Hawaii, 96792

Objective Number PF1	Project ID
HUD Matrix Code 03C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	369,600
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>369,600</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Kalihi-Palama Health Center - Phase I Construction to Provide Expanded Health Care Services to Benefit LMI Persons

**Project Description**

Provision of grant funds for the construction of a second floor of an existing building located at 710 N. King Street to yield approximately 10,000 sq. ft. of usable space. CDBG will fund the space that will be utilized to house the Women's Health and Pediatric Services, the Women's, Infants and Children's (WIC) program. This is a new project.

CDBG funds will be used to construct a health facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(B), an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Kalihi-Palama

**Street Address:** 710 North King Street

**City, State, Zipcode:** Honolulu Hawaii, 96817

Objective Number PF1	Project ID
HUD Matrix Code 03P	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	1,600,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>1,600,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Pacific Housing Assistance Corporation - Senior Residence at Pi'ikoi

**Project Description**  
Provision of grant funds for off-site infrastructure improvements, including but are not limited to the installation of pedestrian signals, signal controller, curb ramps, and utility poles relocation. The scope of work will improve the accessibility of the seniors residing at the Senior Residence at Pi'ikoi. This is a new project.

CDBG funds will be used for street improvements, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR § 570.208(a)(2)(ii)(A), 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".

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Ala Moana - Kakaako

**Street Address:** 450 Pi'ikoi Street

**City, State, Zipcode:** Honolulu Hawaii, 96814

Objective Number PF4	Project ID
HUD Matrix Code 03K	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(ii)(A)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**  
CDBG 500,000  
HESG  
HOME  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding  
Total 500,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# HOME

(HOME Investment Partnerships Program)

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Administration

**Project Title**  
Department of Budget and Fiscal Services - Program Administration

**Project Description**  
Provision of grant funds for the administration and coordination of the City's HOME program. This is a continuation project.

Partial Funding for 10 positions = 1 FTE

Federal Grants Coordinator (1), Planners (8), and a Senior Clerk Typist (1).

Time sheets are submitted to accurately reflect staff time being charged to the program.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 530 South King Street

**City, State, Zipcode:** Honolulu Hawaii, 96813

Objective Number AD1	Project ID 1
HUD Matrix Code 21A	CDBG Citation Not Applicable
Type of Recipient Local Government	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 7/1/2013	Completion Date (mm/dd/yyyy) 6/30/2014
Performance Indicator Not Applicable	Annual Units
Local ID	Units Upon Completion Not Applicable

**Funding Sources:**

CDBG	
HESG	
HOME	9,853
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>9,853</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Housing

**Project Title**

Department of Community Services - Down Payment Loan Program

**Project Description**

Provision of grant funds to assist low- and moderate-income, first- time homebuyers. This is a continuation project.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 842 Bethel Street and 1000 Uluohia Street

**City, State, Zipcode:** Honolulu and Kapolei Hawaii, 96813 and 96707

Objective Number HO1	Project ID 2
HUD Matrix Code 13	CDBG Citation Not Applicable
Type of Recipient Local Government	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 7/1/2013	Completion Date (mm/dd/yyyy) 6/30/2013
Performance Indicator Housing	Annual Units
Local ID	Units Upon Completion 50

**Funding Sources:**

CDBG  
HESG  
HOME 220,919  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding  
Total 220,919

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Housing

**Project Title**

Department of Community Services - Tenant Based Rental Assistance Program

**Project Description**

Provision of grant funds to expand rental assistance services to eligible low-and moderate-income persons. This is a continuation project.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 715 South King Street

**City, State, Zipcode:** Honolulu Hawaii, 96813

Objective Number HP5	Project ID 3
HUD Matrix Code 13	CDBG Citation Not Applicable
Type of Recipient Local Government	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Housing	Annual Units
Local ID	Units Upon Completion 80

**Funding Sources:**

CDBG  
HESG  
HOME 1,066,824  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding  
Total 1,066,824

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Administration

**Project Title**  
Department of Community Services - Tenant Based Rental Assistance (TBRA) Program – Program Administration

**Project Description**  
Provision of grant funds for the administration and coordination of the City's TBRA program. This is a continuation project.

Partial funding for 6 positions = 2.10 FTE

Administrator (1), Housing Assistant (1), Community Service Specialists (2), Planner (1), and a Clerk Typist (1).

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 715 South King Street

**City, State, Zipcode:** Honolulu Hawaii, 96813

Objective Number AD1	Project ID 4
HUD Matrix Code 21A	CDBG Citation Not Applicable
Type of Recipient Local Government	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 7/1/2013	Completion Date (mm/dd/yyyy) 6/30/2014
Performance Indicator Not Applicable	Annual Units
Local ID	Units Upon Completion Not Applicable

**Funding Sources:**

CDBG	
HESG	
HOME	279,599
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>279,599</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Housing

**Project Title**

Hui Kauhale, Inc. (HOME - CHDO) - Villages of Moa'e Ku, Phase III

**Project Description**

Provision of grant funds to develop affordable rental housing for households at or below 60% Area Median Income (AMI). The project is being conducted in 3 phases and Phase III will consist of 3 two-story (52 units), garden style multi-family building clusters surrounding central courtyards and tot lots. The units will consist of a mix of one-, two- and three-bedroom multifamily units serving households between 30% to 60% AMI. This is a continuation project.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 91-1290 Renton Road (Temporary Address)

**City, State, Zipcode:** Ewa Beach Hawaii, 96706

Objective Number SN1	Project ID 5
HUD Matrix Code 01	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Housing	Annual Units
Local ID	Units Upon Completion 52

**Funding Sources:**

CDBG  
HESG  
HOME 2,000,000  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding  
Total 2,000,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Housing

**Project Title**  
Independent Living Waipahu, Inc. - Hale Kuhao Renovations

**Project Description**

Provision of grant funds to a 24 unit 100% accessible affordable apartment facility for very low-income adults with physical disabilities and/or traumatic brain injury. The scope of work includes, but is not limited to, removal and replacement of all flooring, subflooring, sheetrock, plumbing and subfloor waterproof membranes in all bathrooms, installation of energy efficient assistive technology devices, such as Automatic Door Openers, Wireless Emergency Call System, and Motion Sensing Light. This is a continuation project.

CDBG funds will be used for the rehabilitation of privately owned buildings for residential purposes, 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.

The scope of work for the HOME and CDBG project will be put out to bid under one construction contract.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 94-909 Kau'olu Place

**City, State, Zipcode:** Waipahu Hawaii, 96797

Objective Number SN1	Project ID 6
HUD Matrix Code 14B	CDBG Citation §570.202(a)(2)
Type of Recipient Nonprofit	CDBG National Objective 570.208(a)(3)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Housing	Annual Units
Local ID	Units Upon Completion 23

**Funding Sources:**

CDBG	244,712
HESG	
HOME	171,325
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>416,037</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# HOME

(Alternate Projects)



**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Housing

**Project Title**

Catholic Charities Housing Development Corporation (CHDO) - Meheula Vista Phase 1

**Project Description**

Provision of grant funds for the acquisition of land, development of 75 low-income senior housing rental units and a two-bedroom managers' unit. Phase 1 is located on a CPR lot of approximately 1.5 acres in Millilani Mauka; part of a master plan entailing 4 apartment buildings on 7.5 acres, consisting of 75 one-bedroom units for a total of 300 one-bedroom rental units, a two-bedroom managers' unit, and a multi-purpose center for tenant activities. This is a new project.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 95-1080 Lehiwa Drive

**City, State, Zipcode:** Millilani Hawaii, 96789

Objective Number SN1	Project ID
HUD Matrix Code 01	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Housing	Annual Units
Local ID	Units Upon Completion 75

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG  
HESG  
HOME 5,350,000  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding  
Total 5,350,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Housing

**Project Title**  
Hawaii Housing Development Corporation - Leihano Vista

**Project Description**  
Provision of grant funds for the development of low income senior rental housing. The project will consist of 4 buildings each consisting of 80 one-bedroom units for a total of 320 rental units. The development will also include 2 resident managers' units and a multi-purpose room in each building for tenant activities. Project costs include acquisition, planning and closing costs. HHDC has a purchase agreement to acquire 3.0 acres in Kapolei at the intersection of Fort Barrette Road and Kapolei Parkway. This is a new project.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Fort Barrette Road and Kapolei Parkway

**Street Address:** 1288 Ala Moana Boulevard #35A (Agency Address)

**City, State, Zipcode:** Honolulu Hawaii, 96814

Objective Number SN1	Project ID
HUD Matrix Code 12	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 10/31/2014
Performance Indicator Housing	Annual Units
Local ID	Units Upon Completion 320

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG  
HESG  
HOME 4,793,274  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding  
Total 4,793,274

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Need

# HESG

(HEARTH Act Emergency Solutions Grant)

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Catholic Charities Hawaii - Maililand Transitional Shelter

**Project Description**  
Provision of grant funds for operating costs for a transitional shelter for families. No HESG funds will be used for staff costs. This is a continuation project.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide  
**Street Address:** 87-190 and 87-191 Maliona Street  
**City, State, Zipcode:** Waianae Hawaii, 96792

Objective Number HP1	Project ID 1
HUD Matrix Code 03T	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 260

**Funding Sources:**

CDBG	
HESG	15,804
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	50,383
<b>Total</b>	<b>66,187</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Child and Family Services - Domestic Abuse Shelters

**Project Description**  
Provision of grant funds for operating costs for a transitional apartment and emergency shelters for homeless individuals that are victims of domestic abuse. No HESG funds will be used for staff costs. This is a continuation project.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** Suppressed

**City, State, Zipcode:** Suppressed

Objective Number HP1	Project ID 2
HUD Matrix Code 03T	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 468

**Funding Sources:**

CDBG	
HESG	5,000
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	38,265
<b>Total</b>	<b>43,265</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Administration

**Project Title**

Department of Community Services - Program Administration

**Project Description**

Provision of grant funds for administrative costs related to the HEARTH Act Emergency Solutions Grant (HESG) program. This is a continuation project.

CBDD = Partial Funding for 2 positions = 1 FTE  
Senior Clerk Typist (1) and a Planner (1)

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 715 South King Street

**City, State, Zipcode:** Honolulu Hawaii, 96813

Objective Number AD1	Project ID 3
HUD Matrix Code 21A	CDBG Citation Not Applicable
Type of Recipient Local Government	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 7/1/2013	Completion Date (mm/dd/yyyy) 6/30/2014
Performance Indicator Not Applicable	Annual Units
Local ID	Units Upon Completion Not Applicable

**Funding Sources:**

CDBG  
HESG 13,526  
HOME  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding 34,939  
Total 48,465

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Hale Kipa Inc. – Transitional Living Program

**Project Description**  
Provision of grant funds for operating expenses and essential services related to a transitional living program. This is a continuation project.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 91-1015 Maka'aloa Drive, 91-1045 A'awa Drive, and 91-1002 Apa'a Street

**City, State, Zipcode:** Ewa Beach, Hawaii 96706

Objective Number HP1, HP2	Project ID 4
HUD Matrix Code 03T	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 14

**Funding Sources:**

CDBG  
HESG  
HOME  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding        51,918  
Total                    51,918

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Ho'omau Ke Ola – Homeless Substance Abuse Program

**Project Description**  
Provision of grant funds for essential services related to homeless substance abusers on the Waianae Coast. This is a continuation project.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 84-1006 A & B Farrington Highway

**City, State, Zipcode:** Waianae, Hawaii 96792

Objective Number HP2	Project ID 5
HUD Matrix Code 05F	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 21

**Funding Sources:**

CDBG  
HESG  
HOME  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding 28,715  
Total 28,715

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Housing Solutions, Inc. – Loliana Transitional Shelter

**Project Description**  
Provision of grant funds for operating expenses and essential services related to the Loliana facility, a transitional shelter. No HESG funds will be used for operating staff costs. This is a continuation project.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 585 Quinn Lane

**City, State, Zipcode:** Honolulu, Hawaii 96813

Objective Number HP1, HP2	Project ID 6
HUD Matrix Code 03T	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 200

**Funding Sources:**

CDBG	
HESG	5,000
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	59,032
<b>Total</b>	<b>64,032</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Housing Solutions, Inc. – Vancouver House Transitional Shelter

**Project Description**  
Provision of grant funds for essential services related to the Vancouver facility, a transitional shelter. No HESG funds will be used for operating staff costs. This is a continuation project.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide  
**Street Address:** 2019 Vancouver Drive  
**City, State, Zipcode:** Honolulu, Hawaii 96822

Objective Number HP2	Project ID 7
HUD Matrix Code 05	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 55

**Funding Sources:**

CDBG	
HESG	5,000
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	12,306
<b>Total</b>	<b>17,306</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
IHS, The Institute for Human Services - Homeless Prevention and Rapid Re-Housing

**Project Description**  
Provision of grant funds for financial assistance, housing relocation and stabilization services for a homelessness prevention and rapid re-housing program. This is a continuation project.

Homelessness Prevention - \$165,405.50  
Rapid Re-Housing - \$165,405.50  
Administrative Cost - \$ 11,998.00  
\$342,809.00

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide  
**Street Address:** 916 Ka'amahu Place #A  
**City, State, Zipcode:** Honolulu Hawaii, 96817

Objective Number HP3, HP5	Project ID 8
HUD Matrix Code 05Q	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 108

**Funding Sources:**

CDBG	
HESG	342,809
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>342,809</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
IHS, The Institute for Human Services - Sumner Street Emergency Shelter

**Project Description**  
Provision of grant funds for operating costs and essential services at the Sumner Street Emergency Shelter for Men. This is a continuation project.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide  
**Street Address:** 350 Sumner Street  
**City, State, Zipcode:** Honolulu Hawaii, 96817

Objective Number HP1, HP2	Project ID 9
HUD Matrix Code 03T	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 850

**Funding Sources:**  
CDBG  
HESG  
HOME  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding 184,872  
Total 184,872

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Kalihi-Palama Health Center - Institute for Human Services Health Clinic

**Project Description**  
Provision of grant funds for health clinic services at IHS' Ka'aahi Street Shelter for Women and Families. This is a continuation project.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide  
**Street Address:** 546 Ka'aahi Street  
**City, State, Zipcode:** Honolulu Hawaii, 96817

Objective Number HP2	Project ID 10
HUD Matrix Code 05M	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 175

**Funding Sources:**

CDBG	
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	64,897
<b>Total</b>	<b>64,897</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Kalihi-Palama Health Center - Homeless Prevention and Rapid Re-Housing

**Project Description**  
Provision of grant funds for financial assistance, housing relocation and stabilization services for a homelessness prevention and rapid re-housing program. This is a continuation project.

Homelessness Prevention - \$ 78,272.50  
Rapid Re-Housing - \$ 78,272.50  
Administrative Cost - \$ 5,678.00  
\$162,223.00

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide  
**Street Address:** 915 North King Street  
**City, State, Zipcode:** Honolulu Hawaii, 96817

Objective Number HP3, HP5	Project ID 11
HUD Matrix Code 05Q	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 70

**Funding Sources:**  
CDBG  
HESG 162,223  
HOME  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding  
Total 162,223

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Mental Health Kokua – Safe Haven

**Project Description**  
Provision of grant funds for essential services related to the Safe Haven transitional shelter. This is a continuation project.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 41 South Beretania Street

**City, State, Zipcode:** Honolulu, Hawaii 96813

Objective Number HP2	Project ID 12
HUD Matrix Code 05	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 20

**Funding Sources:**

CDBG  
HESG  
HOME  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding        173,059  
Total                    173,059

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Windward Spouse Abuse Shelter Inc. - Domestic Violence Shelter

**Project Description**  
Provision of grant funds for operating costs for a domestic violence shelter. This is a continuation project.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** Suppressed

**City, State, Zipcode:** Suppressed

Objective Number HP1	Project ID 13
HUD Matrix Code 03T	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 84

**Funding Sources:**  
CDBG  
HESG  
HOME  
HOPWA  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding        24,388  
Total                    24,388

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

# HOPWA

(Housing Opportunities for Persons With AIDS)

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Administration

**Project Title**

Department of Community Services - Program Administration

**Project Description**

Provision of grant funds for administrative support of the HOPWA program. This is a continuation project.

CBDD = Partial Funding for 1 positions = .5 FTE  
Planner (1)

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 715 South King Street

**City, State, Zipcode:** Honolulu Hawaii, 96813

Objective Number AD1	Project ID 1
HUD Matrix Code 21A	CDBG Citation Not Applicable
Type of Recipient Local Government	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 7/1/2013	Completion Date (mm/dd/yyyy) 6/30/2014
Performance Indicator Not Applicable	Annual Units
Local ID	Units Upon Completion Not Applicable

**Funding Sources:**

CDBG  
HESG  
HOME  
HOPWA 13,522  
Total Formula  
Prior Year Funds  
Assisted Housing  
PHA  
Other Funding  
Total 13,522

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Public Service Needs

**Project Title**

Gregory House Programs - Financial Assistance and Support Services for Persons with HIV/AIDS

**Project Description**

Provision of grant funds for tenant-based rental assistance, short-term rent/mortgage/utility assistance, supportive services, and administrative expenses to support persons with HIV/AIDS. This is a continuation project.

Tenant Based Rental Assistance -	\$278,267
Short Term Rent/Mortgage/Utility Assistance -	\$ 22,000
Supportive Services -	\$ 50,000
Project Sponsor Administrative Expenses -	<u>\$ 23,806</u>
Total	\$374,073

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 200 North Vineyard Bouledard, Suite A310

**City, State, Zipcode:** Honolulu Hawaii, 96818

Objective Number SN2	Project ID 2
HUD Matrix Code 31C	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 35

**Funding Sources:**

CDBG	
HESG	
HOME	
HOPWA	374,073
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	<u>374,073</u>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Service Needs

**Project Title**  
Life Foundation - Support Services for Persons with HIV/AIDS

**Project Description**  
Provision of grant funds for supportive services to support persons with HIV/AIDS. This is a continuation project.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 677 Ala Moana Boulevard

**City, State, Zipcode:** Honolulu Hawaii, 96813

Objective Number SN2	Project ID 3
HUD Matrix Code 31C	CDBG Citation Not Applicable
Type of Recipient Nonprofit	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 7/31/2014
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 150

**Funding Sources:**

CDBG	
HESG	
HOME	
HOPWA	76,617
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>76,617</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

# HAHPI

(Honolulu Affordable Housing Preservation Initiative)

Program Income

# Multi-Service Program Center Projects

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Mental Health Kokua - Safe Haven Transitional Housing - Renovation and Relocation

**Project Description**  
Provision of grant funds for the actuation and renovation of a building, located in the Chinatown area of Honolulu, to provide a multi-service program center including, but not limited to, outreach services, intake and assessment services, case management, and housing placement services for low income, homeless adults with mental health challenges. The project will also serve as the new location for Mental Health Kokua's 25-bed Safe Haven homeless shelter, which provides 24/7/365 care for those with severe mental illness. This is a new project.

CDBG funds will be used to acquire and 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)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 919 Kekaulike Street

**City, State, Zipcode:** Honolulu Hawaii 96813

Objective Number PF1	Project ID 1
HUD Matrix Code 03C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	2,106,212
HESG	.....
HOME	.....
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	2,106,212

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
United States Veterans Initiative, Inc. - Oahu Homeless Service Center

**Project Description**  
Provision of grant funds for the acquisition and renovation of a building, located in Honolulu, for use as a one stop multi-service center to provide services to persons experiencing homelessness including, but not limited to, outreach, assessment, medical, dental, and housing placement. This is a new project.

CDBG funds will be used to acquire and 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)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 2305 South Beretania Street

**City, State, Zipcode:** Honolulu Hawaii 96826

Objective Number PF1	Project ID 2
HUD Matrix Code 03C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	7,893,788
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>7,893,788</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Multi-Service  
Program Center Projects  
(Alternate Projects)**

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Institute for Human Services, Inc. (IHS) - Iwilei "Freshen Up" Services Stop

**Project Description**  
Provision of grant funds for the acquisition and renovation of a building, located in Honolulu, for IHS's Iwilei "Freshen Up" Service Stop project. The first floor of the building will house a One-Stop Service Center for unsheltered men and women in Iwilei-Chinatown-Urban Honolulu with access to safe hygiene (restrooms, sinks, showers), laundry, mail and phone access, and storage for personal items, and the second floor will serve as a transitional shelter for working men and women emerging out of homelessness, workforce housing comprising 17 single occupant rooms (singles) and 2 rooms for couples, totaling 19 rooms. This is a new project.

CDBG funds will be used to acquire and 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)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 806 Iwilei Road

**City, State, Zipcode:** Honolulu Hawaii 96817

Objective Number PF1	Project ID
HUD Matrix Code 03C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	4,873,552
HESG	.....
HOME	.....
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
<b>Total</b>	<b>4,873,552</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

# Housing / Shelters Projects

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Housing

**Project Title**  
Department of Community Services - Rehabilitation Loan Program

**Project Description**  
Provision of loan funds for the City's Rehabilitation Loan Program, which provides low cost loans to low- and moderate-income homeowners island-wide to make repairs needed to meet basic housing standards, related to health and safety, and energy efficiency improvements. This is a continuation project.

CDBG funds will be used for Single-Unit Residential rehab, eligible under 24 CFR §570.202, 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.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 842 Bethel Street and 1000 Uluohia Street

**City, State, Zipcode:** Honolulu and Kapolei Hawaii, 96813 and 96707

Objective Number HO2	Project ID 1
HUD Matrix Code 14A	CDBG Citation §570.202
Type of Recipient Local Government	CDBG National Objective §570.208(a)(3)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Households	Annual Units
Local ID	Units Upon Completion 10

**Funding Sources:**

CDBG	750,000
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>750,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Gregory House Programs - Gregory House Renovation Phase 2

**Project Description**  
Provision of grant funds for the renovation of Gregory House Program' s transitional housing facility, which consist of three buildings – two (2) apartments and a community structure . The scope of work will include, but is not limited to replacement of the roofs and installation of a photovoltaic system. This is a new project.

CDBG funds will be used to rehab 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)(i)(A), an activity that benefits a clientele (persons with HIV/AIDS) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** Suppressed

**City, State, Zipcode:** Suppressed

Objective Number PF1	Project ID 2
HUD Matrix Code 03S	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	283,500
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>283,500</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Hoomau Ke Ola - Lahilahi - Solar Power Plus

**Project Description**  
Provision of grant funds for the installation of a photovoltaic system at Hoomau Ke Ola's Lahilahi transitional shelter located at 84-1006 Farrington Highway, Waianae. This is a new project.

CDBG funds will be used for energy efficiency improvements to 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)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 84-1006 Farrington Highway

**City, State, Zipcode:** Waianae Hawaii 96797

Objective Number PF1	Project ID 3
HUD Matrix Code 03C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	131,500
HESG	.....
HOME	.....
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
<b>Total</b>	<b>131,500</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Housing

**Project Title**

United States Veterans Initiative, Inc. - U.S. Vets Kahikolu Solar Conversion Project

**Project Description**

Provision of grant funds for the installation of a photovoltaic system at the U.S. Vets Kahikolu Housing Complex, a 72-unit affordable housing complex located in Waianae. Eligible residents for 56 of the 72 units must not earn more than 50% of median income (by household size). The remaining 16 units are reserved for households making less than 30% of median income. This is a new project.

CDBG funds will be used for energy efficiency improvements to a publicly owned residential building, eligible under 24 CFR §570.202, 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.

**Objective category:**     Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**     Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 85-296 Ala Hema

**City, State, Zipcode:** Waianae Hawaii 96792

Objective Number RH1	Project ID 4
HUD Matrix Code 14D	CDBG Citation §570.202
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(3)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	535,000
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>535,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

# Housing / Shelters Projects

(Alternate Projects)

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Alternative Structures International - Septic System (for Ohana Ola O Kahumana Phase I)

**Project Description**  
Provision of grant funds for the replacement of the septic tank at Ohana Ola O Kahumana Phase I, a 14 unit transitional housing facility for homeless/low-income families with children. Services provided at Ohana Ola O Kahumana include, but are not limited to, case management; financial literacy; educational programs and classes; on-the-job training opportunities and advocacy as needed. The scope of work includes leach field testing, architect and engineering services, and the installation of a new septic system. This is a new project.

CDBG funds will be used to rehab 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)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Leeward Coast of Oahu

**Street Address:** 86-704 Lualualei Homestead Road

**City, State, Zipcode:** Waianae Hawaii, 96792

Objective Number PF1	Project ID
HUD Matrix Code 03C	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 8/1/2013	Completion Date (mm/dd/yyyy) 1/31/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	480,900
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>480,900</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

# Public Facilities Projects

HAHPI – CDBG Program Income

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
St. Francis Healthcare Foundation of Hawaii - Commercial Kitchen Renovations to Serve LMI Residents

**Project Description**  
Provision of grant funds to renovate St. Francis Healthcare Foundation of Hawaii's Skilled Nursing Facility commercial kitchen, which will provide for the nutritional needs of the low- to moderate-income skilled nursing and terminally ill hospice residents. This is a new project.

CDBG funds will be used to rehab a health facility, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (severely disabled adults as defined by the Bureau of the Census Current Population Reports aged 18 or older) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 2230 Liliha Street

**City, State, Zipcode:** Honolulu Hawaii 96817

Objective Number PF1	Project ID 2
HUD Matrix Code 03P	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	1,000,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>1,000,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Kokua Kalihi Valley (Comprehensive Family Services) - Gulick Elder Center Rehabilitation

**Project Description**  
Provision of grant funds for the renovation of a facility that provides services such as case management, health maintenance, medical, dental and psychiatric services and caregiver support services for low income seniors who predominantly reside in the Kalihi Valley area. The scope of work will include, but is not limited to, the installation of an Americans with Disabilities Act (ADA) compliant ramp, fencing and a security gate, automatic doors, addition of ADA bathrooms, replacement of roof and ceiling tiles. The scope of work will be put out to bid under one construction contract. This is a new project.

CDBG funds will be used to rehab 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)(i)(A), an activity that benefits a clientele (elderly persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Kalihi

**Street Address:** 1846 Gulick Avenue

**City, State, Zipcode:** Honolulu Hawaii, 96819

Objective Number PF1	Project ID 1
HUD Matrix Code 03A	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	243,767
HESG	.....
HOME	.....
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
<b>Total</b>	<b>243,767</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

# Public Facilities Projects

(Alternate Projects)

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Kokua Kalihi Valley (Comprehensive Family Services) - Gulick Elder Center Rehabilitation

**Project Description**  
Provision of grant funds for the renovation of a facility that provides services such as case management, health maintenance, medical, dental and psychiatric services and caregiver support services for low income seniors who predominantly reside in the Kalihi Valley area. The scope of work will include, but is not limited to, the installation of an Americans with Disabilities Act (ADA) compliant ramp, fencing and a security gate, automatic doors, addition of ADA bathrooms, replacement of roof and ceiling tiles. The scope of work will be put out to bid under one construction contract. This is a new project.

CDBG funds will be used to rehab 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)(i)(A), an activity that benefits a clientele (elderly persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Kalihi  
**Street Address:** 1846 Gulick Avenue  
**City, State, Zipcode:** Honolulu Hawaii, 96819

Objective Number PF1	Project ID
HUD Matrix Code 03A	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	61,362
HESG	.....
HOME	.....
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
<b>Total</b>	<b>61,362</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Kahi Mohala Hospital (Sutter Health Pacific) - Hospital Admissions Area Renovation – Phase II

**Project Description**  
Provision of grant funds for Americans with Disabilities Act (ADA) improvements to the Kahi Mohala Hospital's admissions area and parking lot. The scope of work will be limited to ADA improvements such as a new covered entry walkway, repaved and expanded parking lot, upgraded sidewalks, curbs, ramp, lighting and way-finding signage. This is a continuation project.

CDBG funds will be used to rehab 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 will 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."

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide  
**Street Address:** 91-2301 Old Fort Weaver Road  
**City, State, Zipcode:** Ewa Beach Hawaii, 96706

Objective Number PF2	Project ID
HUD Matrix Code 03P	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(ii)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	675,000
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>675,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

# Neighborhood Revitalization Strategy Area Projects

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Housing

**Project Title**

Department of Community Services - Rehabilitation Loan Program

**Project Description**

Provision of loan funds for the City's Rehabilitation Loan Program, which provides low cost loans to low- and moderate-income homeowners, located in the Ewa Beach and Wahiawa NRSAs, to make repairs needed to meet basic housing standards, related to health and safety, and energy efficiency improvements. This is a new project.

CDBG funds will be used for Single-Unit Residential rehab, eligible under 24 CFR §570.202, 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.

**Objective category:**     Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**     Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Ewa Beach and Wahiawa NRSAs

**Street Address:**            842 Bethel Street and 1000 Uluohia Street

**City, State, Zipcode:**    Honolulu and Kapolei Hawaii, 96813 and 96707

Objective Number HO2	Project ID 1
HUD Matrix Code 14A	CDBG Citation §570.202
Type of Recipient Local Government	CDBG National Objective §570.208(a)(3)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Households	Annual Units
Local ID	Units Upon Completion 28

**Funding Sources:**

CDBG	2,100,000
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>2,100,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Department of Design and Construction – Wahiawa District Park

**Project Description**  
Provision of grant funds to renovate the Wahiawa Gym and Park. The scope of work includes, but is not limited to, removal of existing roofs and the installation of a code compliant high wind resistant roofing system, installation of a multi-use sports flooring system, new lighting and electrical wiring, renovation of the existing bathroom facilities, installation of a new swimming pool pump and filtration system including the piping and electrical system, reconstruction of the existing play courts (remove and replace existing asphalt pavement and base course, installation of new court surfacing and striping), and renovation of the parking lot to make it Americans with Disabilities Act (ADA) compliant.

CDBG funds will be used to rehab 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 (Wahiawa), where at least 51 percent of the residents are low- and moderate-income persons.

Census Tracts served by the Wahiawa District Park are 90, 91, 92, 93, 94, 95.04, and 100.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Wahiawa

**Street Address:** 1139 Kilani Avenue

**City, State, Zipcode:** Wahiawa, Hawaii 96786

Objective Number PF4	Project ID 2
HUD Matrix Code 03F	CDBG Citation §570.201(c)
Type of Recipient Local Government	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	3,934,423
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>3,934,423</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Public Service

**Project Title**

Wahiawa Community Based Development Organization - The NRSA Weed and Seed Project

**Project Description**

Provision of grant funds to support the Weed and Seed Project, a crime prevention, intervention and elimination project in Ewa Beach and Wahiawa NRSAs. This is a continuation project.

CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective as an area benefit activity at 24 CFR §570.208(a)(1), the benefits of which are available to all the residents in a particular area (Ewa Beach and Wahiawa NRSAs), where at least 51 percent of the residents are low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Ewa Beach and Wahiawa NRSAs

**Street Address:** P.O. Box 861191

**City, State, Zipcode:** Wahiawa, Hawaii 96786

Objective Number PS2	Project ID 3
HUD Matrix Code 05	CDBG Citation §570.208(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 61,470

**Funding Sources:**

CDBG	452,944
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>452,944</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Wahiawa General Hospital - Phase 2 Parking Area Upgrade to Serve LMI Residents

**Project Description**  
Provision of grant funds for Americans with Disabilities Act (ADA) improvements to the Wahiawa General Hospital parking lot. The scope of work will be limited to ADA improvements such as installation of a wider sidewalk, a new handicap parking stall, and a new wheelchair ramp. This is a new project.

CDBG funds will be used to rehab 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)(A), an activity that will 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."

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Wahiawa NRSA

**Street Address:** 128 Lehua Street

**City, State, Zipcode:** Wahiawa Hawaii 96786

Objective Number PF2	Project ID 4
HUD Matrix Code 03P	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(ii)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	326,100
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>326,100</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# Economic Development Projects

HAHPI – CDBG Program Income

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Economic Development

**Project Title**

Parents and Children Together (PACT) - Making it in the Real World, Business Start Up

**Project Description**

Provision of grant funds for PACT's Making it in the Real World: Business Start-Up Project, which provides unemployed and underemployed participants the opportunity to embark on a path to economic self-reliance through enhanced skills, cutting edge vocational and technological preparation, and business start-up assistance. The project is geared towards low-moderate income individuals living in the City and County of Honolulu, focusing on, but not limited to Kuhio Park Terrace, Kuhio Homes, and Kalihi Valley Homes public housing communities. This is a continuation project.

CDBG funds will be used micro-enterprise assistance, eligible under 24 CFR §570.201(o), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(B), as an activity which requires information on family size and income so that it is evident that at least 51 percent of the clientele are low- and moderate-income persons.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 1485 Linapuni Street and 2141 Kalena Drive

**City, State, Zipcode:** Honolulu Hawaii 96819

Objective Number ED1	Project ID 1
HUD Matrix Code 18C	CDBG Citation §570.201(o)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(B)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 20

**Funding Sources:**

CDBG	100,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>100,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# New Construction Projects

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Pacific Housing Assistance Corporation - Senior Residence at Pi'ikoi

**Project Description**  
Provision of grant funds for off-site infrastructure improvements, including but are not limited to the installation of pedestrian signals, signal controller, curb ramps, and utility poles relocation. The scope of work will improve the accessibility of the seniors residing at the Senior Residence at Pi'ikoi. This is a continuation project.

CDBG funds will be used for street improvements, eligible under 24 CFR §570.201(c), and will meet the CDBG national objective described in 24 CFR § 570.208(a)(2)(ii)(A), 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".

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Ala Moana - Kakaako

**Street Address:** 450 Pi'ikoi Street

**City, State, Zipcode:** Honolulu Hawaii, 96814

Objective Number PF2	Project ID 1
HUD Matrix Code 03K	CDBG Citation §570.201(c)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(ii)(A)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	100,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>100,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# Public Improvement Projects

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Department of Design and Construction – Kahuku District Park

**Project Description**

Provision of grant funds to replace the old, inefficient outdoor lighting system for the ball fields with a modern, energy efficient, state of the art lighting system. The outdoor facilities are heavily used and the existing lighting system is old and corroding. If the deterioration continues, to the point that the lighting has to be removed for safety reasons the facility could be closed to the public for an extended period of time. The existing light system will be removed and replaced. This is a new project.

CDBG funds will be used to rehab 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 (Kahuku), where at least 51 percent of the residents are low- and moderate-income persons.

Census Tracts served by the Kahuku District Park are 101 and 102.02

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Kahuku

**Street Address:** 56-170 Pualalea Street

**City, State, Zipcode:** Kahuku, Hawaii 96731

Objective Number PF4	Project ID 1
HUD Matrix Code 03F	CDBG Citation §570.201(c)
Type of Recipient Local Government	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	2,475,000
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>2,475,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Department of Design and Construction – Makaha Community Park

**Project Description**  
Provision of grant funds to renovate the existing comfort station. The scope of work includes, but is not limited to, the installation of a new built-up roofing system and insulation, removal of existing bathroom flooring and wall finishes; removal of plumbing fixtures and piping; removal of existing lighting and wiring, and installation of new ceramic tiles. This is a new project.

CDBG funds will be used to rehab 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 (Waianae), where at least 51 percent of the residents are low- and moderate-income persons.

Census Tracts served by the Makaha Community Park are 97.01, 98.01, and 98.02.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Leeward Coast

**Street Address:** 84-730 Manuku Street

**City, State, Zipcode:** Waianae, Hawaii 96792

Objective Number PF4	Project ID 2
HUD Matrix Code 03F	CDBG Citation §570.201(c)
Type of Recipient Local Government	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	250,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>250,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Department of Design and Construction – Piililaa Community Park

**Project Description**  
Provision of grant funds to replace the old, inefficient outdoor lighting system for the play courts and ball fields with a modern, energy efficient, state of the art lighting system. Due to the age of the existing system, there is severe corrosion on the cross arms, panels and pole steps. In addition, the original wiring is brittle and old. The existing light system will be demolished/removed and a new light system installed. The scope of work will also include reconstruction of the existing play courts (remove and replace existing asphalt pavement and base course, installation of new court surfacing and striping). This is a new project.

CDBG funds will be used to rehab 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 (Waianae), where at least 51 percent of the residents are low- and moderate-income persons.

Census Tracts served by the Piililaa Community Park are 97.01, 97.02, 98.01, and 98.02.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Leeward Cost

**Street Address:** 85-166 Plantation Road

**City, State, Zipcode:** Waianae, Hawaii 96792

Objective Number PF4	Project ID 3
HUD Matrix Code 03F	CDBG Citation §570.201(c)
Type of Recipient Local Government	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	4,650,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	4,650,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Honolulu Fire Department - Fire Protection Services – Kalihi Kai Engine

**Project Description**  
Provision of grant funds for the acquisition of a fire engine apparatus for the Kalihi Kai Fire Station. This is a new project.

CDBG funds will be used to acquire fire station equipment, 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 (Kalihi Kai), where at least 51 percent of the residents are low- and moderate-income persons.

Census Tracts served by the Kalihi Kai Fire Station are # 57, 58, and 59.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Kalihi Kai

**Street Address:** 1334 Nimitz Highway

**City, State, Zipcode:** Honolulu, Hawaii 96817

Objective Number PF3	Project ID 4
HUD Matrix Code 03O	CDBG Citation §570.201(c)
Type of Recipient Local Government	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

**Funding Sources:**

CDBG	625,000
HESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>625,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# Public Improvement Projects (Alternate Projects)

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Department of Design and Construction – Kalihi Waena Neighborhood Park

**Project Description**  
Provision of grant funds to replace the old, inefficient outdoor lighting system for the play courts with a modern, energy efficient, state of the art lighting system. Due to the age of the existing system, there is severe corrosion on the cross arms, panels and pole steps. In addition, the original wiring is brittle and old. The existing light system will be demolished/removed and a new light system installed. The scope of work will also include reconstruction of the existing play courts (remove and replace existing asphalt pavement and base course, installation of new court surfacing and striping). This is a new project.

CDBG funds will be used to rehab 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 (Kalihi Waena), where at least 51 percent of the residents are low- and moderate-income persons.

Census Tracts served by the Kalihi Waena Neighborhood Park are 48, 56, 57, 58, 60, 61, 62.01, 62.02, 63.01, and 63.04.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Kalihi Waena

**Street Address:** 2020 Beckley Street

**City, State, Zipcode:** Honolulu, Hawaii 96819

Objective Number PF4	Project ID
HUD Matrix Code 03F	CDBG Citation §570.201(c)
Type of Recipient Local Government	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	935,000
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>935,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Honolulu Fire Department - Fire Protection Services – Kahuku Engine

**Project Description**  
Provision of grant funds for the acquisition of a fire engine apparatus for the Kahuku Fire Station. This is a new project.

CDBG funds will be used to acquire fire station equipment, 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 (Kahuku), where at least 51 percent of the residents are low- and moderate-income persons.

Census Tracts served by the Kahuku Fire Station are 101 and 102.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Kahuku

**Street Address:** 56-460 Kamehameha Highway

**City, State, Zipcode:** Kahuku, Hawaii 96731

Objective Number PF3	Project ID
HUD Matrix Code 030	CDBG Citation §570.201(c)
Type of Recipient Local Government	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	625,000
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>625,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Public Facilities

**Project Title**  
Honolulu Fire Department - Fire Protection Services – Kalihi Kai Aerial

**Project Description**  
Provision of grant funds for the acquisition of a fire aerial apparatus for the Kalihi Kai Fire Station. This is a new project.

CDBG funds will be used to acquire fire station equipment, 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 (Kalihi Kai), where at least 51 percent of the residents are low- and moderate-income persons.

Census Tracts served by the Kalihi Kai Fire Station are 57, 58, and 59.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Kalihi Kai

**Street Address:** 1334 Nimitz Highway

**City, State, Zipcode:** Honolulu, Hawaii 96817

Objective Number PF3	Project ID
HUD Matrix Code 030	CDBG Citation §570.201(c)
Type of Recipient Local Government	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	1,000,000
HESG	-----
HOME	-----
HOPWA	-----
Total Formula	-----
Prior Year Funds	-----
Assisted Housing	-----
PHA	-----
Other Funding	-----
<b>Total</b>	<b>1,000,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Public Facilities

**Project Title**

Honolulu Fire Department - Fire Protection Services – Kalihi Uka Engine

**Project Description**

Provision of grant funds for the acquisition of a fire engine apparatus for the Kalihi Uka Fire Station. This is a new project.

CDBG funds will be used to acquire fire station equipment, 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 (Kalihi Uka), where at least 51 percent of the residents are low- and moderate-income persons.

Census Tracts served by the Kalihi Uka Fire Station are 62, 63, 64, 65, and 66.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Kalihi Uka

**Street Address:** 1861 Kamehameha IV Road

**City, State, Zipcode:** Honolulu, Hawaii 96819

Objective Number PF3	Project ID
HUD Matrix Code 03O	CDBG Citation §570.201(c)
Type of Recipient Local Government	CDBG National Objective §570.208(a)(1)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Public Facility	Annual Units
Local ID	Units Upon Completion 1

Funding up to (the extent not funded as a final selected project):

**Funding Sources:**

CDBG	625,000
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>625,000</b>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# Homeless Action Plan Project

HAHPI – CDBG and HOME Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**

Public Service / Housing

**Project Title**

United States Veterans Initiative (US Vets) - Project Mālama

**Project Description**

Provision of grant funds to implement Project Mālama, a new program specifically designed to address chronic homelessness in the City and County of Honolulu. US Vets will utilize CDBG funds to develop, implement, and evaluate a comprehensive program of outreach, assessment, support services, and housing placement services based on the Housing First approach to assist chronically homeless persons.

HOME funds will be used to provide tenant-based rental assistance to homeless person transitioning from the streets, shelters or other places not meant for human habitation into permanent housing or permanent supportive housing, and to provide for required utility deposits and security deposits.

CDBG funds will be used to provide public services, eligible under 24 CFR §570.201(e), and will meet the CDBG national objective described in 24 CFR §570.208(a)(2)(i)(A), an activity that benefits a clientele (homeless persons) who are generally presumed to be principally low- and moderate-income persons.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Oahu's Primary Urban Center as defined in Section 24-2.2, ROH

**Street Address:** 2305 South Beretania Street

**City, State, Zipcode:** Honolulu Hawaii 96826

Objective Number HP2	Project ID 1
HUD Matrix Code 05	CDBG Citation §570.201(e)
Type of Recipient Nonprofit	CDBG National Objective §570.208(a)(2)(i)(A)
Start Date (mm/dd/yyyy) 4/1/2015	Completion Date (mm/dd/yyyy) 3/31/2016
Performance Indicator Persons	Annual Units
Local ID	Units Upon Completion 150

**Funding Sources:**

CDBG 5,110,100

HESG

HOME 2,201,497

HOPWA

Total Formula

Prior Year Funds

Assisted Housing

PHA

Other Funding

Total 7,311,597

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

# Program Administration

HAHPI – CDBG Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Administration

**Project Title**  
City and County of Honolulu - Program Administration

**Project Description**  
Provision of grant funds for additional administrative support of the CDBG program, including current expense items such as computer software, for the purpose of grants management, staff training, and consultant services. This is a continuation project.

BFS = Partial Funding for 10 positions = 9 FTE

Federal Grants Coordinator (1), Planners (8), and a Senior Clerk Typist (1).

DCS = Partial Funding for 10 positions = 9 FTE

Administrator (1), Housing and Community Development Specialist (1), Planners (5), Standards and Specifications Clerks (2), and a Senior Clerk Typist (1).

CDBG funds will be used for General Program Administration, eligible under 24 CFR §570.206(a).

**Objective category:**     Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome category:**     Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:** Island-wide

**Street Address:**            715 South King Street and 650 South King Street

**City, State, Zipcode:**    Honolulu Hawaii, 96813

Objective Number AD1	Project ID 1
HUD Matrix Code 21A	CDBG Citation §570.206
Type of Recipient Local Government	CDBG National Objective §570.208(d)(4)
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Not Applicable	Annual Units
Local ID	Units Upon Completion Not Applicable

**Funding Sources:**

CDBG	1,000,000
HESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
<b>Total</b>	<b>1,000,000</b>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

# Program Administration

HAHPI – HOME Program Income

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City & County of Honolulu

**Priority Need**  
Administration

**Project Title**  
City and County of Honolulu - Program Administration

**Project Description**  
Provision of grant funds for additional administrative support of the HOME program, including current expense items, staff training, and consultant services. This is a continuation project.

BFS = Partial Funding for 10 positions = 9 FTE

Federal Grants Coordinator (1), Planners (8), and a Senior Clerk Typist (1).

DCS = Partial Funding for 10 positions = 9 FTE  
Administrator (1), Housing and Community Development Specialist (1), Planners (5), Standards and Specifications Clerks (2), and a Senior Clerk Typist (1).

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Island-wide

**Street Address:** 715 South King Street and 650 South King Street

**City, State, Zipcode:** Honolulu Hawaii, 96813

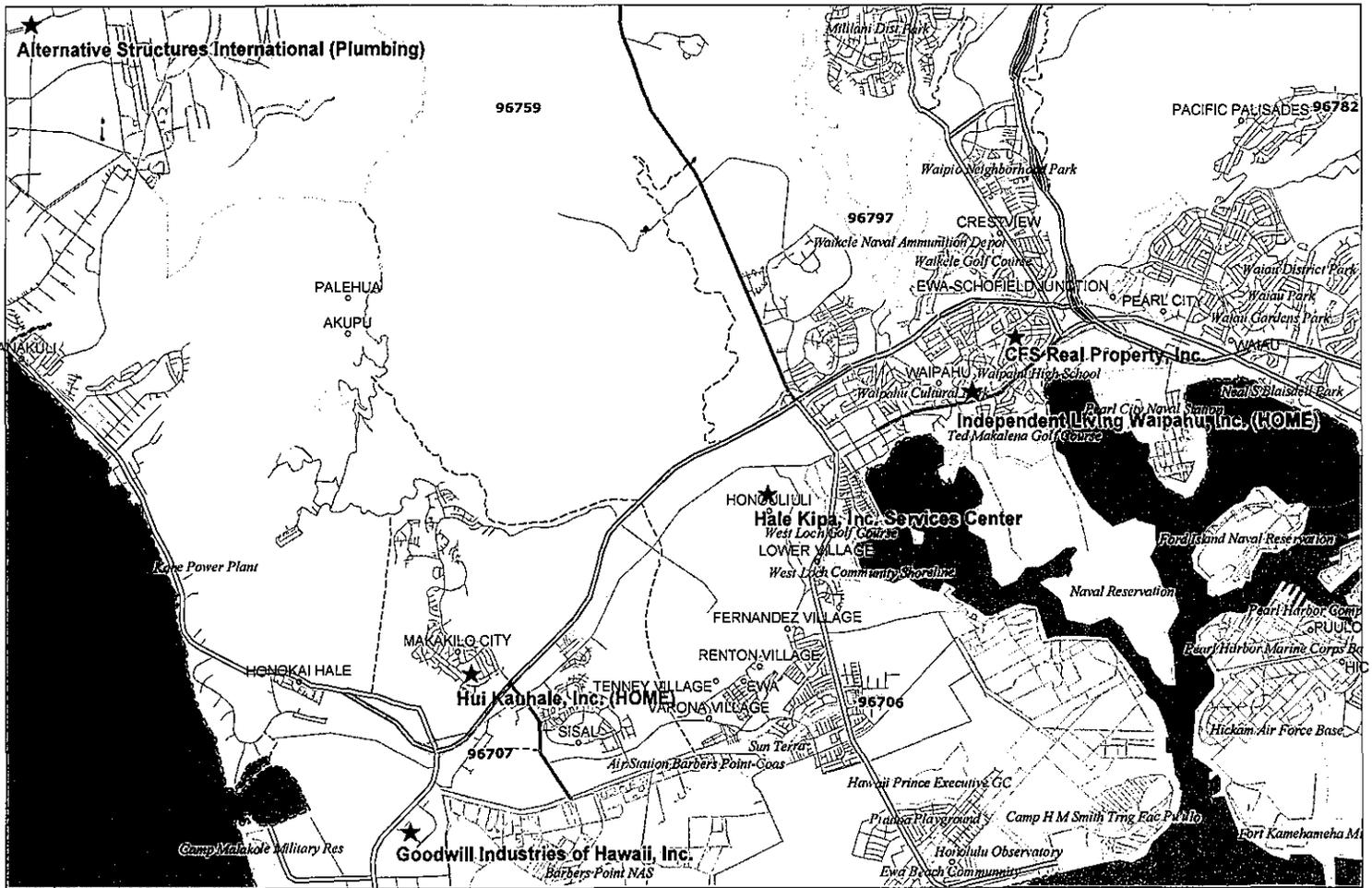
Objective Number AD1	Project ID 1
HUD Matrix Code 21A	CDBG Citation Not Applicable
Type of Recipient Local Government	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) 2/1/2014	Completion Date (mm/dd/yyyy) 6/30/2015
Performance Indicator Not Applicable	Annual Units
Local ID	Units Upon Completion Not Applicable

**Funding Sources:**

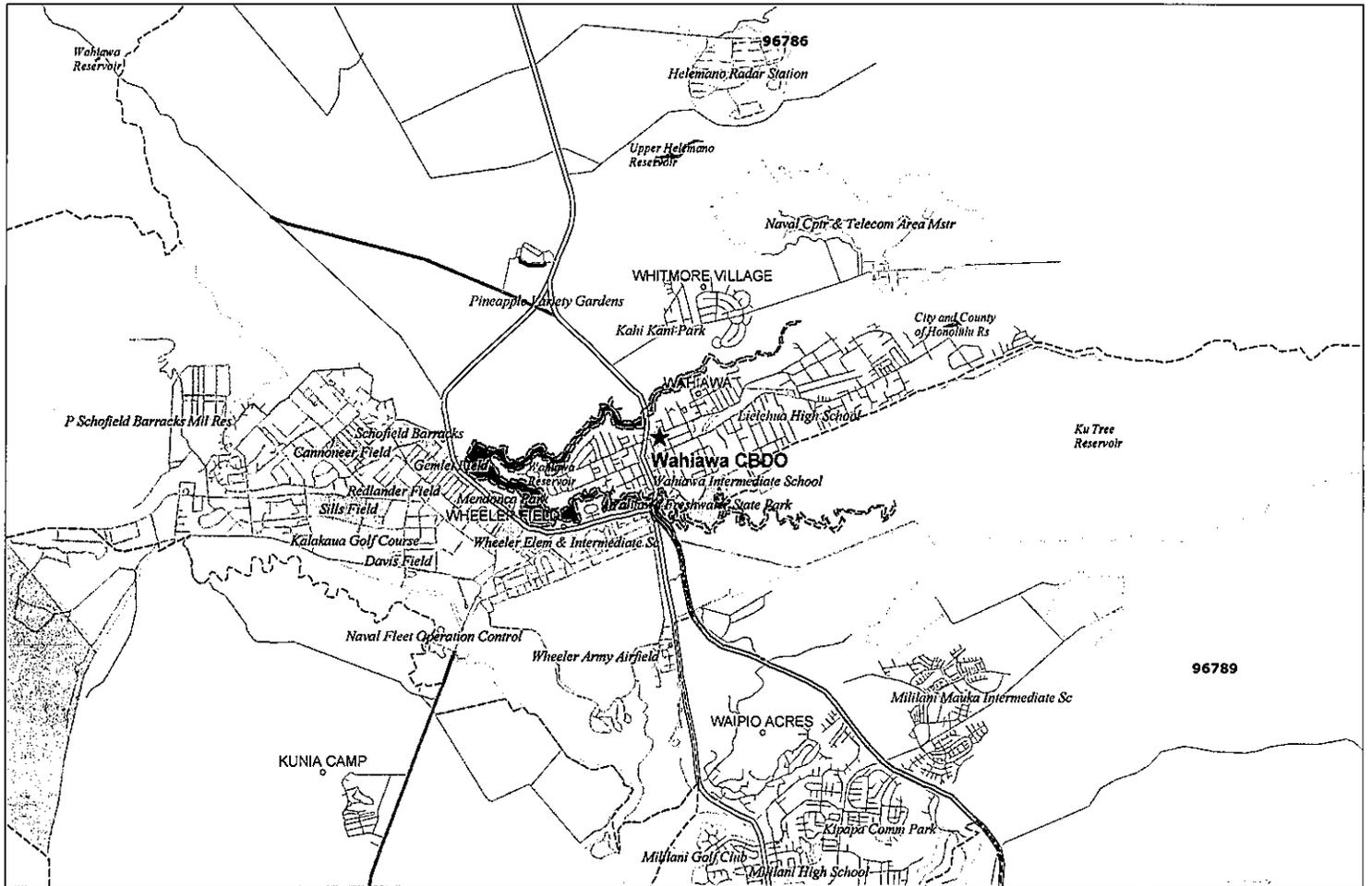
CDBG	
HESG	
HOME	244,611
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	244,611

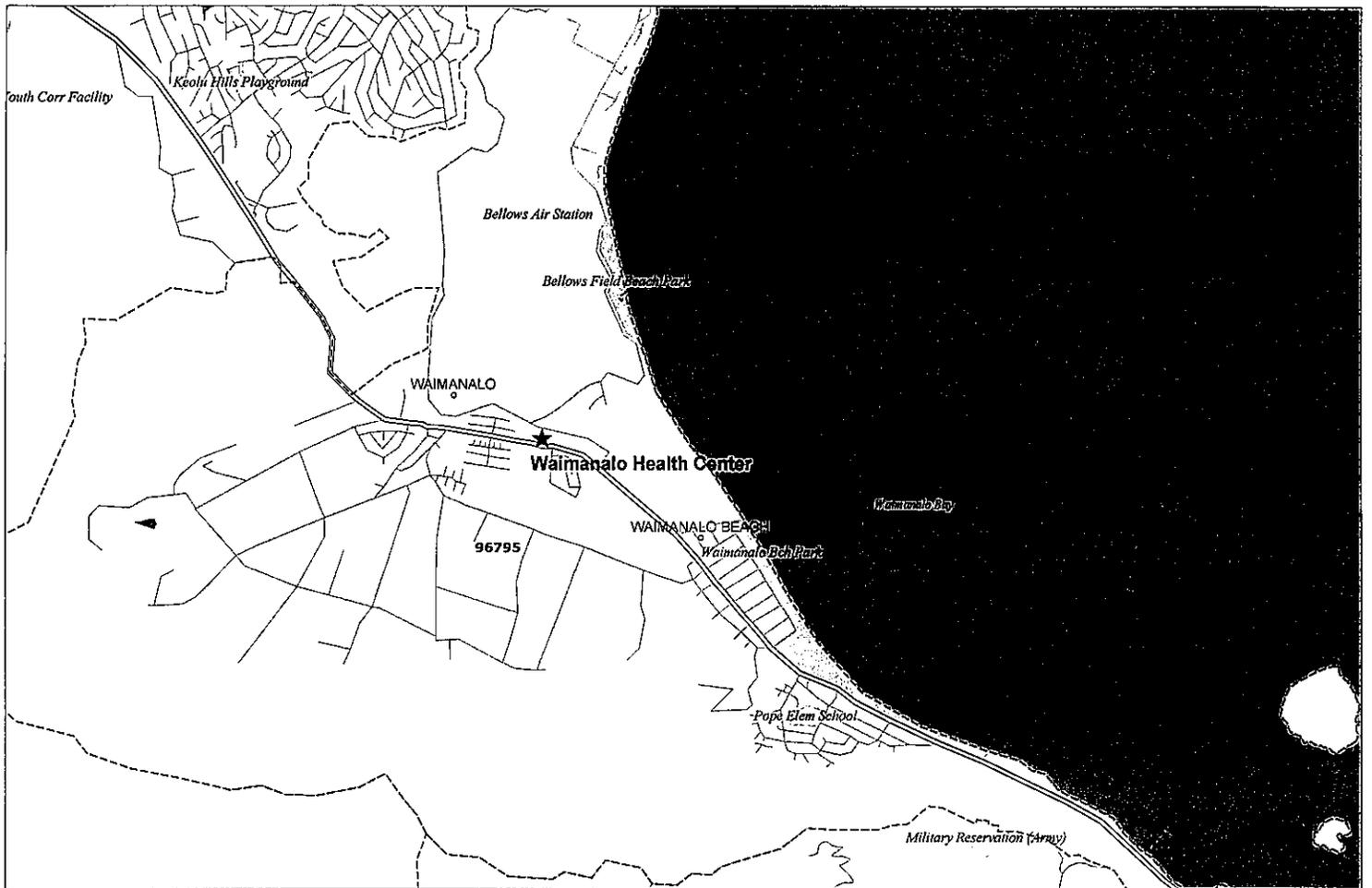
The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

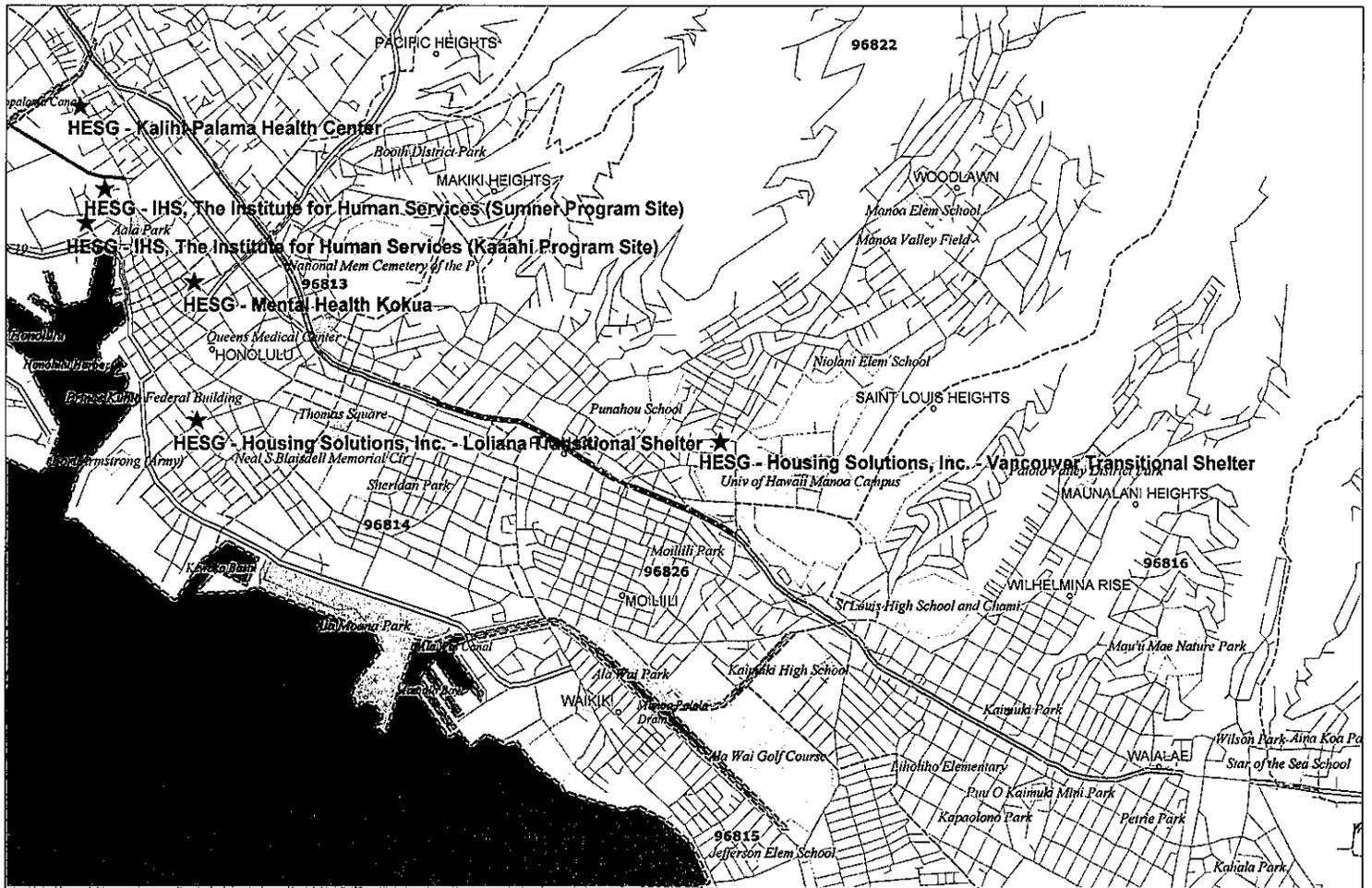
MAPS

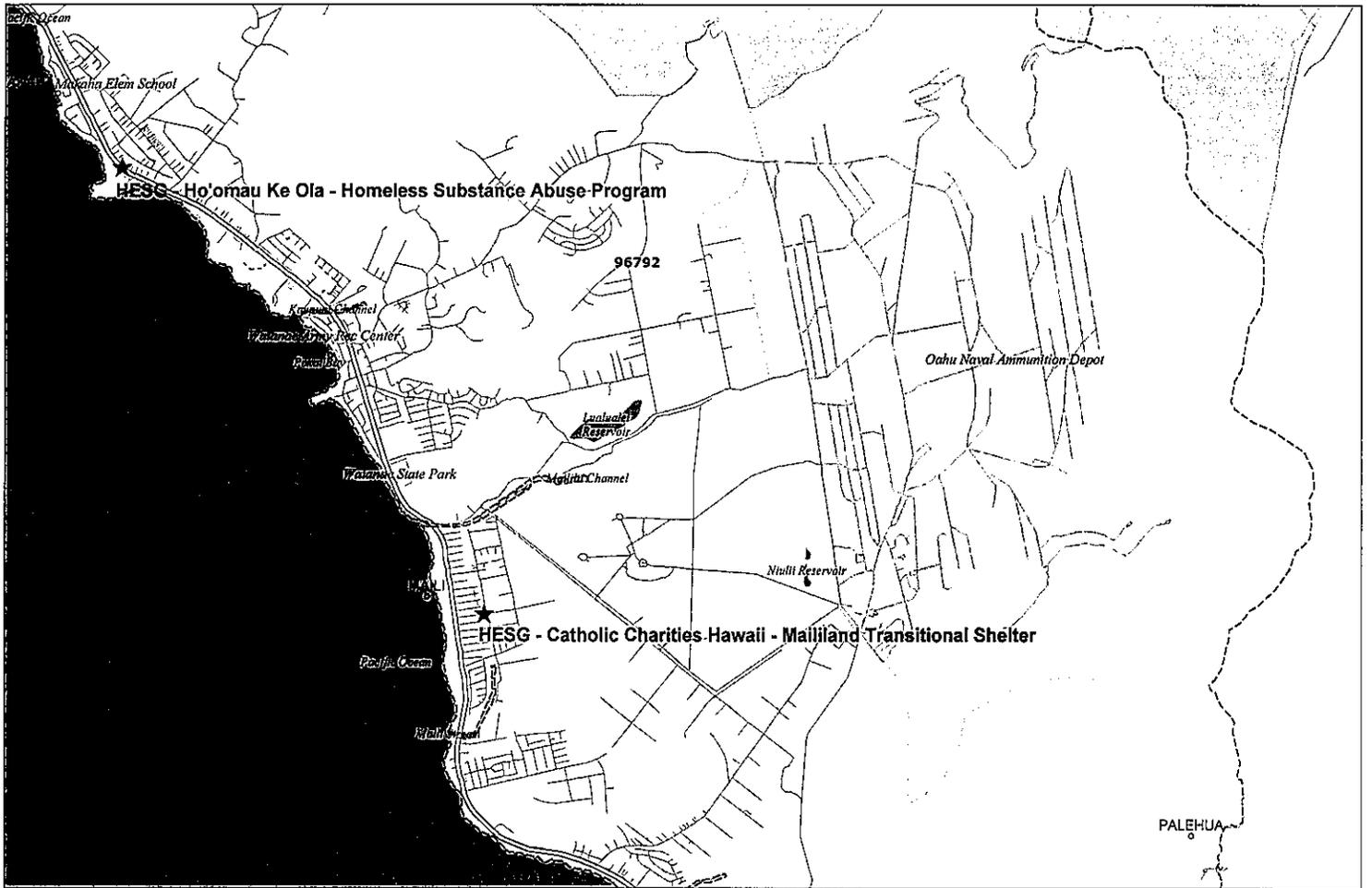


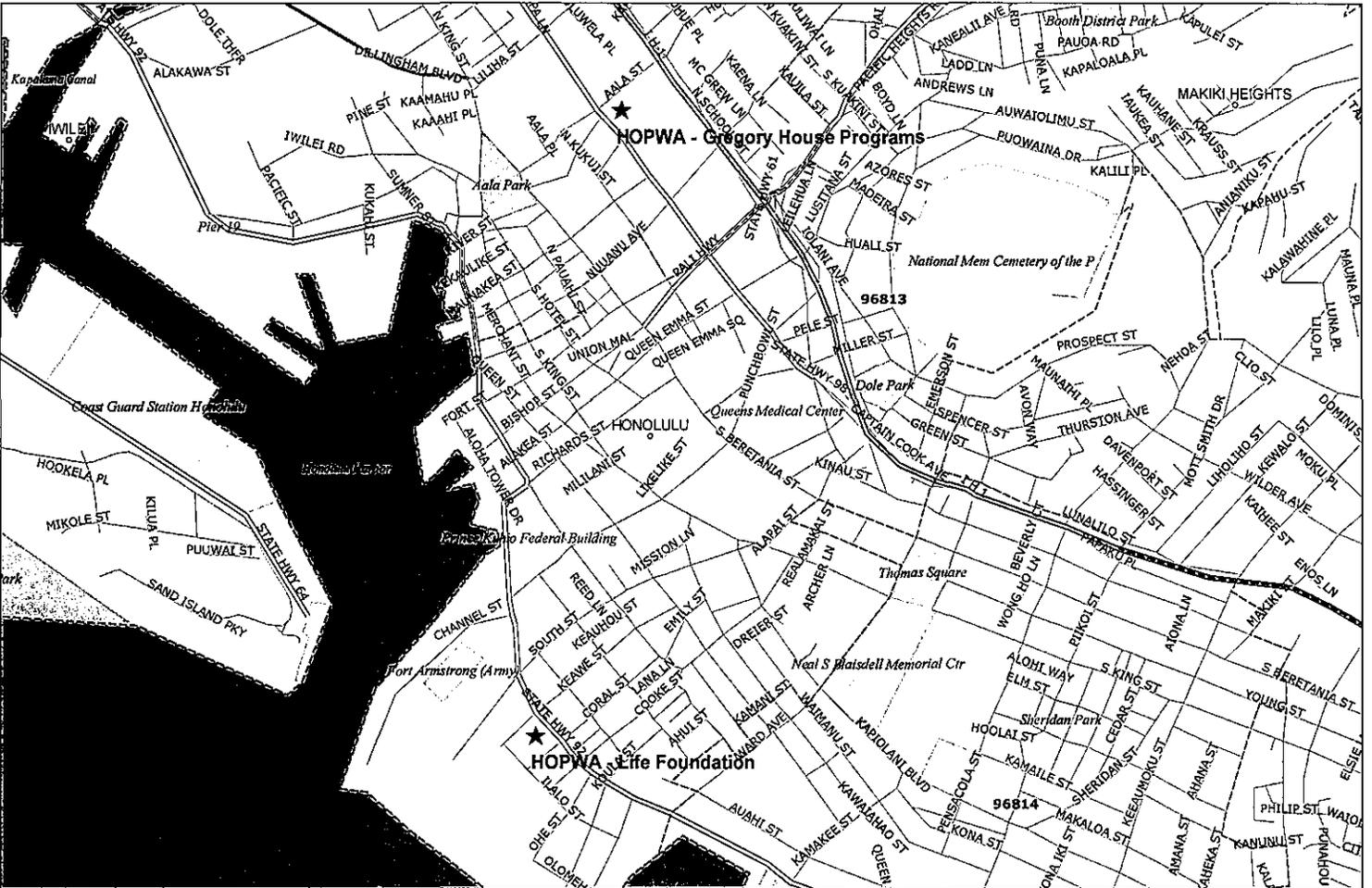












# APPENDIX C

## 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:

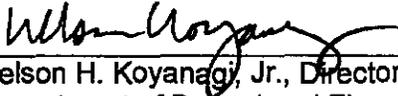
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the 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.

SEP -6 2013



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

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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.

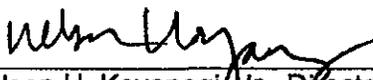
**Excessive Force** – It has adopted and is enforcing:

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.

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

SEP - 6 2013

\_\_\_\_\_  
Date

## SPECIFIC HOME CERTIFICATIONS

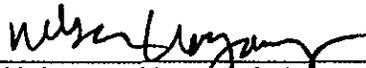
The HOME participating jurisdiction certifies that:

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

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

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

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



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

SEP - 6 2013

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.

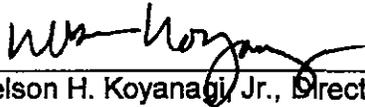
I further certify that the local government will comply with:

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.



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

SEP -6 2013

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Date

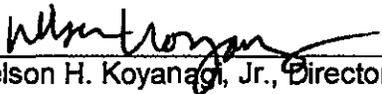
## HOPWA CERTIFICATIONS

The HOPWA grantee certifies that:

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

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

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility.
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

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

SEP -6 2013  
\_\_\_\_\_  
Date

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

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

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)

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

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

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

Department of Community Services  
51 Merchant Street  
Honolulu, HI 96813

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

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

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

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

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

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

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

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

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

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

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

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



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

SEP -6 2013

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Date

# APPENDIX D

Empower Oahu Waipahu NRSA Application

APPLICATION FOR NEIGHBORHOOD REVITALIZATION  
STRATEGY AREA DESIGNATION  
"THE WAIPAHAU NEIGHBORHOOD PLAN"

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To: The City & County of Honolulu  
By: Empower Oahu

## Contents

INTRODUCTION .....	4
Benefits of NRSA .....	4
NEIGHBORHOOD PROFILE .....	4
NRSA GEOGRAPHIC AREA DESCRIPTION .....	5
NEIGHBORHOOD ASSESSMENT .....	7
Community Consultation Process .....	7
Individual Interviews.....	8
Speak Out Meetings.....	9
Findings from the Community Meetings .....	11
Job Creation, Attraction, & Retention .....	11
Crime & Safety .....	11
Community Beautification .....	12
Sense of Community .....	13
Youth & Family Support.....	13
OPPORTUNITIES FOR ECONOMIC DEVELOPMENT IMPROVEMENT.....	14
OBJECTIVES AND ACTIVITIES.....	14
Objective #1: Create more jobs/job training for Waipahu residents and spur business development. .....	14
Objective #2: Beautify and improve safety in Waipahu, while preserving its historical significance. 15	
Objective #3: Provide activities and services to support Waipahu’s youth and families, strengthen its sense of community and celebrate its cultural diversity. ....	17
PERFORMANCE MEASURES .....	18
The following details the benchmarks and impact indicators against which each activity will be measured to ensure its success, effectiveness and support of Waipahu’s Neighborhood Plan Objectives. ....	18
Outcomes.....	18
Impact Indicators .....	18
RISKS .....	19
ATTACHMENTS .....	21
Map of Proposed NRSA.....	21
Speak-out meetings: May 2, 2011 – New Hope Leeward Church.....	22
Speak-out meetings: May 9, 2011 – Waipahu United Church of Christ .....	24

Speak-out meetings: May 16, 2011 – Waipahu Elementary School .....	25
Speak-out meetings: June 6, 2011 – Waipahu Elementary School.....	26
Speak-out meetings: June 14, 2011 – City of Refuge Christian Church .....	27
Summary of Emerging Projects and Activities .....	29
Youth & Family Support.....	29
Business Development & Job Creation .....	29
Beautification; Safety; Historic Waipahu .....	30
Beautification.....	30
Safety .....	30
Historical .....	30
Community Leaders/Resources for CBDO and projects .....	31
CDBG Funding Examples .....	32
Work Plan Example Developed in meeting.....	33
Coalition Agendas and Minutes.....	34

## INTRODUCTION

The U.S. Department of Housing and Urban Development's (HUD) Office of Community Planning and Development (CPD) has stressed a coordinated organizing of resources to facilitate entitlement communities' abilities to engage in comprehensive community revitalization strategies. Comprehensive community revitalization strategies seek to create partnerships among federal and local governments, the private sector, community organizations and neighborhood residents. HUD seeks to create communities of opportunity in neighborhoods by stimulating the reinvestment of human and economic capital and economically empowering low-income residents.

Through this effort, communities may define a Neighborhood Revitalization Strategy Area (NRSA) if it meets the threshold for low/moderate income (LMI) residents (52% in Waipahu), and is primarily residential. Within this area, the City & County of Honolulu is afforded greater flexibility in the use of CDBG funds.

The duration of the Strategy is five years and is integrated into the City's Consolidated Plan activities.

## Benefits of NRSA

The benefits are described in amendments to the CDBG regulations at 24 CFR 570, which were published in the Federal Register on January 5, 1995 and updated in the final rule changes published in the November 9, 1995, Federal Register. They are as follows:

- Job Creation / Retention as Low-Moderate Income Area Benefit: Job creation / retention activities pursuant to the Strategy may be qualified as meeting area benefit requirements, thus eliminating the need for a business to track the incomes of persons that take, or are considered for such jobs (24 CFR 570.208(a)(1)(vii) and (d)(5)(1));
- Aggregation of Housing Units: Housing units assisted pursuant to the Strategy may be considered to be part of a single structure for purposes of applying the low/moderate-income national objective criteria, thus providing greater flexibility to carry out housing programs that revitalize a neighborhood (24 CFR 570.208(a)(3) and (d)(5)(ii));
- Aggregate Public Benefit Standard Exemption: Economic Development activities carried out under the Strategy may, at the grantee's option, be exempt from the aggregate public benefit standards, thus increasing a grantee's flexibility for program design as well as reducing its record-keeping requirements (24 CFR 570.209(b)(2)(v)(L) and (M)); and
- Public Service Cap Exemption: Public Services carried out pursuant to the Strategy by a Community-Based Development Organization will be exempt from the public service cap (24 CFR 570.204(b)(2)(ii)).

## NEIGHBORHOOD PROFILE

Waipahu is located approximately 14 miles west of downtown Honolulu, at the crossroads of two major growth areas on Oahu - Ewa/Kapolei and Central Oahu. It consists of two economically and socially different areas, separated from each other by the H-1 freeway. The area north of the H-1 (former sugarcane lands) is referred to as "new" Waipahu and consists of the master-planned housing and commercial developments of Village Park, Royal Kunia, Waikele, and Waipio Gentry.

The area below the H-1 is referred to as "old" Waipahu. Established over 100 years ago, "old"

Waipahu was once a vibrant, multi-ethnic sugar plantation town and the home of the Oahu Sugar Company. The town core centered around the mill and, with businesses along Waipahu Street and Waipahu Depot Road, served as the major commercial center outside of Honolulu. Prior to the demise of the sugar industry, the town grew with more homes and apartment buildings, shopping centers along Farrington Highway, and a commercial/light industrial area at the west end. The area is also rich with natural, cultural and recreational resources, such as the Pouhala Marsh, the Waikele and Kapakahi Streams, the Pearl Harbor Historic Trail, and the Waipio Soccer Stadium. However, since the demise of the sugar industry, the area has been struggling to provide a variety of sustainable employment and business opportunities.

Over the last few decades, the socio-economic characteristics of lower Waipahu's population have markedly changed. Due to its high levels of poverty, unemployment and underemployment, immigrant Asian and Pacific Islander population, and low levels of educational attainment, it bears the stigma of being an unsafe, at-risk community. Waipahu's negative reputation, coupled with less than optimal visibility and access to businesses from the H-1 freeway and Farrington Highway, has severely impacted its attractiveness as a place to do business and its ability to compete with businesses in "new" Waipahu. During the '90's, its weakened economic health was further exacerbated by a prolonged statewide recession and the closures of the Oahu Sugar mill, Arakawas General Store, Bigway SuperMarket, Cornet and Safeway.

Efforts to achieve Waipahu's economic and social revitalization has been an on-going, community-based process since 1995, when the development of the Waipahu Town Plan and its transportation-related Livable Communities Initiative were undertaken to establish a Special Area Plan of preferred land uses, design guidelines, and transportation plans to guide Waipahu's development and/or redevelopment after the exodus of Oahu Sugar Company. In 1998 and again in 2001, Waipahu worked together with seven other Oahu communities, the Hawaiian Alliance for Community Based Economic Development (HACBED), and the City & County of Honolulu's Department of Community Services to seek the Empowerment Zone (EZ) designation. Although unsuccessful in receiving the EZ designation, Waipahu's active engagement in efforts to achieve economic and social revitalization helped it secure the official Weed & Seed designation from the U.S. Department of Justice in 2000. In July 2000, the Waipahu Community Association (WCA) was reactivated to provide focused attention to economic and social revitalization efforts and facilitate community-building activities.

In 2003, the WCA, with support from the City and County of Honolulu, formalized the Waipahu Neighborhood Plan and applied for Neighborhood Revitalization Strategic Area designation with HUD. In 2010, a new round of community meetings was held to revitalize the Neighborhood Plan.

## **NRSA GEOGRAPHIC AREA DESCRIPTION**

The application area is bounded by Queen Liliuokalani Fwy (H1) to the north, the northern boundaries of West Loch, Pouhala Marsh Wildlife Sanctuary, Makalena and West Loch Golf Courses to the South, Fort Weaver Road to the West, and Waipahu, Kahuapaa, Kahuanui and Kahualii Streets to the East. The proposed NRSA consists of one or more block groups in:

Census Tract 87.01

Census Tract 87.02

Census Tract 87.03

Census Tract 87.03

Census Tract 88.00

Census Tract 89.12

Census Tract 89.13

Census Tract 89.14

	Block Group 3,4 Urban, Census Tract 87.01	Block Group 1,2 Urban, Census Tract 87.02	Block Group 1,2,3,9 Urban, Census Tract 87.03	Block Group 1,2,3 Urban, Census Tract 88	Block Group 1 Urban, Census Tract 89.12	Block Group 1,2 Urban, Census Tract 89.13	Block Group 1,2 Urban, Census Tract 89.14	Waipahu NRSA
Total Low Mod Universe:	4,533	4,318	3,704	6,285	2,448	3,672	4,276	29,236
Low Mod Population	1,970	2,321	3,000	2,824	662	1,571	2,855	15,203
% Low Mod	43.5%	53.8%	80.0%	44.9%	27.0%	42.8%	66.64%	52.0%
% Population below poverty level	10.53%	15.67%	34.28%	13.14%	5.50%	5.23%	13.52%	14.21%
% Poverty level Asian Alone	7.44%	11.52%	4.55%	10.83%	4.78%	3.18%	6.20%	48.50%
% Poverty level Pacific Islander	57.60%	38.60%	54.86%	20.17%	2.22%	4.25%	28.26%	40.16%
% Children living with no Parents in labor force	21.88%	11.97%	23.27%	11.47%	24.79%	16.64%	10.77%	16.55%
% Labor Force over 16 Unemployed	8%	8%	20%	8%	7%	11%	9%	9%
% Population Asian or Pacific Islander	84%	82%	66%	83%	84%	71%	65%	77%
% Population Foreign Born	39%	45%	28%	44%	30%	24%	39%	37%
% Population 5 years and older Speak Asian and Pacific Island	50.02%	59.04%	49.51%	52.43%	39.84%	31.44%	50.77%	48.75%
% Population 5 years and older Speak English well or very well"	40.10%	44.02%	42.53%	41.20%	32.68%	24.47%	41.24%	38.79%
% Population Over 25 High School graduate or greater	65.25%	63.42%	63.92%	66.04%	72.38%	80.74%	70.48%	68.33%
%Population living in units (3 or more attached)	11.01%	19.20%	84.13%	6.92%	0.86%	2.42%	82.23%	29.09%



Waipahu NRSA 1

## NEIGHBORHOOD ASSESSMENT

### Community Consultation Process

The community consultation process has consisted of more than fifteen meetings spanning nine months, beginning in October 2010. Over 100 people participated in this process. In October 2010, the Waipahu Community Coalition (WCC) was approached by Empower Oahu (EO) to take the lead in organizing the review and refinement of the Waipahu Neighborhood Plan. The community consultation process included:

- Planning sessions hosted by the Waipahu Community Coalition
- Key stakeholder “centers of influence” interviews
- Community “Speak Out” meetings

Nine planning sessions, held monthly, beginning in October 2010 and running through June 2011, explored the viability of renewing Neighborhood Revitalization Strategy Area (NRSA) status for Waipahu and assessed Waipahu’s capacity and readiness to establish a Community Based Development Organization, responsible for refining and implementing the Neighborhood Plan and securing NRSA designation. Partner organizations involved in these planning sessions included: Waipahu Weed and Seed, Empower Oahu, GEAR Up Hawaii, Representative Aquino and Cullen’s

offices, Waipahu High School, Waipahu Intermediate School, Bank of Hawaii, BIA – Hawaii, and the Leeward YMCA.

## **Individual Interviews**

An initial list of key community resources was developed with the WCC’s help. Additional individuals were identified through the key resource interviews. Of the 25 community members identified as significant centers of influence, sixteen community leaders were interviewed. Interviewees were identified using the seven community capitals: Built, Financial, Political, Social, Human, Historical and Cultural. Their composition included;

- **Community Capitals Breakdown:**
  - Built - 4 identified 2 interviewed
  - Cultural, 2 identified 0 of them interviewed
  - Financial, 2 identified 2 of them interviewed
  - Historical, 3 identified 2 of them interviewed
  - Human, 4 identified 3 of them interviewed
  - Political, 5 identified 2 of them interviewed
  - Social, 5 identified 5 of them interviewed

Interviews were conducted by the Hawaii Alliance for Community Based Economic Development (HACBED), a statewide nonprofit organization that supports asset building and community economic development efforts through training, technical assistance and policy advocacy. HACBED had conducted the original NRSA process. The interviews were conducted in an informal interview manner and were intended as both a guide to the broader community input process as well as a means to vet the original Neighborhood Plan. Priority issues identified through the interview process include:

- Homelessness
- Youth programs
- Crime reduction
- Beautification/Quality of life (Parking, Traffic, Trash)
- Job creation & retention
- Community services to new immigrant populations
- Community Building & Outreach
- Rail

Emergent from these interviews were five common focus areas:

1. Sense of Community: Community Building Activities & Events
2. Community Leadership: Leadership, Youth, & Family Support
3. Crime & Safety
4. Community Beautification
5. Job Creation, Attraction, & Retention

## Speak Out Meetings

Following the individual interviews, the Waipahu Community Coalition conducted five community “speak-out” meetings over a period of two months in May and June of 2011. Meeting notifications were sent out via fliers, email marketing, and through the Waipahu Community Coalition’s Facebook page and website.

Using the five themes from the individual interviews, the community meetings explored “hot spots”, generated activities, and identified resources to generate a basis for the Waipahu Neighborhood Plan. The format of the “speak-out” meetings encouraged high interactivity among meeting attendees. Stations for each of the five themes were spread out around each meeting room, each with two large maps of Waipahu – one highlighting the proposed NRSA area boundaries, and the other a Google Maps street-level view. Facilitators were placed at each station to transcribe community input. Small and large group discussions as well as individual “walk-about” allowed participants to contribute their ideas in whichever format most comfortable for them.

Results of all group discussions at every community meeting were reported back to the entire body and recorded for distribution, review and further discussion at subsequent meetings.

### “Speak-out” Meetings:

May 2, 2011 – New Hope Leeward Church

#### *Agenda and Attendance*

- 45 people in attendance
- Meeting agenda consisted of:
  - A Walkabout: An interactive exercise to allow residents, business owners, and other Waipahu community stakeholders to provide input and share their perspectives on what they believe are the key issues, opportunities, and "hotspots" pertaining to the five focus areas
  - **Small Group Discussion I:** Facilitated small group discussions to further discuss the primary issues, opportunities, and potential leverage actions to address concerns related to the five issue areas
  - **Small Group Discussion II:** Facilitated small group discussions to further discuss the primary issues, opportunities, and potential leverage actions to address concerns related to the five issue areas.

May 9, 2011 – Waipahu United Church of Christ

#### *Agenda and Attendance*

- 36 people in attendance
- Meeting Agenda same as May 2 meeting. Additionally, Karly Gellar, PhD and students of WHS presented findings from their Health and Action Research Training Project (HART), a research collaboration between UH and Waipahu HS students regarding factors affecting sound nutritional choices and habits in the Waipahu community, including lack of physical activities offered, perceived safety getting around the neighborhood, and more. Students compiled a list of suggested projects/activities to improve the health of the Waipahu community.

May 16, 2011 – Waipahu Elementary School

Agenda and Attendance

- 46 people in attendance
- Meeting agenda consisted of:
  - Health & Action Research Training Project (HART) Presentation
  - Walkabout: At each of the five focus stations, community members each used three sticker dots to identify what they believed to be key leverage action ideas, identified from previous meetings, to address emerging issues and opportunities.
  - Small Group Discussion: Facilitated small group discussions to further discuss [a] ideas and actions and [b] identify any additional assets, resources, and key players to help address emerging issue and opportunity themes in the five issue areas.
  - Large Group Discussion

June 6, 2011 – Waipahu Elementary School

Agenda and Attendance

- 22 people in attendance
- Meeting agenda consisted of:
  - Large Group Presentation:
    - *Community Development Block Grant (CDBG) National Guidelines Presentation*
    - *Broader Themes Presentation*—Share and discuss broader themes from the primary issues, opportunities, and potential leverage actions previously identified from prior meetings.
  - Small Group Discussion: Facilitated small group discussions to further discuss specific action steps and identify community leaders.
    - Answer the Questions:*
      - *What activities or action steps can we take to 1.) Support Youth & Families 2.) Expand Business and Create Jobs and 3). Advance our Sense of a Safe and Beautiful Waipahu?*
      - *Who is willing or can participate in these efforts?*
  - Large Group Report Back: Each group will share back with the large group the specific action steps and community leaders that were discussed in the small group discussions.

June 14, 2011 – City of Refuge Christian Church

Agenda and Attendance

- 24 people in attendance
- Meeting agenda consisted of:
  - Large Group Presentation: *Background and Where We Are Now*
  - Walkabout : *Project Selections and Development* – Choose initial activities from each focus area to develop and continue forward movement.
  - Small Group Discussion (station rotation): *Project Planning* - Identifying Results, benefits, impact, resources, and a project timeline for selected activities. Breakdown timeline into smaller, nested projects.
  - Large Group Project Reviews: *Compile Projects into Activities Calendar*

- CBDO Roles and Sign-up

## **Findings from the Community Meetings**

The community concerns and suggestions discussed throughout the community consultations are summarized as follows:

### **Job Creation, Attraction, & Retention**

#### *Getting Waipahu Residents Ready For Jobs, Especially Our Youth (36 dots)*

- Teach kids values – the basics – so that they help to make right economic choices (21 dots)
- Include faith-based groups in developing opportunities for youth (6 dots)
- Use volunteerism as a way to help people to get trained, gain experience for jobs (4 dots)
- Help youth and others become computer literate (2 dots)
- Develop an educational pipeline to meaningful, living wage jobs in Waipahu – develop business internship/mentor programs, training and apprenticeship opportunities for youth and others needing jobs (2 dots)
- There could be many jobs coming, but are our residents prepared for them? (1 dot)

#### *Capitalize On Transit Oriented Development To Create Jobs For Waipahu Residents (10 dots)*

- Rail station is supposed to create jobs – the jobs need to be for us, for Waipahu residents (9 dots)
- Capitalize on rail as way to create economic and employment opportunities for Waipahu residents, youth, future generations (1 dot)

#### *Make Waipahu A Desirable Place To Do Business (9 dots)*

- Address perceptions of Waipahu as a place of violence, crime, and being unsafe (3 dots)
- Turn Waipahu’s diversity from a liability to an asset (3 dots)
- Develop programs and initiatives that distinguish Waipahu and makes it more appealing to businesses to develop jobs – i.e., Mānoa Innovation Center (2 dots)
- Build on City’s Department of Parks & Recreation Master Plan developed in 1960s – (1 dot)

#### *Learn & Build From What We Have (8 dots)*

- Soccer Field Complex as an economic engine/business incubator – i.e., capitalize on people coming to the complex with their families to generate/incubate businesses such as food and refreshment vendors, farmers markets, and so on (6 dots)
- Waipahu Festival Marketplace (1 dot)
- Waipahu Plantation Village (1 dot)

#### *Ensuring Waipahu Benefits – Developing & Implementing A Strategy Screen (8 dots)*

- Build our capacity to negotiate with government and developers to make sure Waipahu benefits (8 dots)
- Who controls the businesses that come in?
- Need to develop criteria for businesses that come

### **Crime & Safety**

#### *Actions & Activities To Help Address Crime & Safety Issues (28 dots)*

- Support and sustain Weed & Seed and Neighborhood Watches (10 dots)
- Pupu's establishments pitch-in money to pay for security (5 dots)
- Church youth groups are a good place to meet people from different communities (4 dots)
- Need more activities for youth – (3 dots)
- Support and sustain existing community-based groups in the community that are working with youth – school, community, business, faith-based partnerships (2 dots)
- Higher police visibility (2 dots)
- The boxing gym closes early (1 dot)
- Get leaders of different ethnic groups to get involved (1 dot)
- Keep pool open later

*Crime, Drugs, Drinking, & Violence – Hot Spots (24 dots)*

- Drugs, drinking, security, homeless – Waipahu Civic Center, Waipahu Middle/Intermediate, Pupuole Park, Bike Path (11 dots)
- Drug dealing by district park (6 dots)
- Mokuola Street – homeless and drugs (2 dots)
- The Pupu's (2 dots)
- Gangs by the canal (1 dot)
- Gym not well lit – kids and adults hang out and drink (1 dot)
- By and underneath broken bridge by intermediate school (1 dot)
- By the Church by Managers Drive
- Bus stop by 7-11 – violence and fighting

*Road & Traffic Safety (6 dots)*

- Crosswalk safety – Don Quijote, (Leoku St.), Farrington & Leolua by McDonalds (6 dots)
- Waipahu Depot Road
- Waipahu Shopping Plaza, Sugar Mill Center – crosswalk dangerous
- Mokuola & Kamehameha Highway – by the 7-11, seniors cross road from bus stop
- Honowai Street needs speed bumps – too many accidents

**Community Beautification**

*Actions That Can Help To Address Community Beautification (32 dots)*

- *Adopt A Place* – Have youth, businesses, and others adopt specific areas of the community to be responsible for cleaning up graffiti, picking up trash, and making the place look nice (8 dots)
- *School Based Efforts* – start in the schools, educate the kids to learn how to connect to the land, mālama 'āina (8 dots)
- *Volunteer Support* – support nonprofit organizations, church groups, and other volunteer groups that are organizing and conducting beautification projects (6 dots)
- *Property Managers & Tenants Working Together* – involve property managers to take care of their property – educate them, hold them responsible, improve communication between tenants and landlords (address language barriers) (6 dots)
- *Neighbor To Neighbor* – work neighborhood to neighborhood (2 dots)
- *Planting Days* – organize planting days at parks and fence lines to take care of weeds, plant and maintain trees and other plants (2 dots)

*Areas Needing Cleaning Up (18 dots)*

- Clean up and clear out areas that encourage illicit activity, drugs, truancy (10 dots)
- Clean up the “jungle” behind Waipahu Intermediate & High School (5 dots)
- Pupuole – clean rubbish on sidewalk, broken down cars (1 dot)
- Canal – trash, shopping carts (1 dot)
- Areas with abandoned cars (1 dot)
- Bike path – trash, abandoned cars
- Trash piling up in Pupu area

*Areas That Could Use Beautification (Painting And/Or Plantings) (5 dots)*

- Beautification projects that make Waipahu more appealing and attractive – especially for businesses (5 dots)
- Buildings in sugar mill area
- Gateway Shopping Center
- More landscaping in common areas
- Clean up graffiti at elementary school

**Sense of Community**

*Family, Intergenerational, & Community Gatherings & Activities (26 dots)*

- Need to bring generations together (8 dots)
- More activities for youth beyond sports, more facilities (8 dots)
- More affordable community activities – carnivals, fairs, concerts, Taste Of Waipahu (8 dots)
- More family events that bring different ethnic and cultural groups together (2 dots)
- More family centered events

*Community Involvement & Engagement (15 dots)*

- Need more community participation, parent involvement, volunteerism (8 dots)
- Neighborhood Watch Walks (4 dots)
- Develop more opportunities for neighbors to know each other and network (3 dots)

*Cultural Diversity – Our Heritage, History, & Traditions (8 dots)*

- Teach Waipahu’s history, about its diversity in schools to help address cultural conflicts (3 dots)
- Cultures come together here – it’s about the plurality of cultures, not about separating cultures – it’s all intertwined (3 dots)
- Celebrate our diversity – its what’s unique about Waipahu (2 dots)
- Celebrate our culture, diversity, kūpuna, history and heritage
- Turn diversity of community into asset and competitive advantage

**Youth & Family Support**

*Support & Sustain Efforts Of Community, School, & Faith Based Groups (23 dots)*

- Groups need to collaborate with programming (i.e., churches, schools, community groups and nonprofit organizations) – bring resources together (12 dots)

- Support and sustain existing organizations and services that support youth and families (i.e., YMCA, school based programs – Communities In Schools, Weed & Seed) (9 dots)
- Church involvement helps with cultural acceptance and language barriers
- Parent groups and some schools throughout Waipahu are working on many family support activities (i.e., parenting skills, communicating with kids, proper discipline) (2 dots)
- How do working families juggle job and parenting responsibilities?

*More Family & Youth Activities (9 dots)*

- Need more activities for kids, places to go (7 dots)
- More sports leagues (1 dot)
- Restart Taste Of Waipahu (1 dot)
- Family activities
- Behind Pupuole Park – residents turned “jungle” into a garden

*Leadership & Understanding To Address Issues Facing Youth & Families (8 dots)*

- Build relationships and connections (3 dots)
- Leadership programs for youth and others in the community (2 dots)
- Understand both language and cultural access issues – need cultural learning, everybody understanding everybody (2 dots)
- Convene leaders from cultural groups (1 dot)

*Intergenerational Activities (4 dots)*

- Kūpuna as foundation – more intergenerational programs and opportunities, mentoring (4 dots)

## **OPPORTUNITIES FOR ECONOMIC DEVELOPMENT IMPROVEMENT**

The following objective activities demonstrate the depth and breadth of activities that can be implemented for improving the economic status of the Waipahu community. Many of the ideas capitalize on Waipahu’s inherent assets, such as its historical significance as an old plantation village, the multi-cultural composition of its population, geography, and environment. Other ideas respond to particular needs such as support for youth and families and bringing the community together.

## **OBJECTIVES AND ACTIVITIES**

The following objectives have been identified by the community. Participants are in the process of formalizing activities for each objective:

**Objective #1:** Create more jobs/job training for Waipahu residents and spur business development.

*Goal #1:* Get Waipahu residents ready for jobs, especially our youth. Increase individual and family income levels in Waipahu. Develop an educational pipeline to meaningful, living wage jobs in Waipahu

*Goal #2:* Build our capacity to negotiate with government and developers.

*Goal #3:* Develop programs and initiatives that distinguish Waipahu and make a more desirable place to do business and develop jobs. Expand business opportunities at existing locations such as the Waipahu Festival Marketplace, Waipahu Plantation Village, and the Soccer Field Complex.

Activities:

Activity #1: Financial Literacy classes

*Results:* Twelve financial literacy workshops, each fifteen hours long, will be conducted in the project area

*Benefits:* 300 individuals will be provided with intake/assessment services provided through fifteen orientation and assessments workshops. 150 participants will receive literacy training.

*Impact:* Participants will improve their money management skills through the adoption of appropriate financial management practices increasing their ability to become an entrepreneur or improve their employment opportunities because of improvement in their credit picture.

Additional Activities:

1. Free ESL, increase retention (churches)
2. Sewing Center
3. Farmers Market at Waipahu High School (weekends)
4. Internet café to increase youth access and skill set (limited access to public computers at library)
5. Educating the community and businesses on going green
6. Making use of plantation land space; lo'i already there; Ma`o Farms
7. Building a community center/hall
8. Job training programs
9. Waipahu Transportation System for kids who don't drive but have income to spend so they support local businesses and not go to Pearlridge
10. Carts a Kiss-N-Ride
11. Developing Local businesses
12. Swap meet in Waipahu
13. Projects capitalizing on rail station
14. Build capacity in government and developer channels

**Objective #2:** Beautify and improve safety in Waipahu, while preserving its historical significance.

*Goal #1:* Reduce crime, drinking, drugs, and violence in Waipahu and improve road and traffic safety.

*Goal #2:* Beautify Waipahu, increasing its appeal to residents and enticing visitors.

**Goal #3:** Preserve Waipahu’s historical legacy. Increase intergenerational opportunities which allow kūpuna to perpetuate their knowledge.

Activities:

**Activity #1: Neighborhood Security Watch Walks**

**Results:** A 12-month neighborhood security watch program calendar will be developed and implemented for each participating neighborhood.

**Benefits:** People and properties within the participating neighborhoods will be monitored for safety during neighborhood watch times.

**Impact:** “Hot spot” areas / activities will be unveiled. A 30% reduction of criminal activity in participating areas.

**Additional Activities:**

1. June 25<sup>th</sup> beautification day planned by Waipahu High School (student-driven)
2. Project clean (HPD) Feb 2012
3. Bike path restoration/improvement & beautification and increase safe walking environment & community garden
4. Rebuild/build new playground at Pupuole Park
5. Increase landlord participation in community beautification (Pupuole park & Aniani)
6. Community Gardens, school gardens and gardening program
7. Adopt-A-Place – have youth, businesses, etc adopt specific areas of the community to be responsible for. Adopt-A-Park, Adopt-A-Bathroom
8. Neighbor to Neighbor - work neighborhood to neighborhood to clean up
9. Weekly/Monthly Beautification Projects – “To increase perception, join beautification!”
10. Inspirational art in the community – murals
11. Community art competition – winners get to place their art in a public location – “Open your heart to get to art!”
12. More trash bins
13. Graffiti center/spot, permits for graffiti in certain areas – “Don’t create trash, create art!”
14. Paint over graffiti – Pearl Harbor back road, canals, bridges, overpass, exit signs
15. Recycle program
16. Dog Park
17. More public patrol officers
18. More street lights – fix flickering street lights
19. Alcohol/Tobacco free Waipahu or curfew for alcohol/tobacco use
20. Stoplights, crosswalks, and sidewalks
21. Speed trackers
22. Security for kids crossing streets before and after school
23. Homeless behind Waipahu High School; renovate old ships to house homeless and help them develop skills
24. Homeless shelter
25. Neighborhood networking opportunities
26. Locks on public restrooms
27. Utilization of public figures, capturing local historical knowledge (eateries)

**Objective #3:** Provide activities and services to support Waipahu’s youth and families, strengthen its sense of community and celebrate its cultural diversity.

*Goal #1:* Waipahu will have a stronger sense of community, turning its cultural diversity into an asset and competitive advantage. Families and the community at large will access to a wide variety of affordable intergenerational gatherings, festivals and other cultural learning events. Neighbors will have more networking opportunities.

*Goal #2:* Provide new programs to address issues faced by youth & families as well as support and sustain existing organizations and services that support youth and families. More choices = empowerment for Waipahu’s youth. Working families will get help balancing job and parenting responsibilities.

Activities:

Activity #1: 9/25/11 Cane Haul Run

*Result:* A 5k race through an historic cane haul road in Waipahu.

*Benefit:* Up to 500 participants, at least 50 of them new or visitors to Waipahu, will have the opportunity to run through a historic area of Waipahu. 15 community groups will be allowed booths along the route for fundraising and networking opportunities.

*Impact:* Visiting participants will bring revenue into Waipahu. Increased revenues for participating community groups. Strengthened social network among participants and community groups. Motivated participants to make healthier lifestyle choices. Revenue generation for the CBDO to use for future projects.

Additional Activities:

1. Sewing Center
2. Organized Youth activities at district (Pupuole) park; increase utilization
3. Ohana center already in the works; partnership between coalition and individuals from the community
4. Gym Day
5. 24-hour Dance-a-thon
6. Zumba Classes
7. Yoga Classes
8. Little League teams
9. More recreation centers/parks
10. Relay/community contests
11. Cheaper gym memberships
12. Carnivals
13. Movie Night
14. New after-school programs
15. More books in the library
16. Increase youth and parent involvement in Boy Scouts
17. Increase sports clinics, eating/exercise education for youth: annual 3 on 3 basketball; dodgeball volleyball
18. Increase family-based activities
19. Dancing (ethnic festivals) “National Night Out”
20. Museum
21. Running/biking trails
22. Rock Climbing Wall
23. New Parent workshops; high school teen pregnancy program (misconceptions about parenthood)

- |                                      |                                                |
|--------------------------------------|------------------------------------------------|
| 24. Sex Ed classes                   | giving incentives for youth; t-shirts, tickets |
| 25. CPR, First Aid classes           | to programs (programs too expensive)           |
| 26. Swimming pool with lifeguards    | 31. Cultural class at Waipahu High School for  |
| 27. Health and Safety Fair           | kids and families                              |
| 28. College Fair                     | 32. Healthy cooking classes                    |
| 29. Health clinic                    | 33. Magazine/newsletter/blog to promote        |
| 30. Youth giving back to community 2 | community and church activities                |
| times/month; Community businesses    |                                                |

## **PERFORMANCE MEASURES**

The following details the benchmarks and impact indicators against which each activity will be measured to ensure its success, effectiveness and support of Waipahu's Neighborhood Plan Objectives.

### **Outcomes**

Objective #1: Create more jobs/job training for Waipahu residents and spur business development.

Activity #1: Financial Literacy classes

- Benchmarks:
1. Community Outreach Guide, orientation and assessment training session and guides developed.
  2. Financial literacy training outline and guide developed
  3. Trainer outreach and recruitment conducted
  4. Participants recruited
  5. Workshops and assessment sessions completed

Objective #2: Beautify and improve safety in Waipahu, while preserving its historical significance.

Activity #1: Neighborhood Security Watch Walks

- Benchmarks:
1. Neighborhood planning session held
  2. 12-month watch calendar for each neighborhood created
  3. Evaluation and reporting system established
  4. Neighborhood Watch training held for participants

Objective #3: Provide activities and services to support Waipahu's youth and families, strengthen its sense of community and celebrate its cultural diversity.

Activity #1: 9/25/11 Cane Haul Run

- Benchmarks:
1. Permits secured for race area
  2. Volunteers recruited for race day
  3. At least 200 race participants registered
  4. At least 10 booth vendors secured

### **Impact Indicators**

A broad range of **quantitative impact indicators** will be monitored and documented for each activity to provide feedback on the CBDO's effectiveness. Such examples may include:

1. The change in unemployment rate among financial literacy workshop participants
2. The change in median household income of financial literacy workshop participants
3. % Reduction in crime rates among participating Neighborhood Watch areas over a 12-month period
4. Revenue generated by booth vendors and the CBDO at Cane Haul Run.
5. Number of new/visiting participants of the Cane Haul Run

While quantitative improvement is important, every component of the project should offer opportunities to build the human, natural, social, cultural and political capital of the community. **Qualitative indicators** such as fostering a shared vision, increasing the tools and resources available to stakeholders, and change in community capacity will be measured using Appreciative Inquiry through the Most Significant Change (MSC) approach. Part of the monitoring and evaluation process involves the project stakeholders identifying the qualitative impact indicators.

MSC will help fill gaps found with traditional monitoring and evaluation and help to monitor unexpected results, the intangible and indirect consequences of the project. This approach will involve residents and project participants from day one in project planning and implementation. Residents will be able to create "their own" baseline measurements, helping them make sense of what has happened after an event. Participants will receive information on a regular basis and provide timely reflections that may suggest changing the direction of the project, resulting in increased success in outcomes of value to the community. The process also acknowledges and celebrates the value of social and cultural capital. The MSC approach enables, rather than directs, participants and encourages broad participation while putting the events in context.

MSC, combined with the traditional quantitative methods of evaluation, will give each project partner a place-based comprehensive monitoring, evaluation and learning tool to track the community's economic development activities throughout this project. It will also provide the residual effect of giving residents experience and training in a tool that can be used in future economic development activities.

## **RISKS**

*Risk #1:* Obtaining timely and sustainable funding necessary for the successful implementation of its planned strategies.

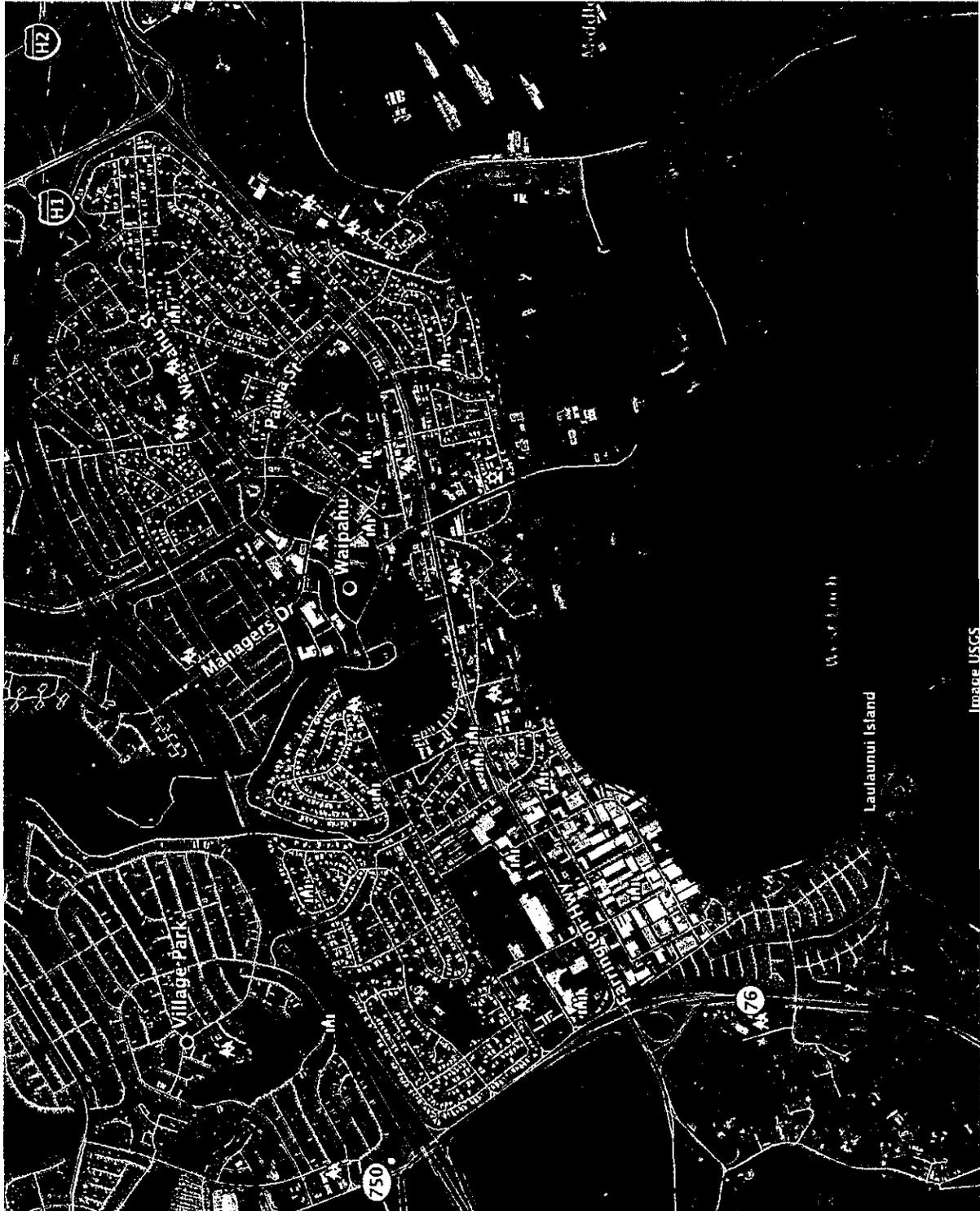
*Precautionary Measures Taken:* The CBDO initially will need to select activities that: will be relatively easy to manage; can be done with volunteers; and/or have a high probability of qualifying for funding. It will be important to the CBDO's external credibility and internal level of confidence, to achieve several small successes early in its existence, and to use those successes as momentum to tackle more challenging efforts. To the extent possible, projects will be community-led and supported by community-based resources. When projects have been successfully implemented, the CBDO will seek outside funding from public and private sources to continue and expand these efforts, and to develop new initiatives.

*Risk #2:* Lack of success will lead to unmet expectations and disillusionment within the Waipahu community.

*Precautionary Measures Taken:* The CBDO must make every effort to create realistic and achievable plans and agendas for a new organization to carry out. The CBDO must also ensure significant community engagement into its projects.

# ATTACHMENTS

## Map of Proposed NRSA



**Speak-out meetings: May 2, 2011 – New Hope Leeward Church**



## IMPORTANT COMMUNITY MEETING

May 2, 5:30-7:30PM

-WAIPA HU RESIDENTS, BUSINESS OWNERS & FRIENDS

As we make Waipahu a better place to live, work, and play.

**Join us as we develop a neighborhood plan to:**

- ✓ Reduce crime and make our community safer
- ✓ Clean up our streets and beautify our neighborhoods
- ✓ Create jobs & support services to keep residents working in Waipahu
- ✓ Provide support and services for our youth and families
- ✓ Host events to bring our community together

We love Waipahu and we know you do too; come share your thoughts and ideas.

It's your community plan and needs your support!

By the way...FOOD WILL BE PROVIDED!

Where? New Hope Leeward in the Waipahu Town Center - 94-050 Farrington Hwy

Questions? [info@waipahucommunitycoalition.org](mailto:info@waipahucommunitycoalition.org) or call

Lorrie: 678-4271

# Waipahu Community Meeting

*Neighborhood Plan Development – Neighborhood Revitalization Strategy Area (NRSA)*

Monday – May 2, 2011 from 5:30 pm to 7:30 pm

## AGENDA

1. Introduction, Background, & Context
2. Walkabout – Emerging Themes From Stakeholder Interviews

*Food & Refreshments Served . . .*

*Walkabout* – interactive exercise to allow residents, business owners, and other Waipahu community stakeholders to provide input and share their perspectives on what they believe are the key issues, opportunities, and “hotspots” in the areas of:

- a. *Sense Of Community: Community Building Activities & Events*
- b. *Community Leadership: Leadership, Youth, & Family Support*
- c. *Crime & Safety*
- d. *Community Beautification*
- e. *Job Creation, Attraction, & Retention*

3. Small Group Discussion I

Facilitated small group discussions to further discuss the primary issues, opportunities, and potential leverage actions to address concerns related to the five issue areas.

4. Small Group Discussion II

Facilitated small group discussions to further discuss the primary issues, opportunities, and potential leverage actions to address concerns related to the five issue areas.

5. Summary, Wrap-Up, Next Steps

## Speak-out meetings: May 9, 2011 – Waipahu United Church of Christ

### IMPORTANT COMMUNITY MEETING

May 9, 5:30-7:30PM

-WAIPAHU RESIDENTS, BUSINESS OWNERS & FRIENDS -

As we make Waipahu a better place to live, work, and play.

#### Join us as we develop a neighborhood plan to:

- ✓ Reduce crime and make our community safer
- ✓ Clean up our streets and beautify our neighborhoods
- ✓ Create jobs & support services to keep residents working in Waipahu
- ✓ Provide support and services for our youth and families
- ✓ Host events to bring our community together

We love Waipahu and we know you do too; come share your thoughts and ideas.

It's your community plan and needs your support!

By the way...FOOD WILL BE PROVIDED!

Where? Waipahu United Church of Christ - 94-330 Mokuola Street

Questions? [info@waipahucommunitycoalition.org](mailto:info@waipahucommunitycoalition.org) or call Lorrie: 678-4271



# Waipahu Community Meeting

*Neighborhood Plan Development – Neighborhood Revitalization Strategy Area (NRSA)*

Monday – May 16, 2011 from 5:30 pm to 7:30 pm

Waipahu Elementary School – 94-465 Waipahu Street

## AGENDA

1. Welcome  
*Food & Refreshments Served . . .*  
Background & Context  
Overview of Issues & Opportunities  
Health & Action Research Training Project
2. Walkabout –  
*Walkabout* – using the dots provided at EACH station, identify what you believe at the key leverage action ideas to address emerging issues and opportunities (*bandout*). Offer any additional comments or ideas that you have in the areas of:
  - f. *Sense Of Community: Community Building Activities & Events*
  - g. *Youth, & Family Support*
  - h. *Crime & Safety*
  - i. *Community Beautification*
  - j. *Job Creation, Attraction, & Retention*
3. Small Group Discussion  
Facilitated small group discussions to further discuss [a] ideas and actions and [b] identify any additional assets, resources, and key players to help address emerging issue and opportunity themes in the five issue areas.
4. Large Group Discussion
5. Summary, Wrap-Up, Next Steps

**Speak-out meetings: May 16, 2011 - Waipahu Elementary School**

# Waipahu Community Meeting

*Neighborhood Plan Development – Neighborhood Revitalization Strategy Area (N.R.S.A)*

Monday – May 16, 2011 from 5:30 pm to 7:30 pm

Waipahu Elementary School – 94-465 Waipahu Street

## AGENDA

1. Welcome

*Food & Refreshments Served . . .*

Background & Context

Overview of Issues & Opportunities

Health & Action Research Training Project

2. Walkabout –

*Walkabout* – using the dots provided at EACH station, identify what you believe at the key leverage action ideas to address emerging issues and opportunities (*bandout*). Offer any additional comments or ideas that you have in the areas of:

k. *Sense Of Community: Community Building Activities & Events*

l. *Youth, & Family Support*

m. *Crime & Safety*

n. *Community Beautification*

o. *Job Creation, Attraction, & Retention*

3. Small Group Discussion

Facilitated small group discussions to further discuss [a] ideas and actions and [b] identify any additional assets, resources, and key players to help address emerging issue and opportunity themes in the five issue areas.

4. Large Group Discussion

5. Summary, Wrap-Up, Next Steps

## Speak-out meetings: June 6, 2011 – Waipahu Elementary School

### IMPORTANT COMMUNITY MEETING

June 6, 5:30-7:30PM

-WAIPAHU RESIDENTS, BUSINESS OWNERS & FRIENDS -

As we make Waipahu a better place to live, work, and play.

#### Join us as we develop a neighborhood plan to:

- ✓ Reduce crime and make our community safer
- ✓ Clean up our streets and beautify our neighborhoods
- ✓ Create jobs & support services to keep residents working in Waipahu
- ✓ Provide support and services for our youth and families
- ✓ Host events to bring our community together

We love Waipahu and we know you do too; come share your thoughts and ideas.

It's your community plan and needs your support!

By the way...FOOD WILL BE PROVIDED!

Where? Waipahu Elementary School - 94-465 Waipahu St

Questions? [info@waipahucommunitycoalition.org](mailto:info@waipahucommunitycoalition.org) or call Lorrie: 678-4271

Sponsored By:



# Waipahu Community Meeting

*Neighborhood Plan Development – Neighborhood Revitalization Strategy Area (NRSA)*

Monday – June 6, 2011 from 5:30 pm to 7:30 pm

Waipahu Elementary School – 94-465 Waipahu Street

## AGENDA

1. Welcome  
*Food & Refreshments Served . . .*
- Background & Context
2. Large Group Presentation
  - a. *Community Development Block Grant (CDBG) National Guidelines Presentation*
  - b. *Broader Themes Presentation*—Share and discuss broader themes from the primary issues, opportunities, and potential leverage actions previously identified from prior meetings.
3. Small Group Discussion  
Facilitated small group discussions to further discuss specific action steps and identify community leaders.  
*Answer the Questions:*
  - *What activities or action steps can we take to 1.) Support Youth & Families 2.) Expand Business and Create Jobs and 3.) Advance our Sense of a Safe and Beautiful Waipahu?*
  - *Who is willing or can participate in these efforts?*
4. Large Group Report Back  
Each group will share back with the large group the specific action steps and community leaders that were discussed in the small group discussions.
5. Summary, Wrap-Up, Next Steps

## Speak-out meetings: June 14, 2011 - City of Refuge Christian Church

### IMPORTANT COMMUNITY MEETING

June 14, 5:30-7:30PM

-WAIPAHU RESIDENTS, BUSINESS OWNERS & FRIENDS -

As we make Waipahu a better place to live, work, and play.

#### Join us as we develop a neighborhood plan to:

- ✓ Reduce crime and make our community safer
- ✓ Clean up our streets and beautify our neighborhoods
- ✓ Create jobs & support services to keep residents working in Waipahu
- ✓ Provide support and services for our youth and families
- ✓ Host events to bring our community together

We love Waipahu and we know you do too; come share your thoughts and ideas.

It's your community plan and needs your support!

By the way...FOOD WILL BE PROVIDED!

Where? City of Refuge Christian Church – 94-897 Waipahu St, Rm 208

Questions? [info@waipahucommunitycoalition.org](mailto:info@waipahucommunitycoalition.org) or call Lorrie: 678-4271

Sponsored By:



# Waipahu Community Meeting

*Neighborhood Plan Development – Neighborhood Revitalization Strategy Area (N.R.S.A)*

Tuesday – June 14, 2011 from 5:30 pm to 7:30 pm

City of Refuge Christian Church – 94-897 Waipahu St, Rm208

## AGENDA

1. Welcome
2. Background and Where We Are Now
3. Walkabout

*Project Selections and Development* – Choose initial activities, using dot stickers, from each focus area to develop and continue forward movement.

4. Small Group Discussion - Station Rotation (Subject to Change)

*Project Planning* - Identifying Results, benefits, impact, resources, and a project timeline for selected activities. Break-down timeline into smaller, nested projects.

4. Large Group Project Review

*Project Review*

*CBDO Roles and Sign-up,*

*Youth Advisory Sign-up*

*Compile Projects into Activities Calendar*

5. Summary, Wrap-Up, Next Steps

*Consensus on Neighborhood Plan* – Community meeting in one month to review and approve

*NRSA application* – submit within 30 days

*CDBO Application* – submit within 30 days

*CDBG Application in the Fall*

*Start work on Neighborhood Plan*

## Summary of Emerging Projects and Activities

### Youth & Family Support

34. 9/25/11 Cane Haul Run
35. Sewing Center
36. Organized Youth activities at district (Pupuole) park; increase utilization
37. Ohana center already in the works; partnership between coalition and individuals from the community
38. Gym Day
39. 24-hour Dance-a-thon
40. Zumba Classes
41. Yoga Classes
42. Little League teams
43. More recreation centers/parks
44. Relay/community contests
45. Cheaper gym memberships
46. Carnivals
47. Movie Night
48. New after-school programs
49. More books in the library
50. Increase youth and parent involvement in Boy Scouts
51. Increase sports clinics, eating/exercise education for youth: annual 3 on 3 basketball; dodgeball volleyball
52. Increase family-based activities
53. Dancing (ethnic festivals) “National Night Out”
54. Museum
55. Running/biking trails
56. Rock Climbing Wall
57. New Parent workshops; high school teen pregnancy program (misconceptions about parenthood)
58. Sex Ed classes
59. CPR, First Aid classes
60. Swimming pool with lifeguards
61. Health and Safety Fair
62. College Fair
63. Health clinic
64. Youth giving back to community 2 times/month; Community businesses giving incentives for youth; t-shirts, tickets to programs (programs too expensive)
65. Cultural class at Waipahu High School for kids and families
66. Healthy cooking classes
67. Magazine/newsletter/blog to promote community and church activities

### Business Development & Job Creation

15. Free ESL, increase retention (churches)
16. Sewing Center
17. Farmers Market at Waipahu High School (weekends)
18. Internet café to increase youth access and skill set (limited access to public computers at library)
19. Educating the community and businesses on going green
20. Financial Literacy classes
21. Making use of plantation land space; lo`i already there; Ma`o Farms
22. Building a community center/hall
23. Job training programs
24. Waipahu Transportation System for kids who don't drive but have income to spend so they support local businesses and not go to Pearlridge
25. Carts a Kiss-N-Ride
26. Developing Local businesses
27. Swap meet in Waipahu
28. Projects capitalizing on rail station
29. Build capacity in government and developer channels

## **Beautification; Safety; Historic Waipahu**

### **Beautification**

28. June 25<sup>th</sup> beautification day planned by Waipahu High School (student-driven)
29. Project clean (HPD) Feb 2012
30. Bike path restoration/improvement & beautification and increase safe walking environment & community garden
31. Rebuild/build new playground at Pupuole Park
32. Increase landlord participation in community beautification (Pupuole park & Aniani)
33. Community Gardens, school gardens and gardening program
34. Adopt-A-Place – have youth, businesses, etc adopt specific areas of the community to be responsible for. Adopt-A-Park, Adopt-A-Bathroom
35. Neighbor to Neighbor - work neighborhood to neighborhood to clean up
36. Weekly/Monthly Beautification Projects – “To increase perception, join beautification!”
37. Inspirational art in the community – murals
38. Community art competition – winners get to place their art in a public location – “Open your heart to get to art!”
39. More trash bins
40. Graffiti center/spot, permits for graffiti in certain areas – “Don’t create trash, create art!”
41. Paint over graffiti – Pearl Harbor back road, canals, bridges, overpass, exit signs
42. Recycle program
43. Dog Park

### **Safety**

1. Neighborhood Security Watch Walks, Family march (“Take back the night”)
2. More public patrol officers
3. More street lights – fix flickering street lights
4. Alcohol/Tobacco free Waipahu or curfew for alcohol/tobacco use
5. Stoplights, crosswalks, and sidewalks
6. Speed trackers
7. Security for kids crossing streets before and after school
8. Homeless behind Waipahu High School; renovate old ships to house homeless and help them develop skills
9. Homeless shelter
10. Neighborhood networking opportunities
11. Locks on public restrooms

### **Historical**

1. Utilization of public figures, capturing local historical knowledge (eateries)

## **Community Leaders/Resources for CBDO and projects**

- QLCC (Cultural)
- Waipahu Community Association (Place based)
- YMCA
- Waipahu Community Coalition
- Waipahu Weed & Seed
- Parks & Rec
- Lighthouse Church
- New Hope
- DOE (High School)
- Building Industry Association
- Darrlyn Bunda
- Local churches support team
- Businesses provided uniforms and water
- Joe Honkin
- Local businesses; gyms, dances, schools
- Incentives that fund programs like PAL, Judo
- Community residents
- Cultural churches to take turns leading a “food” festival
- Barbara Tom does cooking classes with immigrant women and talks to them about living in U.S.
- Football and soccer team
- Farmers
- Filipino Community Center
- Hawaii Plantation Village
- Waipahu Town Center
- Parent Nights at School
- LCC and UH West Oahu
- Rotary Club
- Chamber of Commerce
- WHS
- Our Kupuna

## CDBG Funding Examples

### Examples of Area Benefits

- Street improvements
- water and sewer lines
- neighborhood facilities, and
- facade improvements in neighborhood commercial districts

### Limited Clientele examples

- construction of a senior center,
- public services for the homeless,
- assistant to L/M income persons developing a microenterprise
- meals on wheels for the elderly, and
- construction of job training facilities for severely disabled adults.

### LMI housing examples

- purchase of property to be used for permanent housing
- rehabilitation of permanent housing
- conversion of nonresidential structure into permanent housing
- newly constructed housing (when eligible), and
- assistant to a household to help it own a home (homeownership assistance)

### Activities that could be expected to create or retain jobs include:

- construction of a business incubator designed to offer space and assistance to new, small businesses to help them survive and even expand.
- loans to financial expansion of a plant or factory,
- financial assistance to a business which has publically announced its intention to close and to up it update its machinery and equipment instead; and
- improvement of public infrastructure as needed by a company to comply with environmental laws to avoid closure.

### Addressing blight

- purchase and clearance of blighted properties
- installation of a park or playground
- commercial revitalization through facade improvements, and
- treatment of toxic materials on property to allow redevelopment

## Work Plan Example Developed in meeting

### Waipahu Neighborhood Plan - Objective Work Plan

#### Project: Youth and Family Support - Promoting Financial Literacy Project

**Year: 2011 - 2014** **Goal:** *By the end of year three, the Waipahu Community Based Development Organization's (CBDO) will be sustainable and capable of helping at least 150 Waipahu LMI residents (50 each year) understand and improve their financial situation.*

**Objective 1.** Equip Waipahu LMI Residents with the economic and financial literacy tools necessary to improve their financial situation.

**Results or Benefits Expected:** 500 individuals will be provided with intake/assessment services provided through fifteen orientation and assessments workshops. Twelve financial literacy workshops, each fifteen hours long, will be conducted in the project area for the benefit of 300 residents. Participants will improve their money management skills through the adoption of appropriate financial management practices increasing their ability to become an entrepreneur or improve their employment opportunities because of improvement in their credit picture.

Activities	Position Responsible	Time Period		Personnel Hours
		Begin Month	End Month	
Design Community Outreach Guide, orientation and assessment training session and guides.	Project Manager (PM)	1	2	80
Develop financial literacy training outline and guide	PM	1	2	40
CBDO conduct trainer outreach and recruitment,	Community Partners (CP)	2	36	Advisory Board - 80
Select financial literacy trainers	CP	3	36	Advisory Board - 32
Establish and distribute orientation and assessment, financial literacy, and micro-enterprise training schedule	CP	3	25	Advisory Board - 32
Conduct Financial Literacy trainer workshops	PM	4	34	Fin. Trainers - 192
CP conduct participant recruitment	C	4	34	Advisory Board - 256
Conduct participant orientation workshop and assessment sessions	PM	4	27	Advisory Board - 144
Conduct financial literacy workshops	CP	5	36	Fin Trainers - 360
<b>Criteria for Evaluating Results or Benefits Expected:</b>				
Number of LMI Residents:				
<ul style="list-style-type: none"> <li>• Enrolled in the orientation and assessment sessions</li> <li>• Completing the financial literacy training</li> </ul>				

## Coalition Agendas and Minutes

Minutes from the  
Waipahu Community Coalition General Meeting  
Tuesday, March 8, 2011 from 3:00-4:30pm  
New Hope Leeward

### AGENDA

Attendees: Jayson Chun, Jeff Alameida, Rudy Sanchez, Jr, Barbara Tom, Gale Mejia, Kelli Buenconsejo, Ghislane Chock, Aaron Kanemaru, Curtis Kropar, Connie Herolaga, Jessica Nakayama, Vernon Viernes, Valerie Hudcovic, Abel Maczon, Officer Jacque Fukunaga-Kaneshiro, Jan Conger (Empower Oahu), Chris Aurio, Sheila Woods, Rosemary Kam-Pabingwit

- I. Roundtable- meeting started at 3:00p.m.
  - a. Empower Oahu-
  - b. Barbara Tom and Lorrie Kanno will be giving Jeff Alameida a list of community members that they can interview for the NRSA/CBDO process. He wants the interviews completed by the end of May so he can submit the application by June. Empower Oahu will then write for CDBG grants in July and August.
  - c. Jeff provided a flier on Lifeskills Training Substance Abuse Prevention Program for 12-17 year olds sponsored by the Department of Community Services Youth Services Center.  
Contact Juvenile Justice Center  
1505 Dillingham Blvd. Ste 206  
Honolulu, HI 96817  
768-5777
  - d. The NRSA/CBDO's in Wahiawa and Ewa Beach are starting their Microenterprise training programs soon. They will be teaching people to create their own businesses currently they are running 2 classes. Each class is 40 hours in length and free child care is provided.
  - e. Wahiawa- Agriculture based program
  - f. Wahiawa training will start in June, **if we know of anyone who is interested in learning about agriculture. They are looking for students**
  - g. Open to Wahiawa, Schofield, Haleiwa and Waialua residents (1<sup>st</sup> priority)
  - h. Ewa Beach- 40 hour basic microenterprise training
    - o Ewa Beach- every student that goes thru additional 30 hours will be certified for safe serving, GE tax license application.
    - o Culinary program has been rescheduled until mid may- classes are at Hale Pono or Campbell HS
    - o No charge.
    - o Open to Ewa Beach residents (1<sup>st</sup> priority)
  - i. The training they use for now is from "my own business program" out of California

- j. 40 hours of Core training- by the time participants are done with the program, they will have a business plan and they have to get a mentor and ask them specific questions.
- k. Involves mentorship, train the trainer program
- l. At the end of the course they have a "celebration" (host economic development fair for the graduates and a way they know what services are available to entrepreneurs)
- m. Students come back as mentors in the following year
- n. Those that have attended the trainings in the past may not have started their own businesses, but they stated that it helped them become a better employee and helps provide future employees and employers for the community.

**o. Administration for Native Americans Grant [grants.gov](http://grants.gov)**

- o Only available to recognized tribes or Native Hawaiians. 700 organizations applied last year.
- o Empower Oahu is writing a 3 year grant for a project that is incorporated into a program that targets those Native Hawaiians (youths-adults) who started a business or want to.
- o It's a \$300,000 grant/ year for 3 years. It would be split amongst NRSAs or potential NRSA's if Empower Oahu "wins" the grant.
- o Targeted communities that are being considered (Wahiawa, Makalapa, Ewa Beach, Waimanalo and Waipahu) because they are low income and they are either NRSAs or potential NRSAs
- o If WCC supports applying for this grant, then Jeff needs support letters and the grant needs to be submitted by the last day of March.
- o Empower Oahu wants to be the administrator and put most of the money towards the community programs.
- o WCC would need to identify the Native Hawaiian youth or people that are interested in start a business. They will accept self certification.
- o Jeff would like to stress again that the Community Plan for the NRSA/CBDO has to be community driven and willing to bring all of the partners together. We want community groups that are going to be dedicated to the plan "for the long haul".

II. Community Presentations

1. **Kanani Dias, Mrs. Filipina Hawai'i** (SW who also works w/ QLCC)

- Barb mentioned that we're supporting QLCC cultural fair on 5/14/11 and we're looking for entertainment and festival participants. Ms. Dias has already put out calls for entertainment and participants.
- She is here today representing the United Filipino Council of Hawaii which is the State umbrella organization and under them are 6 other councils (Oahu, etc). They do various humanitarian work and they also provide scholarships to help the Filipino youth

- Mission to provide scholarships and funds for the youth of the communities.
- One of the main fundraising programs is the Mrs. Hawaii Filipina pageant which helps to raise \$ for the scholarships. They've also held a golf tournament and sold huli huli chicken for fundraising.
- Scholarships amounts depend on how much funds they can raise per year. In 2006 they raised a large amount of money for scholarships.
- Barb asked if the scholarships are only for Hawaii schools or can they be used for mainland colleges? In the past 1 recipient attended a mainland college, but the other recipients attend a Hawaii school.
- 2 recipients that got from the Oahu Filipino council were from the Leeward Coast.
- Current president is Lynn Gutierrez and she can email information regarding scholarships, etc.
- Apply for the scholarship by contacting United Filipino Council, deadline in possibly April- she will confirm that. The Oahu Filipino Council has their funds and there are other councils that get outside funding.

## **2. Ghislane Chock, Nurse Practitioner with Waipahu Family Health Center**

- WFHC is located in the Filipino Community Center
- She has 10 handouts to share
- She is here today to discuss family planning and how to avoid STD's. She is available to provide education to students.
- She provided some stats for pregnant women that they've seen
- Teen age (15-19y.o.) 13-22%
- Late Care (2<sup>nd</sup>/3<sup>rd</sup> trimester) 27%
- Waipahu Residents (44%)
- Micronesian Ancestry 11%
- Uninsured: 28%
- Substance/alcohol exposed: 34%
- Tobacco Exposed: 27%
- Chlamydia is the most prevalent STD amongst teenagers
  - i. She showed a graph that depicts the Top line are the rates of infection in males and the Bottom line reflects the rates of infection in girls-
    1. The positivity rates rose in 2002-2004 for males and rose in 203-2005 for females. Boys show symptoms of Chlamydia faster then girls, so the positivity rate is higher.
  - ii. Treatment for Chlamydia in females is costly because they don't display symptoms early and they usually will access Emergency Rooms for Pelvic Inflammatory Disease.

- iii. Chlamydia positivity rates among females screened at Waipahu Family Health Center rates increased in 2003 and 2007-2008.
1. She felt that they have higher numbers because they outreach to the students a lot and that their program has been around for a while
  2. HCSP (Hawaii Chlamydia Screening Program) rates encompass the entire state
  3. WCCHC (Waianae Coast Comprehensive Health Center)
  4. Table 3 depicts that in Hawaii 15-19y.o. females have the highest rate of testing (4269 females tested) and 419 females (9.8%) tested POSITIVE for Chlamydia. For Gonorrhea 20-24y.o. females have the highest rate of testing (5115 females screened) 25 females (0.5%) tested POSITIVE for Gonorrhea.
  5. For the period of Jan-Dec 2009, Waipahu Family Health Center tested 709 females, 64 tested (9.1%) POSITIVE for Chlamydia and 6 tested (0.8%) POSITIVE for gonorrhea.
  6. In 2009, Hawaii ranked 12<sup>th</sup> in the nation for highest Chlamydia cases. For Gonorrhea, Hawaii is ranked 35<sup>th</sup>.
  7. Her clientele includes students that just walk-in for screening and treatment.
  8. She had a booth at the Waipahu Health Fair and a lot of students visited her booth and subsequently came in for testing.
  9. WFHC also provides Plan B (Emergency Contraception). This medication is now available thru all the pharmacies and you do not need a prescription (charge is \$40)
  10. In the past, WFHC would partner with the high schools to teach the kids. She has prepared handouts and informational kits for the teachers to teach in the classroom (discusses, birth control, STDs), but she wants to get back into the community to educate the students.
  11. She wants to talk to principals or have a master list where she can contact principals directly and start discussing education opportunities.
  12. When she asked the students at the health fair if they learned about this topic, the response she frequently got was that they learned about STD's once. And to prevent transmission, STD's need to be talked about more frequently.
  13. Chris Aurio, SSC with Waipahu Intermediate School will give Ghislane's name to the Health/PE teacher.

### 3. **Curtis Kropar with Hawaiian Hope.org** [Curtis@hawaiianhope.org](mailto:Curtis@hawaiianhope.org)

- Hawaiian Hope is a technology based non-profit organization that provides computers, computer technology and repair training, and computer access to low income communities.
- If you visit [www.hawaiianhope.org](http://www.hawaiianhope.org), they have a projects page and you can read about their different projects they've done.
- They've donated 600 computers to date and they repair computers and provide them to homeless shelters or to the homeless that are transitioning out of homeless shelters.
- They ran an internet café across from Mayor Wright Housing last year so they could expose the kids and adults to computer technology so they could apply for jobs and learn computer skills. But they had to close that facility down.
  - i. In their old site they had set up 10 computers and 15,000 people came thru their doors over a 6 month period.
  - ii. Staffers are able to see what participants are logging into and shut down their screen if they are accessing restricted websites. But they have programs installed in the computers that prevent access to adult or restricted websites.
- They're looking to establish an internet café/training center in Waipahu, target is 100 computers and they'd operate 16-18 hours/day (600a.m.-midnite), but if the demands are high then they may consider opening for 24 hours.
  - i. He wants to get the community involved and wants to discuss with w/HPD when the "worst" 2 hrs of the day are where kids are getting into trouble and they'd use the computers for free.
  - ii. Otherwise their rate is \$1/hr and with that rate they could pay their utilities and rent at the Kalihi facility.
  - iii. The facility would be staffed by volunteers, currently they have 85 volunteers on staff that rotate and if they open up a large site in Waipahu, and then they'd have to have 1 on-site manager paid position.
  - iv. He would like to open the site as soon as he finds a location, Ideally they'd need 1500-3000 they'd like to set it up 10-15 computers/room and separate the kids from the adults
  - v. They have the ability to do the networking and they have the computers. But they don't have realtors that he can work with who are willing to talk to him about renting a space since they are a non-profit organization.
  - vi. They can set up, configure and network 100 computers within 1 week.

- vii. If they get approved for a spot he may need to renovate, needs to have bathrooms in the building that they can access.
- viii. Even if it's a temporary 6m-1year lease they can grow into the facility.
- Several members asked if he's talked about setting up his facility in a school. He hasn't done this because:
  - i. Electrical system in the school classroom cannot usually handle the extra electrical overload and it would be costly for the school to hire security, etc to be open so late at night
  - ii. Some of the facility volunteers were homeless or unable to get a clean background check so they may not be cleared to work at the school.
- Members suggested that he look at the old bank/church that is located across from the Pupu area, or the cutter ford site may have a vacant room, or the strip mall where Flo's dress shop was (they recently closed). He may talk to Abel Maczon w/ New Hope Leeward about using their facility as well.
  - i. Connie suggested that if they insert the address of the former bank/church into the C&C of Honolulu website, it will tell them who the owner is.
- He can help set up the computers in the Safe Haven apartment for the Pupu residents.
- Rudy, w/ Empower Oahu has 2 computers that he's willing to donate.
- They have a mobile computer lab (bus) with 20 computers that they are constructing

III. Review and approval of February 8, 2011 minutes- Jacque approved, Jayson 2nded

IV. Committee Reports

1. **Executive Committee** (Barb)

- DFC Grant Barb
  - o WCA isn't planning for the DFC grant this year b/c. The DFC grant is not going to be there as a funding source.
  - o But hopefully with our work w/ Empower Oahu will be able to apply for it again in the future
  - o It'll impact us b/c we now have to find other sources of funding for the different activities that we do
- Nominations for Open Executive Committee Positions Barb
  - Aaron Kanemaru- chair
  - Vice chair Christine Mogilewicz
  - Zoe Tanaka- Public relations committee chair
  - Chris Aurio nominated for Program Committee or to move her to the development committee

- Those that were nominated please let Barb and Lorrie know before the next meeting 4/12/11 if they want to “run” for the position so that the general membership can vote.

- Budget

Sheila

- Budget is still \$2116.50
- Barb reported that we didn’t get our funding from WHS for the Cane Haul Run yet because they were waiting for us to submit an invoice. Lorrie will create an invoice and then if we get the money our balance for the cane haul run will be about \$3610.27.

2. Youth Committee (Andrew)

- Youth Presentation

Youth

- ‘Ohana Health and Empowerment Fair Summary

Andrew

- Andrew and the youth were not present today to share their experiences about the Ohana Health and Empowerment Fair
- Barbara, Kelli and Jessica Nakayama shared:
  - There were about 27 booths
  - It was well run, but not as many vendors as they hoped for. The broke down the responsibilities into 10 different committees run by the students.
  - Had some donations and fund raising and per Jessica, the health academy didn’t have to tap into their funds.
  - Hepatitis B screening program donated \$100.
  - Barbara felt that the fair didn’t reach the population that we wanted to (pupu and Ani Ani residents). So Barb talked to Andrew about partnering with another community event that is already in existence.
  - Barb shared that there was a group of Health Academy students who assessed their own communities (Village Park, Waikele and Waipahu and they came out with outcomes) we’d like them to share at the next meeting.
  - Leeward Oahu PHNs had a booth measuring Body Mass Index, education about the amount of fat, salt and sugar in fast foods and local foods and discussion about healthy snack options.
    - PHNs measured 61 WHS students and 8 elementary school student and 1 intermediate school student and found that a lot of the children were already either overweight or obese.
    - In the high school age, the boys had higher BMIs than the girls.
    - PHNs are now going to possibly do an educational program with an elementary school.

3. Program Committee (Robin/Vernon)

- Waipahu Beautification Day Summary Barbara Tom
  - o 141 volunteers supported the graffiti paint out along Paiwa Street. 100 gallons of paint was donated by Shiroma Painting (he made it all one color) and he would hold the paint there, but there's also some stored at Kiso Store.
- Aloha `Aina Earth Day Summary Zoe Tanaka
  - o WIS sponsored event, 2000lbs of scrap metal 15 gallons of oil (cooking oil \$1/gallon), some batteries collected. A lot of E-waste was collected. The School made at least \$2000, but it doesn't cover their youth trip so they decided not to go. It was estimated \$1000/child and they planned on taking at least 4 students.
- Historic Tour of Waipahu, March 12, 1:00pm-6:00pm at Waipahu Public Library **Vernon Viernes**
  - o Collaborating w/ the Public Library
  - o Book sale with "Friends of the Waipahu Public Library" will be held from 10:00a.m.-3:00p.m.
  - o Need to have your library card to attend the tour.
  - o Lunch will be served and Goro Arakawa will speak about the pictures that will be on display of Old Waipahu.
    - Barb commented that the pictures Goro has are very remarkable to see how Waipahu looked like in the past. Where things were underwater but are now land-filled
    - Pictures will be displayed only 1 day only on Saturday.
  - o The "Friends of Waipahu Library" is trying to make a permanent display.
  - o We are hoping that Goro will agree to be recorded or videotaped by Olelo while presenting as a lot of his stories should be documented since Goro is a part of Waipahu's living history.
  - o Waipahu Town Center Carnival and Health Fair 3/25/11-3/26/11) Friday 3/25/11: 11:00am-7:00p.m. Saturday March 26, 9:00am-2:00pm at Waipahu Town Center—**Gale Mejia**
    - Sponsored by Waipahu Town Center
    - Monies will benefit Fresh Start program:
      - Gear up targets the 9<sup>th</sup> grade and follows them thru 12<sup>th</sup> grade
      - Fresh Start program (sponsored by Gear Up Waipahu in conjunction with Waipahu Weed and Seed) targets the 9R students (students that are repeating 9<sup>th</sup> grade or at risk of failing (they are truant or lack of resources for the parents)
      - **There are 2 tracks- Parent component** where parents are required to attend sponsored workshops by QLCC (career assessments, parenting classes about juvenile laws and

strategies to improve relationships between parent and child)

- **Student track-** learning excursions (visited Kea'au beach park sponsored by New Hope Leeward and they served lunch to the homeless, spoke to a homeless advocate, interviewed a homeless family or individual. The students were then tasked w/ doing a journal entry discussing their experiences)
- They have future excursions planned for Kahi Mohala ROPES course (parents and students do together), OCC tours, HCC tours
- **Incentive program-** Students earn Fresh Bucks if they come to counseling sessions, attend learning excursions and these incentives are being funded by the carnival
  - Movie passes, IPODs, digital cameras, gift cards.
- Program ends in May w/ graduation ceremony
  - In a month in existence and 15 enrolled out of 70 potential. 120 who already failed the 9<sup>th</sup> grade
  - They are trying to recruit 20 more students, but they need parent participation first. Compared to previous years the remediation rate is 30%
  - So this year the rate isn't as bad as years past
- All partners involved have agreed to continue the program next school year.

#### 4. Weed & Seed Report

- Crime Stats and Updates Officer Jacque
  - **Please see attached Weed and Seed report**
- **H.P.D. WEED & SEED WAIPAHU**
- **WCC REPORT**
- 
- **LAW ENFORCEMENT**

- 
- Task #1: Truancy Sweeps (Law Enforcement)
- **02/28:** Truancy Sweep with Runaway Detail, 3 arrests.
- 
- Upcoming:
- **03-10:** Truancy Sweep with Runaway Detail
- 
- Task #2: Targeted Patrols (Law Enforcement)
- **Ongoing:**
- 
- There are ongoing investigations regarding complaints that are generated through the Mayors Office, City Council Member offices, and the H.P.D. online complaint website: <http://honoluluupd.org/forms/d3onlineform.htm>
- 
- Warrant Sweep
- **02/24:** Warrant Sweep with CRU, 24 arrests.
- 
- Upcoming:
- **03/23:** Warrant Sweep with CRU
- 
- Drinking in Public Operations
- **02/23:** With CRU & Runaway Detail, 1 citation, 5 arrests
- **02/25:** With CAS & Runaway Detail, 12 citations
- 
- **COMMUNITY POLICING**
- 
- Task 3: Crime Prevention (Community Policing)
- **02/09:** Micronesian Women for Change ~ Weed & Seed
- **02/11:** "Fresh Start" Parent meeting, Waipahu High School
- **02/12:** Aloha 'Aina Day, Waipahu Intermediate
- **02/16:** Career Fair, Waipahu Intermediate
- **02/19:** Ho'omana Truancy School at Waipahu Intermediate
- **02/23:** Drug Free Parade, Waipahu Elementary School
- **02/23:** Drug Free Parade, Honowai Elementary School
- **02/24:** Waipahu Neighborhood Board
- **02/26:** Ohana & Health Fair, Waipahu Intermediate
- **02/28:** Say "Hi", August Ahrens Elementary
- 
- Upcoming:

- **03/15:** Micronesian Women for Change ~ Weed & Seed
- **03/18:** Kupuna Fair @ Newtown Rec, with CPT
- **03/19:** District 4, Project CLEAN
- **03/19:** Fresh Start field trip, OCCC
- **03/23:** Flashcam press conference, Pupuole Mini Park
- **03/25:** Freshstart carnival, Waipahu Town Center
- **03/26:** Freshstart carnival, Waiaphu Town Center
- **04/02:** Freshstart Ropes course
- 
- Adopt-a-School: Waipahu High School 9<sup>th</sup> grade class
- **02/11:** ROPES at Kahi Mohala
- **02/18:** ROPES at Kahi Mohala
- **03/07:** "Community" Classroom
- **03/08:** "Community" Classroom
- (A program with F.B.I. Agent Arnold LAANUI, meets 2-3 times a month at the high school.)
- 
- Upcoming:
- **03/21:** "Ethics Exploration" Classroom
- **04/01:** Internet Safety Awards
- **04/08:** Field Trip to FBI Office
- 
- RAP Program: Waipahu Elementary 6<sup>th</sup> grade class every Tuesday
- **02/15:** Honolulu Zulu
- **02/22:** Honolulu Zulu
- **03/01:** Bullying
- **03/08:** Bullying
- 
- Upcoming:
- **03/22:** Bullying
- **03/29:** Honolulu Zulu
- **04/05:** Honolulu Zulu
- **04/12:** Honolulu Zulu
- 
- 
- Task 4: Community Mobilization (Community Policing)
- **02/09:** Su Casa NSW/CP, 5:00 p.m.
- **02/16:** Waipahu 1/Waipahu Project NSW/CP, 5:00 p.m.
- **02/16:** Waipahu Towers , 5:00 p.m.

- **02/23:** Aniani NSW/CP, 6:00 p.m.
- **02/28:** Harbor View NSW/CP, 5:00 p.m
- 
- Upcoming:
- **03/09:** Su Casa NSW/CP, 6:00 p.m.
- **03/09:** Aniani NSW/CP, 6:00 p.m.
- **03/16:** Waipahu 1/Waipahu Project NSW/CP, 6:00 p.m.
- **03/16:** Waipahu Towers , 6:00 p.m.
- **03/23:** Aniani NSW/CP, 6:00 p.m.
- **03/28:** Harbor View NSW/CP, 6:00 p.m
- o Vernon asked what happens to the truant students that they arrest: Officer Jacque stated that it depends on how many times they were arrested. They will get referred to AG's office and have to take classes.
- o W&S are targeting the fresh start kids and they will go to their house and pick them up and bring them to school.
- o They do truancy sweeps monthly from 1000a.m.-1:00p.m. on a school day. One Weed and Seed officer goes out with Officer Worthington (deals with the runaways) and he does the arrests.

5. Community Concerns

- o Sheila Woods shared that City of Refuge Church will be holding a Career day on 4/16/11 from 9am-1pm targeting the high school and college age students to talk about careers and real life scenarios. They are working on a flier that they can disseminate.

V. Next meeting: Tuesday, April 12, 3:00pm at BIA Hawaii

VI. Adjournment

a. Meeting ended @ 432p.m.

Minutes from  
Waipahu Community Coalition General Meeting  
Tuesday, April 12, 2011 from 3:00-4:30pm  
Building Industry Association (BIA) Hawaii  
94-487 Akoki Street

AGENDA

Attendees: Barbara Tom, Lorrie Kanno, Zoe Tanaka, Vernon Viernes, Jeffrey Alameida, Chuck Wheatley, Aaron Kanemaru, Barbie Hee, Jan Nishihira, Kelli Buenconsejo, Karen Iwamoto, Karly Gellar, Antonia Alvarez, Christine Mogilewicz, Taylor Jordan, Kristine Roque, Sheila Woods, Gabriella, Chantal, Kelly Nakayama, Officer Kaipo Paiva, Sharon Imanaka, Chris Aurio, Gladys Quinta-Marrone, Arnold Laanui, Taylynn Saniatan, Deseo Currancho, Jacob Ishihara, Gabriella Gabar, Emmerson Mendoza, Cori Ann Morioka-Kam

**Waipahu High School students:** James Renz, Justin Aquino, Chantelle Siador, Jerrin Lawian, Rinalynne Valencia, Kelli Nakayama, Joy Danielle Gaceta, Mylien Joy Ibarra, Christine Rico, Ricardo Martinez, Sharlyne Cabico, Danielle Domingo, Joesalyn Aguinaldo, Nicole Perry, Carissa Agustin, Bejay Ulant, Leo Obana, Colin Andres-Paguirigan, Israel Ferrer, Abigail Macadamia, Jouviet Apostol, Charmaine O'Campo, Hannah Beltran, Lauren Uson, Kathy Martin, Kristyn Ferrando, Faith Faustanilla, Amanda Celestino, Rondel Baraoidan, Shelby Tangonan, Bernadette Tabula, BJ Acosta, Pomai Chandler, Kyle Vallesteros, William Ragiles, Kayla Bagay, Francis Leo Daguio

III. Roundtable

Meeting started at 3:06p.m.

Waipahu High School students have a separate sign in sheet so you can get the extra credit from Mr. Michaels for attending. PLEASE SIGN IN ON THAT SHEET.

IV. Community Presentations

4. Barbie Hee, Barbie Hee International. Property manager/realtor

- She manages the former Victory 'Ohana property on Pupuole Street
- Victory 'Ohana used to be a half-way house but 9 months ago they took over the building and they've "turned it around" and made it into a regular rental property.
  - i. It is a 40 unit apartment building with 2 bedrooms, 1 bath units for rent at \$750/month.
  - ii. They've renovated each unit
  - iii. They are hoping to bring in some programs to help the residents w/ budgeting and to help them eventually purchase their own home.
  - iv. Self improvement programs will be starting soon and they are bringing in a self improvement coach to help the residents
  - v. Right now only the programs are only for their residents, but they'd like to expand their program to community wide
  - vi. The apartment building is 2/3 filled and 12 units are still available.
    1. They are taking applications and they do an extensive credit check and work w/ HPD, reference checks and once they live there, they have house rules, etc that the residents have to abide by.
  - vii. Contact information: Barbie Y. Hee, International, Inc.
    1. Phone: 375-7483, Fax: 748-0909

2. [Barbie@RealEstateBarbieHI.com](mailto:Barbie@RealEstateBarbieHI.com)
3. [www.realestatebarbiehi.com](http://www.realestatebarbiehi.com)

5. Special Agent Arnold Laanui, FBI Adopt-A-School Project

- Special Agent w/ the FBI who is involved with WHS students.
- 1 year ago, he was asked to take over community outreach program and he became the training coordinator for FBI. They've found that the FBI has to intervene early to prevent more crime from occurring.
  - i. Since the FBI is a public safety law enforcement entity, they believe that if they can develop a core of students who are invested in changing their community, then the rest will follow and the community will improve
- FBI has the reputation of working with the worst of the worst and Waipahu had a lot of risk factors (e.g. high crime, gangs, teen pregnancy rates, etc.)
- He grew up in Waipahu and his family graduated from WHS→ Current statistics 800 enter as freshman and only 375 graduated in 4 years from WHS. 500+ students actually make it to graduation but about 150 failed at least one year and had to repeat a grade.
- Academically WHS is struggling and he teaches them how to decode questions structurally to answer tests, teach study skills, but they can't take home books b/c it doesn't come back, or they don't have enough school books, there are no lockers so the kids can't bring their laptops to school.
- They looked at the current freshman class and they had the highest rates of crime. (e.g. students set fire to Honowai Elementary, Waipahu Elementary School, and an 18 and 17 y.o. beat a cab driver to death)
- He wanted to reinforce FBI core values and he initially developed a 15 class, 30 hour curriculum which focuses on developing leadership skills, health values, crime prevention and bettering the students so they can become contributing members of society. However his classes will run all year and he's expecting to devote at least 100 hours to the program.
- He had the Academy 21 (Developing Adaptive Leaders, Mobilizing Change for 21<sup>st</sup> Century Education) program which was adapted from the Harvard Graduate School of Education Change Leadership Group evaluate his curriculum and they approved his curriculum because it is able to achieve DOE quarterly benchmarks and 21<sup>st</sup> learner objectives.
  - i. Mr. Keith Hayashi, WHS principal has been very supportive of his program. He is working with Weed & Seed officers to assist them with the students.
- WHS crime rates and socioeconomic factors of the students are statistically is worse than DC, Houston, San Diego crime schools, but he's found that a lot of the students have a positive attitude but no opportunities.
- There is a wide range of students who are in the program: He didn't want only "at-risk kids", he wanted wealthy, poor, academically inclined and students who are struggling in school. Within the same class, he has students who are academically gifted, but don't have AP classes for them to attend and he has special Ed students w/ 2<sup>nd</sup> grade reading level, but are athletically gifted and have untapped leadership potential. (E.g. one of these Special Ed students has helped his classmates climb over the obstacle course wall at Kahi Mohala. He is the last one over the wall).

Arnold has recognized that this student is a natural born leader but he doesn't have the avenue to improve himself.

- Currently he has 132 students out of the original 150, some students were suspended, placed in detention homes or dropped out of school.
- Several community partners have been helping with the program:
  - i. Kahi Mohala donated 5 full day sessions to work on leadership camp for these students
  - ii. The FBI provided cameras and FBI photographers to teach these kids photography skills and to make a public safety display.
    - 1. Flo Nakakuni, US District Attorney has asked these students to work on an anti-marijuana campaign (create slogans, tag lines, website and messaging for this campaign) and they are creating a statewide Smoke Only Oxygen campaign which starts in May.
    - 2. The Department of Justice and FBI program are printing out posters and brochures for each school and will post them in public areas, public housing complexes, each school and the students are developing a website.
- Currently, his program will only run at WHS until the end of the school year, but he may need to move his program to another school or community that is at higher risk. Hopefully he can find the resources to continue running the program at WHS.
- The curriculum that he has developed can be utilized and duplicated by other schools and sustained at WHS.
- This core group of freshman students will be studied over 4 years to see if there were any behavior changes that helped them to achieve graduation.
- The students have a field trip to the FBI and they'll teach them about events that shaped history and caused the formation of the FBI in April.
- May events include the "Smoke Only Oxygen" campaign and graduation from the program
- He now has an agent working in his office who understands community outreach and the values of it. He's deeply committed to the community outreach and hopes to multiply this program into other schools and communities. Other school administrators have heard about this program and want to become involved.
- Barbara Tom asked to see the data that he has collected and would like to see if it can be sustainable within the community.
- Vernon shared about the fresh start program and that QLCC is partnering with W&S to help these freshmen students.

6. Joji Takada, Honolulu Zulu Nation will present at the next general membership meeting

V. Review and approval of March 8, 2011 minutes

- a. Officer Kaipō Paiva moved to approve the minutes, Karen Iwamoto 2nded. Minutes approved without corrections.

IV. Committee Reports

6. Youth Committee (Andrew Michaels and the WHS Health And Wellness Academy)
  - Youth Presentation on "Health Action and Research Training Project" HART project with, University of Hawaii Manoa, Karly Geller PhD UHM Research Center of Hawaii, Antonia Alvarez, Project Manager, Heather Mathias MPH
    - o The HART project belief is that if they can teach the students how to objectively look at their environment then they'd be able to take responsibility for their own health.
    - o Dr. Geller wanted to look specifically at barriers for accessing healthy behaviors. They focused on physical activity, sedentary lifestyle and nutrition (fruit and vegetable consumption and fats/oil consumption).
    - o Dr. Geller commented that in general, Filipino youth are not readily researched.
    - o Their project focused on health behavior exploration, examination of social and community influences and provision of tailored interventions that the students developed.
    - o Research shows that if you have more resources around you, then you will access it more (e.g. if large amt of fast food restaurants, then they'll access it more and cause increased obesity rates).
    - o 124 students were assessed thru the health behavior assessment surveys and complementary focus groups.
    - o The students who participated in the community mapping are mostly sophomores or juniors at WHS and 2010 graduates returned to help the current students design the project.
    - o The information that they've gained was presented to community at the Ohana Health and Empowerment Fair.
    - o Due to funding issues, it is unclear if Dr. Geller and Ms. Alvarez will be able to continue working with WHS again next year.
  - o Research training program taught WHS students who participated in the community assessments.
- Health knowledge
- National recommendations for Physical Activity and Fruit and Vegetable consumption were assessed.
  - o Found that only 11% of the community is meeting physical activity recommendations and only 25% of the community is eating fruits and vegetables daily.
- Youth led assessment
- Had them do interviews w/ their parents about their health behaviors.
- Building community experience and student action
- They had the students objectively and subjectively analyze their environment (count how many gyms, parks were in their neighborhood and their perception of access points).
- Had them walk around their neighborhoods and make maps of their community and how they perceived their community (obstacles and opportunities)
  - o The students assessed health opportunities (e.g. the # of gyms, recreation centers, grocery stores, YMCA, etc) and the obstacles (# of fast food/junk food sites, graffiti, dark places, parked cars blocking sidewalks, no sidewalks, dangerous crosswalks, broken street lights).
  - o Students assessed Kunia, Waikale, Kapolei, Ewa, Waianae, and Kalihi communities.
- The Waipahu High School students
  - o Actually drew detailed maps, created 3D models or power point presentations of the perception of their community and the high school campus. One map depicted their

perception of the high school and they created color coded legend (e.g. grey areas or areas on the map w/ a skull depicted scary areas where students felt unsafe or off limit areas or where loitering occurred). Opportunities were depicted in yellow, red and orange.

- Some students drew their neighborhood by memory and others walked their neighborhoods. For those that walked their community, they noticed that there were bags of rubbish spilling onto the sidewalks b/c the trash bins were too full.
  - The students found opportunities located right next to obstacles (e.g. rubbish, junk food access, parked cars blocking sidewalks)
  - Taco Bell right next to the dentist in the Waipahu Town Center.
  - Lessons learned:
    - The students recognized the challenges and opportunities in their community and they have come today to discuss with WCC about proposed projects that would change the negative image of Waipahu. For example, decrease graffiti and trash, increase community education and decrease racial conflict and increase safety in the community).
- They want to change the image of Waipahu to a positive one.

**1. The students want to decrease trash and graffiti in Waipahu:**

- Suggestions include weekly community clean ups, paint out graffiti at the Pearl Harbor bike path, canals, bridges, H1 overpass and Exit signs
- Community art and inspirational art murals to prevent graffiti defacement of property or designate a legal area that the graffiti artists can “tag”
  - Officer Kaipo Paiva asked the students for 5 specific sites where they would want to have murals painted.
    - (e.g. Bus stop across from WHS, Paiwa Street, the wall by Waipahu Recreation Center Gym to help increase attendance.
    - Officer Kaipo also shared that W&S works with HonZulu who teach youth about the positive aspects of hip hop culture.
  - Chuck shared that in New York stores would donate walls that artists could graffiti or paint murals on. Then they took pictures and they made a book out of it and they sold it as artwork for fundraiser for future activities.

**2) Students want to increase community education activities.**

- Suggestions included to promote multiculturalism awareness, hold a cultural fair which would include ethnic dances, music and food. “Don’t hate, appreciate your fellow classmates”
  - Vernon Viernes shared that QLCC in conjunction with WCA is trying to hold another Waipahu Cultural Festival/Taste of Waipahu which would also showcase the different ethnic groups living in Waipahu.
  - Louella “Cuddles” King of QLCC has already found Portuguese, Marshallese, Filipino, Samoan contacts to participate
  - This fair is tentatively scheduled for October 2011.
  - He encouraged the students to participate in the planning of the event to “leave their legacy in Waipahu”

**3) Increase community education activities that youth and families can participate in.**

- E.g. 24 hr dance-a-thon to raise money for the community and the students would take pledges about how long the student would be able to dance.

- o Carnival "Families coming together makes our community better!"
- o Graffiti issue gang symbols- public safety issues, areas that are more dangerous and demographic areas. Look at the people themselves and improve them and not only the community

#### 4) Students want to increase perception of a safer community

- Suggestions included:
    - Well lit areas and more street lights. Students noted that "Waipahu is a scary place at night. Let's illuminate the dark; with light comes inspiration and with inspiration comes safety. Don't stay on the dark-side."
    - Participating in family marches "Take Back the Night"
      - o Officer Kaipo and Chuck encouraged the students to join their neighborhood security watch and to walk with their groups to further identify problem areas
      - o Officer Kaipo asked the students to report on the HPD Community Policing Website areas where there are broken lights, etc so that they can have them repaired.
        - The students can actually list the street address and location of the broken lights on the
        - honolulupd.org website in the district 3 complaint area-
  
  - Barbara Tom and WCC shared that the students should be part of the Coalition and they be the action agents to implement the changes.
    - **WCC would also like a copy of the power point that Dr. Geller and Ms. Alvarez created so we can better examine their findings and concerns.**
  - Jeff Alameida with Empower Oahu praised the students for their findings and encouraged them to attend and to bring their parents to the CBDO Community Meeting on 5/2/11 @ New Hope Leeward so they can voice their community concerns.
    - He also encouraged the youth to join the CBDO Youth Advisory Board so they can provide goals and objectives that they want completed in 5 years.
  - Officer Kaipo will talk to the WHS health pathways students to organize community clean ups and other activities that W&S can assist them with.
  - Kelli encouraged the students to assist with planning the 3<sup>rd</sup> Annual Waipahu Cane Haul Run and to recruit their neighbors and classmates to participate.
  - Mr. Michaels is the WCC youth committee chair and the students can come to the WCC general meetings monthly and share information.
- 'Ohana Health and Empowerment Fair Summary                      Andrew/Youth
- o Kristine Roque and Taylor Jordan had to leave the meeting so they will present next meeting.

#### 7. Program Committee (Robin/Vernon)

- Cane Haul Run                      September 25, 2011                      Kelli
  - Aaron Kanemaru is our volunteer liaison; if you know of any church, school or community groups that want to be course marshals, please let Aaron know.
  - Joel Gaspar will be designing our registration forms, posters and T-shirts again this year

- Our goal is to have 500 participants this year and we are trying to recruit more military personnel, if anyone knows of contact names for groups of potential participants, please let Kelli know.
  - Next meeting 5/3/11 @ 2:30pm
- Historic Tour of Waipahu, March 12, 1:00pm-6:00pm          Vernon
    - The tour was held in conjunction with the Waipahu Public Library book sale. QLCC sponsored the event.
    - 50-60 participants took a tour of Waipahu; Goro Arakawa shared his historic pictures, sang "Kaulana O Waipahu" and reminisced about Waipahu.
    - Goro took some people up to the original pump to show them the spring.
    - Local businesses were contracted to provide food for the participants (Highway Inn, Ishiharaya Senbei, Nanding's Bakery)
    - They'd like to expand it and to do it again next year
  - Cultural Festival and Taste of Waipahu QLCC will possibly collaborate with WCA to plan this even in October 2011.
    - Louella "Cuddles" King has Hawaiian, Portuguese, Marshallese, and Filipino, Samoan groups involved to provide entertainment, games and craft demonstrations.
      - It would be great for the WHS students to assist with planning.
  - Bike Path Clean Up, Saturday, April 16, 2011 8a.m.-12p.m.   Kaipo
    - Clean up of Kapakahi Stream to the broken bridge and the bike path will occur this Saturday.
      - The Bike Path runs from Rainbow Park in Aiea to Waipahu and you can actually ride it to Ala Moana if the debris was cleaned up.
    - Everyone is welcome to come and help out. Students can come to complete community service hours, Kaipo will sign the forms.
    - There's a City and County of Honolulu consent that you need to sign prior to participating and they provide equipment, water, and snacks
    - Wear covered shoes, and long pants
    - Meet by the Police Academy
    - PHNS will not be at the bike path clean up to do 1<sup>st</sup> aid at this event.

### 3. Executive Committee

- Organizing Community Meetings for CDBO and NRSA:  
Jeff Alameida, Lorrie Kanno, Barbara Tom
- Empower Oahu has been conducting interviews to find out individual concerns and to find out who else they should speak to. The deadline to submit the CBDO restructuring plan to Honolulu City Council by the end of June so it's included in the City's plan for the next 5 years.
- The 1<sup>st</sup> community speak out meeting will be on 5/2/11 at New Hope Leeward and they will share the areas of focus that the interviewees shared which included:
  - youth activities, business development, traffic, parking and enforcement, rail development, community outreach, job training and increased services for residents who speak English as a 2<sup>nd</sup> language.
  - They also want the community members to come and voice their concerns.
- They need more youth interviews to confirm that Waipahu needs to create more activities.

- He suggested that we also create a youth advisory board so they can continue the legacy and projects that WCC has been doing.
- They are looking for people to serve on the Community Based Development Organization board and to help coordinate the plan. E.g. help the FBI get funding to continue their Adopt-A-School program w/ Waipahu HS next year.
  - 51% of the board needs to be made up of low-moderate income residents, business owners and representatives of service organizations in Waipahu.
  - No elected officials can be on the board.
  - We need to bring in people with financial backgrounds into the development board as well.
  - By the end of June they want organizations and community members to sign up to start planning activities that are part of our revitalization plan.
- Email blasts will be coming to community members to become involved in the process and he needs someone to help develop a Facebook page so they can share updates with the community via social networking.
- Karen Iwamoto asked Jeff to include the Mill Town businesses and local business owners about the CBDO process so we can gain support. As of yet, she hasn't seen any communication to the local businesses about the CBDO process
  - Jeff explained that the local businesses can participate during the upcoming community speak out meetings.

V. Weed & Seed Report

- Crime Stats and Flash Cams Kaipo
- **Weeding Activities:**
- **LAW ENFORCEMENT**
- Truancy Sweeps (Law Enforcement)
- 03/11: Truancy Sweep with Runaway Detail, 2arrests
- 03/30: Truancy Sweep with Runaway Detail, 2 arrests
- 04/02: Project Ho'omana Truancy Program at Waipahu Intermediate – juvenile law
- 04/04: Truancy Sweep with Runaway Detail, 3 arrests
- Upcoming:
- 04/16: Project Ho'omana Truancy Program at Waipahu Intermediate – juvenile laws
- Targeted Patrols (Law Enforcement)
- Investigations
- Regarding complaints that are generated through the Mayor's office, City Council offices and the HPD online complaint website:  
<http://honoluluupd.org/forms/d3onlineform.htm>
- 03/23: Flash Cam Press Conference at Pupuole Mini Park
- **Upcoming:**
- Runaway Sweep
- 03/30: Runaway Sweep with Runaway Detail, 3 arrests
- **Upcoming:**
- 05/02: Runaway Sweep with Runaway Detail
- Warrant Sweep
- Upcoming:

- 04/26: Warrant Sweep with CRU
- Drinking in Public Operations
- 03/24: With CAD and Runaway Detail, 7 citations
- Upcoming:
- 05/12: Drinking in public with FTEP
- Parking enforcement
- 03/24: With George Yakowenko, 16 citations, 4 tows
- 03/30: With FTEP, 110 citations, 15 tows
  
- Trespassing
- 04/04: Waipahu Cultural Center/Hawaii Plantation Village, 10 verbal warnings
- 04/06: Waipahu Cultural Center/HPV with Parks & Recs, 1 written warning issued
  
- **COMMUNITY POLICING**
- Crime Prevention (Community Policing)
- 03/18: Kupuna Fair at Newtown Recreation Center with CPT
- 03/30: Read-a-loud at Honowai Elementary
  
- Community Mobilization (Community Policing)
- 03/09: SuCasa NSW/CP
- 03/22: Aniani NSW/CP, 6:00pm
- 03/23: Waipahu Project/Waipahu Towers NSW/CP, 6:00pm
- 03/26: SuCasa NSW/CP, 7:00pm
- 03/28: Harbor View NSW/CP
  
- Upcoming:
- 04/13: SuCasa NSW/CP, 6:00pm
- 04/19: Aniani NSW/CP, 6:00pm
- 04/20: Waipahu Project/Waipahu Towers NSW/CP, 6:00pm
- 04/25: Harbor View NSW/CP, 5:00pm
  
- **Seeding Activities:**
- **PREVENTION-INTERVENTION-TREATMENT**
- 03/12: Historic Tour of Waipahu Event
- 03/15: Historic Tour of Waipahu Debriefing
- 03/15: Micronesian Women for Change at Safe Haven – disaster preparedness
- 03/22: Waipahu Cultural Festival Committee at 'Olelo Waipahu
- 03/25: Micronesian Women for Change at Safe Haven
- 03/29: Micronesian Women for Change at Safe Haven – Japanese food
- 04/05: Cane Run Planning Committee at Leeward Y Teen Center
  
- Upcoming:
- 04/13 & 04/14: Engage! Youth Leadership Training at TBD
- 
- FBI Adopt-A-School Program at Waipahu HS with 9<sup>th</sup> graders
- 03/07 & 03/08: Classroom session on "Our Community"
- 03/21: Classroom session on "Ethics"

- 04/01: Internet Safety Awards
- 04/04: Classroom session on "Decision making"
- 04/08 & 04/15: Outing to FBI Field Office
  
- Upcoming:
- 04/13: Conference
- 04/14: Conference
- 04/15: Outing to FBI Field Office
  
- Real And Powerful (RAP) Sessions at Waipahu Elementary with 6<sup>th</sup> graders
- 03/08: Anti-bullying presentation
- 03/15: Intercession – no RAP
- 03/22: Anti-bullying presentation
- 03/29: HonZulu
- 04/05: HonZulu
- 04/12: HonZulu
- 
- Upcoming:
- 04/19: Public Health Nurses
- 04/26: Public Health Nurses
- 05/03: Public Health Nurses
- 05/16: Field trip to Kapolei Theaters
  
- Fresh Start Program with Waipahu High School 9<sup>th</sup> grade/9R failing students
- 03/11: Parent-Child Night – career exploration/challenges
- 03/19: Outing to OCCC
- 03/25 & 03/26: Spring Carnival benefiting Fresh Start \$2000 raised to fund the incentives for the program
- 04/08: Parent-Child Night/Check presentation
  
- Upcoming:
- 04/21: Outing to HCC
  
- **NEIGHBORHOOD RESTORATION**
- Economic Development
- Waipahu Festival Marketplace is at 100% occupancy
- Community Beautification
- Ongoing: Removal of shoes from power lines in Pupu and Aniani
- Ongoing: Replacement of light fixtures in Pupu and Aniani
- Ongoing: Monitoring of bulky items pickup in community
- 03/19: District 4 Project CLEAN
- Upcoming:
- 04/16: Pearl Harbor Bike Path Cleanup, 8-11am
- **Flashcams in Pupuole Park**
  - Target donated a lot of monies to purchase and install 12 flashcams in different W&S areas. Each W&S district will receive 4 cameras.

- It's a 10 megapixel camera and it's encased in plastic and it's solar powered. Each camera costs about \$6000 each and they had to pay for labor to install the cameras.
- There's a timer on the camera and you set it for whatever time you want it to record (preferable during times when crimes are occurring) and there's a light sensor on the camera. They will put up 3 additional cameras at high-crime locations.
- The camera operates in the day time also.
- If you walk into that area it will have voice recording telling trespassers, "You are trespassing, etc" and when they look up to see where the voice came from, the camera will take their picture.
  - The picture quality is excellent (e.g. it can photograph license plates from 50 feet away)
  - They ran an experimental project in Makakilo where there was a lot of illegal dumping. The camera was able to record the license plate and they contacted the person to come and clean up his mess.
  - A designated W&S officer will have a wireless laptop and has to download the pics wirelessly daily. There are about 50-100 pictures /day and officer will f/up on the incident.
  - It's been tested where people have thrown rocks or objects at the camera to try and break it, but it still worked.
  - They have dummy cameras that can be mounted when the real cameras have to be recharged.

#### VI. Community Concerns

- i. Chuck shared concerns about the pairs of shoes hanging off of the electrical wires in the Pupu areas. Officer Kaipo explained that HECO doesn't pay workers to remove shoes unless there's an interruption of services.
  1. Kaipo found a tree-trimmer who was able to remove some of the shoes.
  2. He will see if HECO has volunteer workers who are willing to come out and remove the shoes for free.
- Sheila Woods shared that on 4/16/11, City of Refuge Church will be sponsoring a Career Fair. They will have financial aid, culinary, legal, medical, performing arts, and individuals can come to learn about career interests
- Karen Iwamoto w/ BIA Hawaii reported that on 6/4/11 9a.m.-4p.m., there will be a Hawaii Home Ownership fair at the BIA building, for people who are interested in purchasing a home. They will learn what they need to budget, etc
- Gladys Marrone will be our new government relations contact.

VII. Next meeting: Tuesday, May 10, 3:00pm at BIA Hawaii

VIII. Adjournment 16:52

Waipahu Community Coalition General Meeting  
Tuesday, June 14, 2011 from 3:00-4:30pm

Building Industry Association (BIA) Hawaii  
94-487 Akoki Street

AGENDA

- VII. Roundtable
- VIII. Community Presentations
  - 1. Keiki O Ka 'Aina Mentoring Program  
Malia
- III. Review and approval of April 12, 2011 & May 10, 2011 minutes
- IV. Committee Reports
  - 8. Program Committee (Robin/Vernon)
    - Waipahu 5K Cane Haul Run/Walk  
Sunday, Sept. 25, 2011, 7am Kelli
    - Beautification Day Paint Out  
Lorrie  
Saturday, June 25, 2011, 7:30am
  - 9. Weed & Seed Crime Report
  - 3. Executive Committee
    - WCA as our Nonprofit
    - Organizing Community Meetings for CDBO and NRSA  
Jeff Alameida, Lorrie Kanno, Barbara Tom
- IX. Next meeting: Tuesday, July 12, 3:00pm at BIA Hawaii
- X. Adjournment

Minutes from the  
Waipahu Community Coalition General Meeting

Tuesday, June 14, 2011 from 3:00-4:30pm  
Building Industry Association (BIA) Hawaii  
94-487 Akoki Street

## AGENDA

Attendees: Lorrie Kanno, Barbara Tom, Chuck Wheatley, Kelli Buenconsejo, Jeff Alameida, Rochelle Kalili, Gale Mejia, Jayson Chun, Eulalia Corpuz, Christine Mogliewicz, Maile Kanemaru, Sparky Rodrigues, Sharon Imanaka, Allison Andrade, Felicia Durant, Sgt. Shellie Paiva, Rosemary Kam-Pabingwit, Robin Oania, Aaron Kanemaru

### IX. Roundtable

### X. Community Presentations

1. Keiki O Ka `Aina Malia Infiel-postponed to another date.
2. Sharon Imanaka, Parent Child Development Center contracted agency thru DOH to provide Early Intervention services in Waipahu, Pearl City (certain areas), Kunia, Waikele. They have been in Waipahu for the past 3 years; they took over for Easter Seals Waipahu.
  - Provide developmental assessments for the 0-3 year old population with suspected developmental delays and they will then receive services if they are found eligible if their developmental scores are low.
  - They share office space w/ Bowers and Kubota
  - There are 3 different parent-child developmental centers on Oahu. The program in Waianae has been in existence for 20 years, Waipahu PCDC is the 2<sup>nd</sup> newest and Wahiawa PCDC is the newest program.
  - Currently, Waipahu PCDC serves 140 children.
  - Developmental services (such as occupational therapy, speech language therapy, physical therapy and special instruction) are provided in the home. Therapists provide parents with strategies and modeling techniques to help improve development. The parents need to work with the child using the proposed strategies until the therapist comes back. Therapists adjust the program as necessary.

### XI. Review and approval of April 12, 2011 & May 10, 2011 minutes

- Lorrie Kanno motioned to approve the minutes as is; Barb 2<sup>nd</sup>

### IV. Committee Reports

#### 10. Program Committee (Robin/Vernon)

- Cane Haul Run September 25, 2011 Kelli
  - We are in the process of finalizing the donation letter and the registration forms and fliers.
  - We distributed about 5000 Save the Date fliers to WHS, WIS, Honowai and WES before summer break.

- Kelli will continue to update the cane haul run blog ([www.canehaulrun.blogspot.com](http://www.canehaulrun.blogspot.com)) and will link up past events to the Waipahu Community Coalition website created by Empower Oahu. [www.waipahucommunitycoalition.org](http://www.waipahucommunitycoalition.org)
- Next Cane Haul Run Planning meeting on 6/21/11 @ 230pm @ Leeward YMCA Teen Center.

- Waipahu Beautification Day 730-1000
  - Shiroma Painting Company will finish painting Paiwa St walls.
  - Bethel Chapel will paint Mahoe Street and part of Waipahu St to Kamehameha Hwy; New Hope Leeward will paint along Kunia Wall.
  - Groups and individuals will need to meet at Waipahu Uka Park (park off of Manager's Drive and Hiapo Street)
  - Pastor Joe is willing to clean up the bike path area on 6/25/11, but they're trying to coordinate with the City to bring a big dumpster to the park. Barb to check with Councilmember Nestor Garcia and Connie Herolaga.
  - Pastor Joe would prefer to take it to Waipahu Refuse Center, but they don't accept green waste and he doesn't want to drive to Waimanalo landfill.
  - If you want to help out, let Lorrie Kanno of Weed & Seed know because she is organizing the event and assigning teams to the various locations.
  - Awaiting number of volunteers from Project Ho'omana, Military groups and other student groups.
  - Almost 200 volunteers have already signed up.

## 2. Executive Committee

- WCA has become our 501c3 fiscal agent, but we are waiting for the reimbursement from WHS for last year's Cane Haul Run to be deposited into VRCH account and then we'll transfer the monies to WCA account.
- Organizing Community Meetings for CDBO and NRSA
  - Jeff Alameida, Lorrie Kanno, Barbara Tom
    - Coalition has taken a lead to drive this project forward and WCC is being asked to consider becoming the CBDO. Benefits would be that we wanted to be our own non-profit entity for a long time.
    - WCC has developed a "name brand" and it's the most recognizable brand in Waipahu. Our activities are CBDO activities.
    - WCC would be called: Waipahu CBDO doing business as WCC
    - Every year we must submit an annual report by HUD. HUD can pull the NRSA designation if they feel that we are not working towards the neighborhood plan.

- IF CBDO is formed then funding that Empower Oahu has obtained will help WCC by submitting for IRS funding. Gets the CBDO paid for and will stay focus on the activities that we want to work on
- The CBDO is a formal organization and the board has fiduciary responsibilities. WCC becomes the 'go to' for everything in Waipahu.
  - E.g. Wahiawa will start their 3<sup>rd</sup> year of 5 year CBDO plan. A developer has come forward to build 45 units for elderly housing. In return get 800 square foot building where they can build offices, etc.
  - E.g. 2<sup>nd</sup> is that they've had number of opportunities who want letters of support to provide services to the community
  - Someone came from Waiialua to create a little league field and teams in Wahiawa
  - CBDO may have to tell them that their project doesn't fit into their community plan
- Brief history of the CBDO in the past
  - 3 NRSA will be developed Wahiawa and Ewa Beach have started theirs and Waipahu will be the last.
  - There are 4 CBDO's on Oahu
  - Result of C&C of Honolulu informing business owners and residents about a million dollar grant that could serve the communities
  - Waipahu neighborhood plan was developed and people came to the consensus that there are a lot of resources in the area that they haven't taken advantage of and there are areas of improvement
  - The Waipahu CBDO was developed in 2003 and was made up of business owners, low-to-moderate income residents and service providers. The Waipahu Neighborhood Plan was developed and the NRSA was created.
    - Expected Outcomes that they had were to Revitalize the town core, create 39 new jobs by 2010, 25 new business start ups, increase visitors to HPV, reduce unemployment or underemployment LMI residents, increased civic pride
    - Out of the CBDO- the Waipahu Festival Marketplace was created.
  - CDBG grants help residents coordinate their resources and agendas. How can we leverage resources to help Waipahu?
  - HUD- Dept of Housing and Urban Development. Allocates \$2-4million/year in a form of community block grants which helps communities work towards projects in their plan.
  - NRSA receive federal funding helps reduce the documentation and paperwork. That helps HUD and city

- understand that as a CBDO we want to improve our community
- Where we are today:
    - Not all of the objectives from the previous plan have been met. The ideas behind the Neighborhood plan are constantly changing and reevaluated and there are new goals, partners and objectives.
    - We have a CBDO that needs to be reorganized
      - Graphic of the proposed NRSA was shared and includes West Loch up until WHS, 52% of the area is LMI residents. WHS is not in the NRSA designated area.
      - We haven't reduced # of LMI and raised their income
      - Waipahu is comprised of residents with the median age: 20-35y.o. And there are older residents as well.
      - Final consolidated plan.
      - Gathering names of volunteers who want to be on the CBDO
      - Working on developing the NRSA
      - Recap- why do we want a community plan? To get everyone get on the same track, revitalize Waipahu and we have access to community block grant funds
      - Wahiawa and Ewa- microenterprise classes
  - CBDO becomes the lead organization that coordinates all resources working together to work on NRSA implementation.
    - To be successful the plan must demonstrate commitments, make neighborhood attractive, generate neighborhood participation, support families and elected officials to support it. Fostering beautification is part of economic development. We want to generate neighborhood participation
    - Community drives the plan and asks the government for help
  - Over the past few months we've been conducting personal interviews and community meetings to revitalize the Waipahu CBDO and NRSA. Developing a blue print for all of us to follow and for the plan to be submitted to the city
  - After interviews- 3 main areas emerged that we want to incorporate into our Neighborhood plan: youth and family support, beautiful, safe, historic Waipahu and Business development and job creation.
  - As a CBDO, WCC can apply for 501c3 status
  - Empower Oahu will submit our Neighborhood Plan to the City and County of Honolulu by the middle of July.
  - It's a multi-month approval process by HUD and the city and county of Honolulu.

- Starting in mid-September, CBDG RFP's (requests for proposals) are being accepted and if we want to write for a grant, it will not be approved until 10/2012
- Tonight is the 5<sup>th</sup> and final meeting at City of refuge. Please invite people to come.
  - Tonight's meeting we will break out into groups and ask participants to help design the projects.
  - The proposed projects are listed in the handout and will help the participants and CBDO to design the activity.
  - We know what the results are and how it's going to benefit Waipahu, but we need to know what resources will we need, timeline, results, benefits, impact, resources available for the activity.
    - (For example, Financial literacy objective. "by the end of year 3 the Waipahu CBDO will be sustainable and capable of helping 150 residents understand and improve their financial situations."
      - 300 individuals will go thru assessments and classes
      - Impact of the activity: empowerment of clients, improvements in household and economic welfare, community level microenterprise growth
      - Resources; CBDO, financial planners, banks, CFP
      - Build a timeline for implementation.
- We want to recruit members for the CBDO executive board, but also recruit Waipahu youth so we can develop a youth advisory board.
- Stay updated thru the FB page and [Waipahucommunitycoalition.org](http://Waipahucommunitycoalition.org)
- Questions:
  - Barb- asked about hiring an accountant to properly manage funds coming for grants. We are a large group and will we need to appropriate a bookkeeper position thru the grant or does WCC write in the position as a direct service for that specific project?
  - Fiscal agents- WCA will incur costs managing the grant. We would be hiring a contractor to internally manage the projects and funding

### 3. Weed & Seed Report

Lorrie will email out W&S report for this month since we ran out of time to review the report.

XI. Next meeting: Tuesday, July 12, 3:00pm at BIA Hawaii

XII. Adjournment 4:34p.m.

Waipahu Community Coalition  
Board Meeting  
August 4, 2011

MINUTES

**PRESENT**

Facilitator:

Jeff Alameida (Empower Oahu)

Betty Sequin, resident member

Waipahu CBDO members:

Jeff Ventura (First Hawaiian Bank), community member

Greg Uyematsu (Kiewit), community member

Paul Taga (Waipahu Elementary), community member

Kelli Buenconsenjo (Dept of Health), community member

Mary Wilson, resident member

Edmar Ramos, resident member

Rochelle Kalili, resident member

WCC Executive Committee members:

Barbara Tom (Dept of Health), Co-Chair

Lorrie Kanno (YMCA/Weed & Seed), Co-Chair

Rosemary Kam-Pabingwit (Waipahu HS),

Membership Co-Chair

Sparky Rodrigues ('Olelo), Development Co-Chair

WCC Members:

Allison Andrade (Kiewit)

Gale Mejia (GEAR Up)

**HANDOUTS DISTRIBUTED - See Attached**

Waipahu NRSA Activities Summary

WCC Bylaws revised 7.12.11

Wahiawa CBDO Bylaws

DRAFT Waipahu NRSA Application

WCC Calendar of Events

[I am also including a sample worksheet for use when working on objectives]

**DISCUSSION**

1. **Number of CBDO members.** Group decided to keep it at 11 with the understanding that 6 members are required to be present to meet quorum.

2. **Bylaws.** Copy of Wahiawa's bylaws given as sample so that we can take current WCC bylaws and revise to fall in line with Wahiawa sample.

3. **Calendar of Events.** Need to pick and choose activities to place on calendar based on NRSA plan.

4. **NRSA Objectives.** Look at sample objectives under PERFORMANCE MEASURES in Application for NRSA Designation.

All activities on calendar of events should fall into one of the objectives. Objectives should indicate benchmarks and impact on community.

**NEXT STEPS**

1. Everyone is being asked to come up with activities that will benefit the community and align them with the objectives. Email your draft objectives to [jeff@empoweroahu.org](mailto:jeff@empoweroahu.org). May I suggest that you email each other to work on these objectives collectively.

2. Next meeting, **Tuesday, August 16 from 4:00-5:00pm at the Leeward YMCA.**

Waipahu Community Coalition General Meeting  
Tuesday, August 09, 2011 from 3:00-4:30pm  
Building Industry Association (BIA) Hawaii  
94-487 Akoki Street

AGENDA

- XII. Roundtable
- II. Review and approval of July 12, 2011 minutes
- III. Committee Reports
  - 11. Program Committee Lorrie
    - A. Cane Haul Run
    - B. Calendar of Events
  - 2. Weed & Seed Report
    - A. Crime Statistics Jacque
    - B. Farmers Market, Health & Safety Fair Lorrie
      - Saturday, August 27, 2011, 9a-2p
      - Waipahu Town Center
  - 3. Executive Committee Barb
    - A. Waipahu NRSA/CBDO
      - i. Objectives
- XIII. Next meeting: Tuesday, September 13, 3:00pm at BIA Hawaii
- XIV. Adjournment

Waipahu Community Coalition General Meeting  
Tuesday, September 13, 2011 from 3:00-4:30pm  
Building Industry Association (BIA) Hawaii  
94-487 Akoki Street

AGENDA

XIII. Roundtable

II. Committee Reports

12. Program Committee

Lorrie

C. Cane Haul Run

D. Taste of Waipahu

2. Weed & Seed Report

A. Farmers Market, Health & Safety Fair

Lorrie

B. Gang Prevention & Intervention Workshop

Sept. 29-30, 2011, 8:00-4:30 at New Hope Leeward

3. Executive Committee

A. Waipahu NRSA/CBDO

Lorrie

i. Amended Bylaws

ii. Application

III. Next meeting: Tuesday, October 11, 3:00pm at BIA Hawaii

XV. Adjournment

# APPENDIX E

Capital Improvement Projects (CIP)  
Supplemental Policies and Procedures

Department of Community Services  
Capital Improvement Program

I. Purpose and Intent

The purpose of the Capital Improvement Program is to support ongoing public facility and public improvement projects undertaken in whole or in part with Community Development Block Grant (CDBG) funds and which fulfills the CDBG National Objective of principally benefitting low and moderate income persons.

II. Eligible Projects

Projects eligible for funding under the Capital Improvement Program must meet the following requirements:

1. The project must be an ongoing project as evidenced by the following:
  - a) The project must have received CDBG funding in the current or a prior fiscal year, and have been included in a CDBG Action Plan which was submitted by the City to the U.S. Department of Housing and Urban Development (HUD).
  - b) The project or program must have completed all Environmental Review Requirements as evidenced by the receipt of an Authority to Use Grant Funds from HUD.
  - c) The project must have an active CDBG Subrecipient Agreement with the City.
  - d) Construction activities related to the project must be underway or imminent, meaning a general contractor has been procured and all required building permits have been obtained.
2. The project must be an eligible CDBG public facility or improvement project as defined in 24 Code of Federal Regulations (CFR), §570.201(c).
3. The project must meet the national objective of principally benefitting low and moderate income persons as required under 24 CFR, §570.208(a).

III. Procedures

Requests to allocate funds from the Capital Improvement Program to an eligible project shall be forwarded to the Director of the Department of Community Services by the Administrator of the Community-Based Development Division or the Office of Special Projects. Such a request shall include the following information:

1. Name of the project.

2. Name of the CDBG Subrecipient undertaking the project.
3. A narrative description of the project including a description of the current status of the project, the Subrecipient's ongoing performance, and other related information.
4. Description of how the project fulfills the CDBG National Objective of principally benefitting low and moderate income persons.
5. A summary of the City's past commitments of CDBG funds to the project.
6. A statement justifying the funds requested through the Capital Improvement Program including an estimated expenditure schedule for the new funds.

The Director of the Department of Community Services shall review each request and make the final decision as to the use of funds from the Capital Improvement Program based on the following criteria:

1. The project or program meets all eligible requirements as stated in Paragraph II, above.
2. The Subrecipient is generally compliant with the City's CDBG Subrecipient Agreement.
3. The additional funding will contribute to the timely completion of the project and the delivery of benefits to low and moderate income households.

Approved:

  
\_\_\_\_\_  
Pamela A. Witty-Oakland, Director

Date: 4/16/2013

# APPENDIX F

Downpayment Loan Program Policies and Procedures

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

I. REQUEST FOR DPL APPLICATION

- A. Applicants will apply for the City's DPL through the first mortgage lender.
- B. Lenders or applicants will be notified that units built in 1978 or prior will require a Lead-Based Paint (LBP) Test per Federal requirements. If test results show unacceptable levels of lead, additional repair cost is required. Additional DPL processing time will be needed for testing and/or repair work required for compliance.
- C. Prior to formal loan application submission, a Housing Quality Standards (HQS) inspection will be conducted by a City Inspector after a private home inspection has been completed. The property must first pass the HQS inspection and the Lead Based Paint Test requirement.
- D. When applying for a first mortgage to purchase a property, loan applicants will inform the first mortgage lender that they will be also applying for the City's DPL. The loan applicants' first mortgage lender will submit to the Rehabilitation Loan Branch, a **full loan file submission as outlined in Section II A.**

II. FORMAL APPLICATION RECEIVED FROM THE APPLICANT

- A. The first mortgage lender will submit to the Rehabilitation Loan Branch, a copy of the loan applicant's first mortgage loan file according to the **First Mortgage Lender's DPL Loan File Submission Checklist** for underwriting approval which includes the following documents :
  - 1. DPL Loan File Submission Checklist completed by First Mortgage Lender
  - 2. DPL Application and Consent to Release Information Form;
  - 3. Certificate of Completion of HUD certified Homebuyer Education;
  - 4. (FNMA Form 1003) Loan Applications for the 1<sup>st</sup> Mortgage;
  - 5. (FNMA Form 1003) Loan Applications for the DPL as the 2<sup>nd</sup> 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. 1<sup>st</sup> Mortgage Lender's UW Conditional Approval if already completed;

9. Tri-Merged Credit Report;
  10. Income Documents (Federal Income Tax Return, etc used for 1<sup>st</sup> 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 1<sup>st</sup> 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 Specialist 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. 1<sup>st</sup> 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 1<sup>st</sup> & 2<sup>nd</sup> Mortgage Transaction;
19. (FNMA Form 1008) Uniform Underwriting and Transmittal Summary;
20. Automated Underwriting (UW) Findings (DU or LP);
21. 1<sup>st</sup> Mortgage Lender's UW Conditional Approval if already completed;
22. Tri-Merged Credit Report;
23. Income Documents (Federal Income Tax Return, etc used for 1<sup>st</sup> 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 1<sup>st</sup> mortgage loan, and Federal Grants' approval of the ERR;
2. Upon request of 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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. 1<sup>st</sup> 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. 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> mortgage lender to have the mortgage and the Declaration of Land Use Restrictive Covenants or HOME Recapture Agreement to be recorded simultaneously with the 1<sup>st</sup> mortgage loan documents.
- I. The Loan Specialist completes loan checklist after loan closing of 1<sup>st</sup> 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 G

Loan Conversion Policies and Procedures

City and County of Honolulu  
Community Development Block Grant Program

Loan Conversion Policy and Procedures  
For Special Needs Housing Projects

1. Purpose .....	1
2. Definitions .....	1
3. Findings and Purpose.....	2
4. Conditions of Conversion.....	3
5. Loan Conversion Process.....	4
5.1. Initial Request .....	4
5.2. Determination of Eligibility for Conversion.....	4
5.3. Denial of Loan Conversion Request.....	5
5.4. Approved Loan Conversion Requests.....	5
Exhibit 1 – Agreement and Acknowledgement	
Exhibit 2 – Release of Mortgage	
Exhibit 3 – Use Restriction Agreement	

City and County of Honolulu  
Special Needs Housing Program  
Loan Conversion Policy and Procedures

**1. Purpose**

To set forth the policies and procedures to convert loans funded through the Community Development Block Grant program and extended to Nonprofit Corporations into grants.

**2. Definitions**

"BFS" means the Department of Budget and Fiscal Services of the City and County of Honolulu.

"City" means the City and County of Honolulu, a municipal corporation of the State of Hawaii.

"CBDD" means the Community-Based Development Division of the Department of Community Services.

"CDBG" means the Community Development Block Grant program, authorized under Title 1 of the Housing and Community Development Act of 1974.

"DCS" means the Department of Community Services of the City and County of Honolulu.

"FGU" means the Federal Grants Unit of the Department of Budget and Fiscal Services.

"HUD" means the United States Department of Housing and Urban Development.

"Nonprofit Corporation" means a business entity organized under Section 501(c)(3) of the Internal Revenue Code and authorized to do business in the State of Hawaii.

"Nonperforming Loan" means a loan for which a payment has not been received for a period of six consecutive months.

"Residual Receipts" means revenue remaining after payment of operating expenses and the provision of reasonable reserves.

"Special Needs Housing" means housing for persons with mental, physical, or social challenges whose ability to live independently can be maximized through a combination of appropriate housing and services.

"Subrecipient" means a Nonprofit Corporation which received CDBG funds from the City to undertake an eligible CDBG program activity.

"Subrecipient Agreement" means a contract between the City and a Subrecipient which states the purpose for which CDBG will be provided to the Nonprofit Corporation, and the terms and conditions under which CDBG funds, provided to a Nonprofit Corporation, may be expended.

### **3. Findings and Purpose**

The City has provided CDBG funds to Nonprofit Corporations undertaking the acquisition, development and/or rehabilitation of real property for the purpose of operating Special Needs Housing projects in the form of loans. Loans were extended to the Nonprofit Corporations as a means of generating CDBG Program Income, and to allow the City to recapture its CDBG funds if the Nonprofit Corporation failed to use the real property acquired or improved with CDBG funds for its intended purpose. The Nonprofit Corporations, in good faith, accepted the loans as a means to further their mission and serve their clientele.

The City finds that Special Needs Housing projects that have been assisted with CDBG funds provided by the City, have established a record of serving some of the most vulnerable members of our community in conformance with their Subrecipient Agreements. Many residents of Special Needs Housing projects are afflicted by disabilities which prevent them from securing employment, are facing social challenges including domestic violence, and in the absence of appropriate housing and supportive services would become homeless or institutionalized.

The City finds that Special Needs Housing projects are characterized by higher operating costs due to the need to provide supportive services, a greater degree of management oversight due to the nature of the clientele served, and lower revenue generation potential as rents, if charged, are typically set at below market rates to accommodate the limited financial resources of the client group. The high operating costs of Special Needs Housing projects exceeds the operating revenue generated through the collection of rents and fees from clients. Operators of Special Needs Housing projects must frequently seek operating subsidies from public and private sources to meet operating expenses and provide supportive services.

The City finds that as Special Needs Housing projects generally do not generate sufficient revenue to fully pay for operating expenses, it is unlikely that funds will be available to make fixed or residual receipts loan payments on CDBG loans. The City further finds that for the foreseeable future, it is unlikely that the funding environment will materially change as the fiscal conditions for the State and Federal governments continues to erode.

The City finds that the majority of Nonprofit Agencies receiving loans have successfully managed the Special Needs Housing projects assisted with CDBG funds for an extended period of time, and have established a track record of compliance with the terms and conditions of their CDBG Subrecipient Agreements.

The City finds that its current CDBG funding practices for projects involving the acquisition, construction and/or renovation of special needs housing projects is to provide CDBG funding exclusively in the form of grants, and to convert existing CDBG loans to grants would bring past projects in line with current funding practices.

The City further finds that Nonperforming Loans, which are carried as assets on the financial records of the City, should correctly be converted to a grant and written off as an asset of the City.

The City further finds that converting the CDBG loans to grants will strengthen the financial position of the Nonprofit Agency removing the CDBG loan as a liability of the Nonprofit Agency.

Given the City findings that (1) it is unlikely that the Nonprofit Agencies receiving CDBG loan funds for the acquisition, development, and/or improvements to Special Needs Housing projects will be able to make required loan payments; (2) the Nonprofit Agencies do not have adequate revenue producing ability to cover operating costs in many cases; and (3) that the Nonprofit Agencies have established a record of compliance with Subrecipient Agreements; The purpose of this policy therefore is to set forth the conditions and process for converting CDBG loans extended to Nonprofit Agencies for the limited purpose of acquiring, constructing, and/or improving real property for the purpose of Special Needs Housing, into grants in conformance with current CDBG funding practices.

#### **4. Conditions of Conversion**

In order for a CDBG loan for a Special Needs Housing project to be converted to a grant, the Subrecipient must meet the following requirements:

1. Operated the Special Needs Housing project assisted with CDBG funds for a minimum period of five (5) years in a manner consistent with the goals and objective of the project, and all CDBG program requirements as stated in the CDBG Subrecipient Agreement for the project, as determined by the City.
2. The Subrecipient has no outstanding CDBG monitoring findings related to the Special Needs Housing project assisted by the CDBG loan for a period of five (5) years preceding the request to convert the loan to a grant.
3. At the time of conversion to a grant the Subrecipient shall be current on all State, and Federal tax obligations as evidenced by a Certificate of Vendor Compliance or Tax Clearance Certificate current to within 60 days of date of the Nonprofit Agency's formal request to convert the loan.
4. At the time of conversion the Subrecipient must be current on all obligations to the City and County of Honolulu, with the exception of payments on the CDBG loan, including but not limited to, lease rents and real property taxes.

5. At the time of conversion, the Subrecipient shall have no outstanding findings in its most recent audit. This requirement is limited to audits prepared pursuant to OMB Circular A-133.

As a condition to converting a CDBG loan to a grant, the Subrecipient shall agree to a new five year compliance period commencing from the date which the loan is converted to a grant. During the new compliance period, the Subrecipient must operate the project in a manner consistent with the CDBG Subrecipient Agreement and the appropriate CDBG program national objective, as designated by the City. The new five year compliance period will be memorialized by a Use Restriction Agreement, a form of which is attached as Exhibit 3, which shall be recorded by the Subrecipient as a covenant that shall run with the project site.

## 5. Loan Conversion Process

### 5.1. Initial Request

Request for conversions of CDBG loans to grants shall be directed to DCS. Upon receipt of the request DCS shall acknowledge the receipt of the request in writing. The written acknowledgement shall also include (1) a statement that the City has the sole discretion on decisions to convert a CDBG loans to grant; and (2) a request to the Nonprofit Agency for the following documents:

1. A written statement from the nonprofit agency justifying the need to convert the loan to a grant.
2. A statement from the nonprofit agency that it is current on all obligations to the City including the payment of real property taxes and obligations relating to the lease of City land, if applicable.
3. Audited financial statements from the most recent fiscal year.
4. A tax clearance certificate or Certificate of Vendor Compliance current to within 60 days of the request.

### 5.2. Determination of Eligibility for Conversion

A copy of the request for conversion shall be forwarded by CBDD to the FGU. A determination of eligibility for conversion shall be based on the applicant's consistency with the conditions stated in Paragraph 3, above:

Condition	Reviewer	Source Documents
1. Operated the project assisted with CDBG funds for a minimum period of five years in a manner consistent with the goals and objective of the project, and all CDBG program requirements.	FGU	CDBG Subrecipient Loan Agreements, Post-Development Monitoring Reports.

2. The Subrecipient has no CDBG monitoring findings related to the project assisted by the loan for a period of five (5) years	FGU	Post-Development monitoring reports.
3. Subrecipient shall be current on all State, and Federal tax obligations.	CBDD	Certificate of Vendor Compliance, Tax Clearance Certificates
4. Subrecipient must be current on all obligations to the City and County of Honolulu	CBDD	Real Property Tax Records, lease documents (if applicable)
5. Subrecipient shall have no outstanding findings in its most recent audit.	CBDD	Annual Audit

FGU shall inform CBDD in writing of its determination that the Subrecipient has fulfilled the requirements under Conditions 1, and 2, above. CBDD shall determine if the Subrecipient has fulfilled the requirements under conditions 3, 4, and 5, above, and shall make a final determination that all conditions for a loan conversion are met.

### 5.3. Denial of Loan Conversion Request

A Subrecipient not meeting the conditions stated in Paragraph 3, above, shall be notified in writing that they are not eligible for conversion of their loan to a grant and shall be informed for the reasons for the denial. A Subrecipient may not reapply for conversion of a CDBG loan to a grant, for a period of 12 months after the most recent denial of the loan conversion request.

### 5.4. Approved Loan Conversion Requests

Subrecipients meeting the conditions stated in Paragraph 3, above, shall be notified in writing by DCS of the City's approval of the loan conversion request. The approval notice shall be copied to FGU. CBDD shall draft an Amendment, Agreement and Acknowledgement, a form of which is attached as Exhibit 1, which shall provide the terms and conditions under which the CDBG loan will be converted to a grant. CBDD shall also prepare a draft Release of Mortgage, a form of which is attached as Exhibit 2, if required. The draft Amendment, Agreement and Acknowledgement, and Release of Mortgage shall be circulated to the Corporation Counsel, BFS, and the Subrecipient for review and comment. CBDD shall also obtain the original Promissory Note memorializing the loan and shall mark the note as canceled as shown below:

<p><b>CANCELED:</b></p>  <p>By: _____  Director of Budget and Fiscal Services</p> <p>Date: _____</p>
----------------------------------------------------------------------------------------------------------------

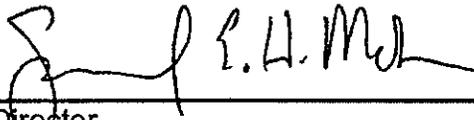
CBDD shall receive comments and circulate 3 original of the Amendment, Agreement and Acknowledgement, Use Restriction Agreement, and Release of Mortgage, if required, for execution. CBDD shall also transmit the marked Promissory Note to BFS for signature and dating. The Subrecipient shall be responsible for recording the Release of Mortgage. Upon execution, the documents shall be distributed as follows:

	Subrecipient	BFS - FGU	BFS - Fiscal Services	DCS - CBDD
Amendment, Agreement, and Acknowledgement	Original	Original	Copy	Original
Marked Promissory Note	Original	Copy	Copy	Copy
Release of Mortgage	Original	Original	Copy	Original
Use Restriction Agreement	Original	Original	Copy	Original

Policy effective MAY 1 2012. 201  .

**Approved as to Content:**

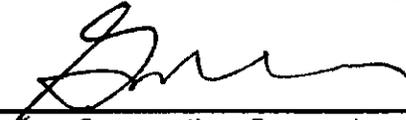
Department of Community Services

  
 \_\_\_\_\_  
 Director

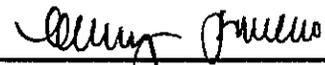
Office of Housing

  
 \_\_\_\_\_  
 Executive Director

**Approved as to Form and Legality**

  
 \_\_\_\_\_  
 Deputy Corporation Counsel

**Approved as to Program Requirements**

  
 \_\_\_\_\_  
 Federal Grants Coordinator

**Approved:**  
 Department of Budget and Fiscal Services

  
 \_\_\_\_\_  
 Director

Amendment, Agreement and Acknowledgement  
(Subrecipient Loan Agreement)

THIS AMENDMENT, AGREEMENT, AND ACKNOWLEDGEMENT, by and between the CITY AND COUNTY OF HONOLULU, a municipal corporation of the State of Hawaii, the principal place of business and mailing address of which is Honolulu Hale, 530 South King Street, Honolulu, Hawaii 96813 ("City") and \_\_\_\_\_, a Hawaii nonprofit corporation, the principal place of business and mailing address of which is \_\_\_\_\_, \_\_\_\_\_, Hawaii 967\_\_\_ ("Subrecipient").

RECITALS

A. The City and Subrecipient entered into that certain Subrecipient Loan Agreement dated \_\_\_\_\_, \_\_\_\_\_ and identified as Contract F \_\_\_\_\_ which provided a loan of up to \_\_\_\_\_ AND \_\_\_/100 DOLLARS (\$ \_\_\_\_\_) in Community Development Block Grant (CDBG) funds to Subrecipient (the "Loan") for the \_\_\_\_\_ (the "Project") located at \_\_\_\_\_, \_\_\_\_\_, Hawaii (the "Project Site").

B. The final disbursement of Loan funds was made to Subrecipient on \_\_\_\_\_, \_\_\_\_\_ via City Warrant No. \_\_\_\_\_, dated \_\_\_\_\_, \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

C. The Loan was evidenced by that certain Promissory Note dated \_\_\_\_\_, \_\_\_\_\_ by Subrecipient, as maker, in favor of the City, as holder (the "Note"), in the principal amount of \_\_\_\_\_ and \_\_\_/100 DOLLARS (\$ \_\_\_\_\_). The Loan was memorialized by a certain Mortgage and Security Agreement executed by the City and Subrecipient dated \_\_\_\_\_, \_\_\_\_\_ and recorded as Document No. \_\_\_\_\_ at the Bureau of Conveyances of the State of Hawaii on \_\_\_\_\_, \_\_\_\_\_.

D. Subrecipient has requested that the City cancel the indebtedness evidenced by the Note, and the City has determined that it would be in its best interest to grant Subrecipient's request.

AGREEMENT

NOW THEREFORE, for and in consideration of the promises and the covenants set forth herein the City and Subrecipient agree to the following:

1. Effective Date. Notwithstanding the execution of this Agreement by all parties, this Agreement shall not be effective until Subrecipient meets the conditions precedent set forth in paragraph 5 below.

2. Amendment. The Subrecipient Loan Agreement is amended to delete all requirements for the repayment of the Note. From and after the effective date of this

Exhibit 1

Agreement, the Subrecipient Loan Agreement shall be deemed to have been converted into a Subrecipient Grant Agreement. All references therein to a "loan" shall hereafter be deemed to refer to a grant, and any terms requiring repayment of the Note or of amounts advanced thereunder are hereby deleted.

3. City's Acknowledgement and Agreement. The City acknowledges that as of the Effective Date of this Agreement the indebtedness memorialized by the Note, including the outstanding principal and interest owed to the City by Subrecipient, is cancelled and forgiven, and Subrecipient shall have no further obligation to make any payments whatsoever under the Note.

4. Subrecipient's Acknowledgement and Agreement. Subrecipient acknowledges and agrees that for a period of five years from the Effective Date of this Agreement that it will maintain and operate the Project in a manner that conforms to the requirements of Contract F\_\_\_\_\_. In accordance therewith, the Project shall continue to be used solely for \_\_\_\_\_, and shall be operated and maintained in a manner that meets the CDBG national objective of benefiting low and moderate income persons, limited clientele, as stated in 24 Code of Federal Regulations, §570.208(a)(2).

5. Condition Precedent to Effectiveness of Agreement. Reserved.

6. Entire Agreement. This Agreement is the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral, between the parties with respect to the matters contained in this Agreement. Any waiver, modification, consent or acquiescence with respect to any provision of the Agreement shall be set forth in writing and duly executed by or on behalf of the party to be bound thereby. No waiver by any party of any breach hereunder shall be deemed a waiver of any other or subsequent breach.

7. Counterparts. This Agreement may be executed in counterparts by the parties hereto, each of which shall be deemed to be an original, and all such counterparts shall constitute but one and the same instrument.

8. Delivery of the Note; Further Assurances. The City agrees to deliver to SUBRECIPIENT the original Note, marked "Cancelled". Each of the parties agrees to execute further and supplemental instruments as may be requested by another party to effectuate the purposes of the Agreement.

9. Release of Mortgage and Security Agreement. The City agrees to execute and deliver to the Subrecipient a Release of Mortgage and Security Agreement. The Subrecipient shall record the Release of Mortgage and Security Agreement at the Bureau of Conveyances of the State of Hawaii and shall deliver to the City a the recorded Release of Mortgage and Security Agreement.

Exhibit 1

The City and Subrecipient have executed this Agreement on \_\_\_\_\_, 20\_\_.

APPROVED AS TO FORM AND LEGALITY

CITY AND COUNTY OF HONOLULU

\_\_\_\_\_  
Deputy Corporation Counsel

By \_\_\_\_\_  
Its Director of Budget and Fiscal Services

APPROVED AS TO CONTENT

\_\_\_\_\_

\_\_\_\_\_  
Department of Community Services

By \_\_\_\_\_  
Its \_\_\_\_\_

APPROVED AS TO PROGRAM REQUIREMENTS

\_\_\_\_\_  
Federal Grants Coordinator

<b>LAND COURT SYSTEM</b>	<b>REGULAR SYSTEM</b>
--------------------------	-----------------------

**Return by Mail ( ) Pickup ( ) To:**                      **Land Court ( ) Regular ( ) Double ( )**

Department of Community Services  
715 South King Street, Suite 311  
Honolulu, Hawaii 96813

Attention: Community-Based Development Division

**Total pages** \_\_\_\_\_

---

**TYPE OF DOCUMENT:**    RELEASE OF MORTGAGE AND SECURITY AGREEMENT

---

**PARTIES TO DOCUMENT:**

**MORTGAGOR:** \_\_\_\_\_, a  
Hawaii Nonprofit Corporation

**MORTGAGEE:**    CITY AND COUNTY OF HONOLULU, a Municipal Corporation  
of the State of Hawaii

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<b>PROPERTY DESCRIPTION</b>	<b>DOCUMENT NO.</b>  <b>DOCUMENT NO.</b> <b>TRANSFER CERTIFICATE OF</b> <b>TITLE NO:</b>
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Tax Map Key No. (1) \_\_\_\_\_

Exhibit 2

RELEASE OF MORTGAGE AND SECURITY AGREEMENT

THE CITY AND COUNTY OF HONOLULU has cancelled the obligations stated in the Mortgage and Security Agreement dated \_\_\_\_\_, \_\_\_\_\_ made by \_\_\_\_\_, and recorded at the State of Hawaii, Bureau of Conveyances as document \_\_\_\_\_, and therefore releases and discharges the Mortgage and Security Agreement as of the date written below.

Dated at Honolulu, Hawaii, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

APPROVED AS TO CONTENTS

CITY AND COUNTY OF HONOLULU

By: \_\_\_\_\_  
Department of Community Services

By \_\_\_\_\_  
Its Director of Budget and Fiscal Services

APPROVED AS TO FORM  
AND LEGALITY

\_\_\_\_\_  
Deputy Corporation Counsel

APPROVED AS TO PROGRAM  
REQUIREMENTS

\_\_\_\_\_  
Federal Grants Coordinator

STATE OF HAWAII )  
 ) ss.  
CITY AND COUNTY OF HONOLULU )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me appeared \_\_\_\_\_ to me personally known, who, being by me duly sworn, did say that \_\_\_\_\_ is the \_\_\_\_\_ of the CITY AND COUNTY OF HONOLULU, a municipal corporation, and that the seal affixed to said instrument is the corporate seal of said municipal corporation, and that the instrument was signed and sealed on behalf of said municipal corporation by authority of its City Council, and the said \_\_\_\_\_ acknowledged the instrument to be the free act and deed of said municipal corporation.

\_\_\_\_\_  
Notary Public, State of Hawaii



Use Restriction Agreement

\_\_\_\_\_  
(Project Name)

THIS USE RESTRICTION AGREEMENT ("**Agreement**") is by and between the CITY AND COUNTY OF HONOLULU, a municipal corporation of the State of Hawaii, the principal place of business and mailing address of which is Honolulu Hale, 530 South King Street, Honolulu, Hawaii 96813 ("**City**"), and \_\_\_\_\_, a Hawaii nonprofit corporation, the principal business and mailing address of which is \_\_\_\_\_, Hawaii 96\_\_\_\_. ("**Subrecipient**").

The City and SUBRECIPIENT entered into a Community Development Block Grant ("**CDBG**") subrecipient loan agreement dated \_\_\_\_\_, and identified as Contract F \_\_\_\_\_ which provided a grant of \_\_\_\_\_ AND \_\_\_\_\_/100 (\$\_\_\_\_\_) in CDBG funds to SUBRECIPIENT for \_\_\_\_\_

\_\_\_\_\_ (the "Project" located at \_\_\_\_\_, and identified as tax map key (1) \_\_\_\_\_ a description of which is marked Exhibit A, which exhibit is attached to this Agreement and made a part of it ("**Real Property**"). The City and Subrecipient agreed to convert the form of CDBG assistance from a loan to a grant. The conversion of the CDBG loan was memorialized by an Amendment, Agreement, and Acknowledgement executed by the City and Subrecipient on \_\_\_\_\_ (the "Amendment"). In the Amendment, the Subrecipient agreed to continue the use of the Real Property in a manner consistent with CDBG program use and affordability requirements as set forth in 24 Code of Federal Regulations, Part 570 for a period of five (5) years from the date of this Agreement.

Now, therefore, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, for themselves and for their respective successors and assigns, hereby agree as follows:

- 1. Term; Automatic Termination.** This Agreement shall be effective for a period of five (5) years from the date of this Agreement ("**Term**"). Upon the expiration of the Term, this Agreement shall automatically terminate and be of no further force and effect.
- 2. Use Restriction Agreement.** For the Term of this Agreement, Subrecipient agrees to comply with CDBG program use and affordability requirements as set forth in 24 Code of Federal Regulations, Part 570, as may be amended. Without limiting the generality of the foregoing, the Real Property must be used for the purposes set forth in the Contract F \_\_\_\_\_.
- 3. Submission of Records.** Subrecipient agrees to obtain and maintain records which evidence compliance with CDBG program use and affordability requirements. Subrecipient shall provide these records and/or other certifications, statements or records that the City may require to demonstrate compliance within 30 calendar days of the City's request.

4. **Violations; City's Remedies.** If the City determines that Subrecipient is not in compliance with the terms of this Agreement, the City shall provide written notice to Subrecipient. Upon receipt of the City's notice, Subrecipient shall have ninety (90) days to cure the violation. The failure to cure any violation to the City's satisfaction within such ninety (90) day period shall constitute a default hereunder and may result in the imposition of any remedies, administrative actions, and/or sanctions provided under or authorized by applicable law and regulations. The parties further agree that upon any default by Subrecipient, the City may apply to any court, state or federal, for specific performance under this Agreement, and/or for an injunction against violation of this Agreement, since the injury to the City arising from a violation under any terms of this Agreement would be irreparable and the amount of damage would be difficult to ascertain.
5. **Covenants to Run with the Land.** Subrecipient hereby subjects the Real Property to the covenants, reservations and restrictions set forth in this Agreement. Subrecipient hereby declares its express intention that the covenants, reservations and restrictions set forth herein shall be deemed covenants running with the land to the extent permitted by law and shall pass to and be binding upon the successors in title to the Real Property throughout the Term. The City hereby agrees that, upon request of Subrecipient or its successor in title, made on or after the end of the Term, the City shall execute a recordable instrument approved by the City for the purpose of releasing this Agreement of record. All costs and expenses relating to the preparation and recording of such release shall be paid by the requestor.

6. **Miscellaneous Provisions.**

- A. **Amendment.** The provisions of this Agreement may be amended only by each party executing a subsequent written agreement which states each amended provision which is recorded with the appropriate recording agency in the State of Hawaii.
- B. **Applicable Law.** The provisions of this Agreement shall be interpreted in accordance with the law of the State of Hawaii as that law is construed and amended from time to time.
- C. **Assignment.** Neither the entire agreement which is stated in this Agreement nor any interest in it may be assigned by any party for any purpose without the prior written consent of each other party.
- D. **Authorization.** Each party warrants to each other party that the individuals executing this Agreement are authorized to do so. SUBRECIPIENT and the person signing for SUBRECIPIENT below further represent and warrant that there are no restrictions, agreements, or limitations on SUBRECIPIENT's right or ability to enter into and perform the terms of this Agreement.

- E. Binding Effect. Upon its execution by each party, this Agreement shall become binding and enforceable according to its provisions. If more than one party is obligated to perform an act by any provisions stated in this Agreement, those parties shall be jointly and severally liable and obligated for the performance of those acts. The rights and obligations of each party named in this Agreement shall bind and inure to the benefit of each party, respectively, and the respective heirs, personal representatives, successors, and assigns of each party.
- F. City's Right to Amend. Any provision herein to the contrary notwithstanding, during the term of this Agreement, the City reserves the right, at any time, to amend this Agreement in order to assure compliance with all HUD, City and County of Honolulu, State of Hawaii and other federal statutes, laws and regulations. All such amendments shall be within the general scope of this Agreement. The City shall provide all such amendments in writing to the Subrecipient. The Subrecipient agrees that it shall immediately take any and all reasonable steps to comply with such amendments and not to jeopardize the grant.
- G. Consent: Subsequent Agreement. If a subsequent consent required of any party by the provisions of this Agreement is requested by a party, it shall not be unreasonably withheld by the party to whom the request is made.
- H. Construction. Each party named in this Agreement acknowledges and agrees that (i) each party is of equal bargaining strength; (ii) each party has actively participated in the negotiation and preparation of this Agreement; (iii) each party has consulted with their respective legal counsel and other professional advisors as each party has deemed appropriate; (iv) each party and the party's legal counsel and advisors have reviewed this Agreement; and (v) each party has agreed to be bound by the terms stated in this Agreement following its review and obtaining advice.
- I. Counterparts. This Agreement may be executed by the parties in counterparts. The counterparts executed by the parties named in this Agreement and properly acknowledged, if necessary, taken together, shall constitute a single Agreement.
- J. Dates. If any dates stated in this Agreement fall on a Saturday, Sunday, or legal holiday, such date shall be the next following business day.
- K. Defined Terms. Certain terms where they initially are used in this Agreement are set off by quotation marks enclosed in parentheses and are subsequently capitalized. Those designated terms shall have the same meaning throughout this Agreement, unless otherwise specifically stated or clearly inappropriate in the context.

- L. Force Majeure. If any party is prevented from performing its obligations stated in this Agreement by any event not within the reasonable control of that party, including, but not limited to an act of God, public enemy, or war, fire, an act or failure to act of a government entity (except on the part of the City), unavailability of materials, or actions by or against labor unions, it shall not be in default in the performance of its obligations stated in this Agreement. PROVIDED, HOWEVER, any party delayed by such an event shall request an extension of time to perform its obligations stated in this Agreement by notifying the party to which it is obligated within ten days following the event. If the notified party agrees that the event was the cause of the delay, the time to perform the obligations stated in this Agreement shall be extended by the number of days of delay caused by the event. If the required notice is not given by the delayed party, no time extension shall be granted.
- M. Gender: Number. In this Agreement, the use of any gender shall include all genders and the use of any number in reference to nouns and pronouns shall include the singular or plural, as the context dictates.
- N. Independent Contractor/Non-Agency. The parties acknowledge that SUBRECIPIENT is an independent contractor, and neither party hereto is a partner, agent and/or employee of the other.
- O. Integration. This Agreement contains all of the provisions of the agreement between the parties pertaining to the subject matter stated in this Agreement. Each party acknowledges that no person or entity made any oral or written representation on which a party has relied as a basis to enter into the agreement stated in this Agreement which is not included as a provision in it.
- P. Legal Action and Fees. In the event of any controversy, claim or dispute between the parties hereto arising out of or relating to this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party its reasonable expenses, including attorneys' fees and costs.
- Q. No Drafter. No party shall be deemed to have drafted this Agreement. No provision stated in this Agreement shall be construed against any party as its drafter.
- R. No Offer. The provisions stated in this Agreement shall not bind any party until each party has executed it. The mere delivery of this Agreement is not an offer.
- S. No Obligations to Third Parties. Unless there is a provision stated in this Agreement to the contrary, the execution and delivery of this Agreement

shall not confer rights on any person or entity except the parties or obligate the party to any person or entity except another party.

- T. No Waiver. No consent or waiver, expressed or implied, by either party to or of any breach or default by the other party in the performance of its obligations hereunder, shall be valid unless in writing. No such consent or waiver shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance by such other party of any other obligations of such party hereunder. The failure of any party to declare the other party in default shall not constitute a waiver by such party of its rights hereunder, irrespective of how long such failure continues.
- U. Notice. Any notice required or permitted by the provisions of this Agreement to be given by a party to any other party, shall be written and either shall be delivered personally or mailed postage prepaid by certified mail, return receipt requested, to each other party at the address and to the person designated by each party, stated below. No other method of notice shall be effective.

CITY AND COUNTY OF HONOLULU:  
Department of Community Services  
Community Based Development Division  
715 South King Street, Room 205  
Honolulu, Hawaii 96813

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Hawaii 96\_\_\_\_\_  
Attention: \_\_\_\_\_

- V. Paragraph Titles. The titles of provisions stated in this Agreement are included only for the convenience of the parties. They shall not be considered in the construction of the provisions stated in this Agreement.
- W. Required Actions by the Parties. Each party named in this Agreement agrees to execute the Agreements and to diligently undertake the acts necessary to consummate the transaction contemplated by this Agreement. Each party shall use its best efforts to so consummate the transaction contemplated by this Agreement.
- X. Severability. If any provision stated in this Agreement subsequently is determined to be invalid, illegal, or unenforceable, that determination shall not affect the validity, legality, or enforceability of the remaining provisions stated in this Agreement unless that effect is made impossible by the absence of the omitted provision.

- Y. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the respective successors and assigns of the parties hereto (as permitted pursuant to the provisions of this Agreement).
- Z. Survival. Any representation and warranty stated in this Agreement made by a party shall survive the termination of the agreement stated in this Agreement, unless otherwise specifically stated.
- AA. Time is of the Essence. Time is of the essence with respect to SUBRECIPIENT's obligations under this Agreement.

The City and the SUBRECIPIENT have executed this Agreement on \_\_\_\_\_.

APPROVED AS TO FORM AND LEGALITY

CITY AND COUNTY OF HONOLULU

\_\_\_\_\_  
Deputy Corporation Counsel

By \_\_\_\_\_  
Its \_\_\_\_\_

APPROVED AS TO CONTENT

\_\_\_\_\_  
Department of Community Services

\_\_\_\_\_  
By \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its \_\_\_\_\_

APPROVED AS TO PROGRAM REQUIREMENTS

\_\_\_\_\_  
Federal Grants Coordinator

STATE OF HAWAII )  
 ) SS.  
CITY AND COUNTY OF HONOLULU )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me appeared \_\_\_\_\_, to me personally known, who, being by me duly sworn, did say that he/she is the \_\_\_\_\_ of \_\_\_\_\_, and said instrument was signed on behalf of said corporation by authority of its Board of Directors, and said officer acknowledged said instrument to be the free act and deed of said corporation.

Notary Public State of Hawaii

My commission expires:

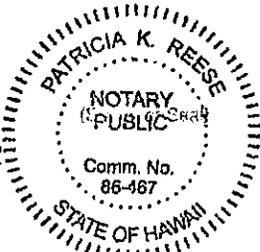


AFFIDAVIT OF PUBLICATION

IN THE MATTER OF  
Notice to the Public

STATE OF HAWAII )  
 ) SS.  
City and County of Honolulu )

Doc. Date: APR - 2 2012 # Pages: 1  
 Notary Name: Patricia K. Reese First Judicial Circuit  
 Doc. Description: Affidavit of  
Publication  
 Notary Signature: *Patricia K. Reese* Date: APR - 2 2012



Rose Rosales being duly sworn, deposes and says that she is a clerk, duly authorized to execute this affidavit of Oahu Publications, Inc. publisher of The Honolulu Star-Advertiser and MidWeek, that said newspapers are newspapers of general circulation in the State of Hawaii, and that the attached notice is true notice as was published in the aforementioned newspapers as follows:

Honolulu Star-Advertiser 1 times on:  
03/31/2012

Midweek Wed. 0 times on:

           times on:

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

*RR*  
Rose Rosales

Subscribed to and sworn before me this 2<sup>ND</sup> day

of April A.D. 2012  
*Patricia K. Reese*  
Patricia K. Reese, Notary Public of the First Judicial Circuit, State of Hawaii

My commission expires Oct 07 2014

Ad # 0000402593

LN: \_\_\_\_\_

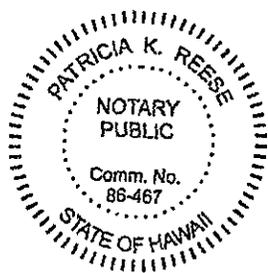
Notice to the Public

Community Development Block Grant Program  
Proposed Loan Conversion Policy and Procedures

Notice is hereby given that the City and County of Honolulu is proposing to adopt a policy and procedure to handle requests to convert certain loans extended to nonprofit agencies undertaking special needs housing projects into grants. The loans were originally funded through the federal Community Development Block Grant (CDBG) program. Interested parties may obtain a copy of the proposed Loan Conversion Policy and Procedures on line at <http://www1.honolulu.gov/budget/cdbg.htm>. Copies of the proposed Loan Conversion Policy may also be obtained at the Department of Budget and Fiscal Services, Honolulu Hale, 530 South King Street, Room 208, Honolulu, Hawaii or the Department of Community Services, 715 South King Street, Suite 311, Honolulu, Hawaii.

Public comments on the proposed Loan Conversion Policy and Procedures may be directed to Holly Kawano, Federal Grants Coordinator, Department of Budget and Fiscal Services at the above address. Public comments received by April 30, 2012 will be reviewed and considered by the City. Questions regarding the proposed Loan Conversion Policy and Procedures may be directed to Holly Kawano at [hkawano@hooulu.gov](mailto:hkawano@hooulu.gov) or (808) 768-3930.

MICHAEL R. HANSEN, DIRECTOR  
Department of Budget and Fiscal Services  
(SA402593 3/31/12)



# APPENDIX H

Rehabilitation Loan Program Policies and Procedures

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
CITY AND COUNTY OF HONOLULU

HOUSING AND COMMUNITY DEVELOPMENT  
REHABILITATION LOAN PROGRAM  
RULES AND REGULATIONS

I. PURPOSE

These rules for the Housing and Community Development Rehabilitation Loan Program ("Program") are adopted pursuant to the Hawaii Administrative Procedures Act, Chapter 91, Hawaii Revised Statutes, and are intended to set forth the essential elements to implement Chapter 5, Article 33, Revised Ordinances of Honolulu, 1978, "Housing and Community Development Rehabilitation Loan Revolving Fund" and to facilitate the provision of City rehabilitation loans.

II. DEFINITIONS

Unless otherwise clear from the context or specifically provided by law, the words, phrases and/or abbreviations used herein shall be defined as follows:

1. Applicant - A person or an entity who has applied for a loan under the Program and is presumed to be eligible.
2. Commercial Property - A parcel of land used for commercial or mixed commercial and residential purposes.
3. Common Elements - Portions of a condominium property which are owned and utilized by all condominium unit owners.
4. Concentrated Revitalization Area (CRA) - Neighborhoods designated by DHCD for comprehensive improvement and rehabilitation treatment.
5. Condominium Property - Property where owners have undivided interest in the common elements and individual interest in a dwelling unit.
6. Condominium Unit - Individually-owned dwelling unit on a condominium property.
7. Co-operative Property - Property owned by a corporation where individuals with stocks in the corporation receive proprietary lease of an apartment.
8. Deferred Payment Loan - A loan wherein monthly payments are deferred for a specified period.

9. Deficiencies - Conditions on a property that do not meet the Housing Quality Standards, applicable City and State codes, and standards established for a City project.
10. DHCD - City Department of Housing and Community Development.
11. Director - Director of DHCD.
12. Disaster - Storm, flood, fire or other natural or man-made catastrophe that cause substantial damage to property.
13. Dwelling Unit - A room or rooms connected together constituting an independent housekeeping unit and containing a single kitchen.
14. Family - One person or two or more persons living together in a household who are normally related by blood, marriage or adoption.
15. Gap-Group Income - Adjusted gross income which falls within 81 to 110 percent of the median income with adjustments for family size.
16. General Property Improvements (GPI) - Improvements to a property over and above work to correct deficiencies.
17. Household - A single family, two or more families, or any other group of related or unrelated persons who occupy and share a single dwelling unit.
18. Housing Quality Standards (HQS) - The acceptability criteria for housing units established for the Section 8 Existing Housing Program.
19. HUD - U. S. Department of Housing and Urban Development.
20. Incipient Conditions - Conditions on a property that may soon become deficiencies if not corrected.
21. Investor-Owned Property - Property where the owner is not an occupant.
22. Low-Income - Adjusted gross income which falls within 51 to 65 percent of the median income with adjustments for family size.
23. Major Appliances - Cooking range, refrigerator and hot water heater.
24. Median Income - Median income for the City of Honolulu as determined by HUD for the Section 8 program.

25. Moderate (Mod) Income - Adjusted gross income which falls within 66 to 80 percent of the median income with adjustments for family size.
26. Monthly Housing Expenses - Payments for mortgage principal and interest, property tax and homeowner's insurance.
27. Owner-Occupied Property - Property where the owner is an occupant of one of the units.
28. Property Owner - Fee owner, lessee on long-term lease (10 years or more) or purchaser under Agreement of Sale.
29. Rental Agreement - An Agreement between the borrower and the City outlining terms and conditions of a loan for a rental property.
30. Rental Property - Property where at least 50% of the units are occupied by tenants with incomes not exceeding moderate income limits. In the event federally-funded loans are utilized, tenants within the moderate-income limits must occupy at least 51% of the units.
31. Residential Property - Property where the predominant use is for residential purposes.
32. Very-Low Income - Adjusted gross income which falls within 50 percent of the median income with adjustments for family size.

### III. ELIGIBILITY REQUIREMENTS

1. The following properties are eligible for a loan under the Program: (a) owner-occupied properties including condominium units where the owner's income, as defined in Exhibit I, does not exceed the gap-group income limits; (b) rental properties; (c) all properties in a CRA; (d) condominium properties or cooperative properties where at least 51 percent of the units on the property are occupied by families with incomes not exceeding mod-income limits; (e) properties damaged by a disaster; and (f) commercial properties which (1) are designated in the Chinatown Historic Preservation Plan and the Hawaii Register of Historic Places to be of historic and architectural value and situated in downtown Honolulu or (2) principally benefit low and moderate income persons and families.
2. Applicants shall have adequate capacity to repay the loan.

### IV. MAXIMUM AMOUNT, TERM AND INTEREST RATE OF LOAN

1. Maximum Amount - The maximum amount of the loan shall be as established by the DHCD but shall not exceed, when

combined with existing liens on the property, ninety percent (90%) of the appraised value of the fee property or leasehold property after rehabilitation.

2. Maximum Term - The maximum term of the loan shall be the lowest of (a) fifteen years; (b) three-fourths of the remaining economic life of the property after rehabilitation; or (c) the remaining term of the lease for leasehold property.
3. Interest Rate
  - (a) Interest rates shall be established by the DHCD. For loans to owner-occupied properties, interest rates shall be based on income and family size.
  - (b) The family size in establishing the interest rate for a loan shall include the following individuals regularly residing in the household: (1) those over 18 years of age with an interest in the property and their spouses; (2) those over 18 years of age without an interest in the property but dependent on the head of household for support, care and supervision; and (3) those below 18 years of age.

V. UNDERWRITING STANDARDS

1. The assessed value of the property shall be used to determine the liens to value ratio. If the existing liens together with the loan amount exceed 90 percent of the assessed value, a market appraisal shall be obtained by the applicant.
2. Monthly loan payments shall be made on all loans but principal payments may be reduced or deferred for owner-occupied properties: (a) for the term of the loan for very-low income borrowers; or (b) for a period not to exceed two (2) years if (1) the total monthly housing expenses exceed thirty five percent (35%) of the monthly income for low-income borrowers and forty five (45) percent of the monthly income for moderate income borrowers and (2) the existing liens together with the rehabilitation loan do not exceed 75% of the value of the property.

VI. LOAN SECURITY

All loans shall be secured by mortgage, promissory note, co-signor or other security agreements or a combination thereof as approved by DHCD.

## VII. ITEMS ELIGIBLE FOR FUNDING

### 1. Rehabilitation Work

- (a) Any work necessary to correct deficient conditions identified by a City inspector.
- (b) Improvements or alterations to accommodate the needs of handicapped or disabled persons.
- (c) Work on deficient common elements on condominium and cooperative properties.
- (d) Repair or replacement of a major appliance.
- (e) Correction of incipient conditions.

Note: The cost of certain items related to rehabilitation work shall not exceed the maximum prices indicated on a list to be periodically issued by DHCD. Items exceeding the maximum prices shall be considered General Property Improvements.

### 2. General Property Improvements (GPI)

Applicants within low and moderate income limits may borrow up to thirty three and one-third percent (33-1/3%) of the cost of rehabilitation work for GPI provided loan payments are not reduced or deferred. Items determined by DHCD to be luxury shall not be eligible for funding.

### 3. Energy Conservation Devices

Purchase and installation of energy conservation devices such as solar system and heat pump.

### 4. Miscellaneous Items

- (a) Title investigation and reports.
- (b) Credit investigation and reports.
- (c) Legal, appraisal and other loan documentation and recording fees.
- (d) Architect, engineer's fees.
- (e) Insurance premiums (Initial payment only)

## VIII. OWNER DO-IT-YOURSELF

1. An applicant may obtain a loan under the Program to purchase materials to be installed by the applicant on the following conditions: (a) evidence is shown that the applicant can perform the work and that the work can be accomplished within one year from the date of approval of the loan; (b) progress payments are to be made only upon installation of materials and not exceeding three payments (the initial payment shall be for not less than 1/3 of the loan amount for materials); and (c) self-help work will not interfere with or delay work which is under contract and funded by the Program.

2. In the event an applicant intends to correct some of the deficiencies by himself/herself using his/her own funds, assurances shall be received by DHCD that the work will be completed in a timely manner. If the work to be funded by the applicant can be completed independent of the work being funded by a City loan, the former work shall be substantially completed before City loan funds are expended.

IX. REHABILITATION POLICIES

1. Except for disaster loans, an applicant shall correct all conditions on a property identified as a deficiency by a City inspector.
2. The total cost of rehabilitation work shall not exceed seventy five percent (75%) of the replacement cost.
3. Rehab work funded by a City loan shall meet or exceed the standards required by DHCD and shall be done by a licensed contractor. Contractors shall be licensed by the State of Hawaii, bondable, not be on the Federal debarred list, and not be suspended by DHCD for failing to satisfactorily fulfill obligations under any previous rehabilitation work funded by a City loan. Contractors shall submit documentation indicating proof of their bonding capacity at the time of bid submission. An applicant may waive the bond requirement for work not exceeding amounts established by the Director, provided the applicant submits a statement indemnifying the City from any liability for incidents that may arise from the waiver.
4. An applicant may negotiate with a contractor and obtain a proposal for rehabilitation work. DHCD shall review all negotiated proposals as to reasonableness of price and if determined that the price is not acceptable, the applicant shall be given the following options: (a) negotiate further with the contractor to reduce the price; (b) accept the proposal as submitted provided the amount of the loan is limited to DHCD's cost estimates; (c) request another contractor of the applicant's choice to submit a proposal; or (d) place the work out for competitive bidding.
5. An applicant may request DHCD to obtain bids from contractors through competitive bidding. Under competitive bidding, the applicant shall have the right to reject any or all bids. If a contractor other than the low bidder is selected, the loan amount shall be limited to the amount of the low bid unless the low bid is determined by DHCD to be invalid or the applicant provides justifiable reasons for not selecting the low bid.

6. Work estimated to cost over \$100,000 shall be formally advertised.
7. Applicants may be reimbursed for work completed prior to approval of a loan if the following conditions are met:  
(a) the work is eligible; (b) the property is inspected by a City rehab inspector prior to commencement of work; (c) the cost of the work is reasonable; (d) the contractor is licensed; and (e) the loan is approved.

X. CONTRACTOR DISQUALIFICATION

1. If a contractor violates or fails to fulfill obligations and requirements of the Program, DHCD may suspend the contractor from participating in the Program for such period as deemed appropriate by DHCD. The contractor shall be given written notice of the suspension and shall be entitled to a formal hearing.
2. In the event the contractor disputes any action taken by DHCD, such contractor may submit a written complaint to DHCD so that the dispute may be discussed at an informal hearing and settled without a formal hearing. If the contractor is not satisfied with a written summary of the proposed disposition of the dispute, he shall be advised of his rights to a formal hearing as outlined under Section XI.

XI. FORMAL HEARING ON DISPUTE

1. Request for a Formal Hearing

The contractor must submit a written request for a formal hearing to the Director within twenty (20) calendar days after receipt of the written summary of the informal hearing.

2. Form and Content of Written Request

The written request shall contain the following:

- (a) Name, address and telephone number of the complainant.
- (b) A designation of the specific statutory provision, rule, or order in question, together with a statement of the dispute involved.
- (c) A statement of the contractor's position on the issues of the dispute.
- (d) A memorandum of points and authorities, containing a full discussion of reasons or legal authorities in support of such position or contention.
- (e) The action or relief sought.

3. Person Conducting Formal Hearing

The Director, or his duly authorized representative, shall conduct the formal hearing.

4. Notice and Conduct of Hearing; Judicial Review

The notice and conduct of formal hearing and the request for judicial review shall be made pursuant to Chapter 91, Hawaii Revised Statutes.

XII. DISASTER LOANS

1. Purpose - Disaster loans are provided to make repairs on residential properties affected by a disaster.
2. Eligible Property - Any property situated in an area that has been adversely affected by a storm, flood, fire or other disaster and determined by the President, Governor, Mayor or Director that government assistance is warranted.
3. Eligible Applicant:

Any owner of a residential property affected by a disaster.
4. Priority - Disaster loan applications shall be given top priority and shall be processed on a "first-come, first-served" basis.
5. Eligible Work - Eligible work may include but are not necessarily limited to the following:
  - (a) Replacement or repair of damages to real property.
  - (b) Replacement or repair of damaged flooring, including installed carpeting.
  - (c) Replacement or repair of major appliances which are damaged or rendered inoperable.
  - (d) Relocating and reposting structures on the same parcel. Expenses may include cost of moving the structure and the owner's household belongings.
  - (e) Measures to protect property from damage.
6. Interest Rates and Loan Amounts - Interest rates and maximum loan amounts shall be as established by the DHCD.
7. Limitations and Conditions
  - (a) Costs covered by insurance, Red Cross or federal disaster programs shall not be funded by a City loan.

- (b) In situations of a disaster declaration by the President, applicants for a City disaster loan must show evidence that they are unable to obtain assistance from federal disaster programs including grants and loans from the Small Business Administration or have needs beyond those funded by federal disaster programs.
- (c) GPI shall not be permitted.
- (d) The loan shall be paid in full in the event the applicant obtains a financial settlement or award from the City or any other government agency for items covered by the loan.

XIII. LOANS TO COMMERCIAL PROPERTIES

1. Eligibility - A City loan may be made to an owner of a commercial property which (a) is situated in downtown Honolulu and has been designated in the Chinatown Historic Preservation Plan and the Hawaii Register of Historic Places to be of historical and architectural value by the Federal, State or City governments or (b) employs or services families who are predominantly within the moderate income category.
2. Interest Rates and Loan Amounts - Interest rates and loan amounts shall be as established by DHCD.
3. Limitations
  - (a) Loan funds shall be used only to correct deficiencies identified by a City inspector. Financing of special trade construction, trade fixtures or furniture shall not be permitted.
  - (b) For loans to commercial properties with dwelling units, at least 51% of the units must be rented to families within the moderate income category.
  - (c) The maximum loan to value ratio shall be 75% of the appraised value.

XIV. REFINANCING OF EXISTING DEBTS

A City loan to owner-occupants may include funds for refinancing existing debts secured by a property provided that the debts are outstanding balances of City rehabilitation loans previously made to the same applicant for the same property.

The interest rate and terms for the loan that includes funds for refinancing shall be based on the current income of the applicant. Refinancing shall be at the option of the applicant.

XV. SUBORDINATION OF MORTGAGE. Mortgage subordination requests shall be considered when funds are used for the following purposes:

1. Refinancing an existing mortgage loan which has a senior lien to the City's loan, where no new funds, except for closing costs, are to be advanced to reduce the interest rate and/or payments.
2. Making necessary improvements and repairs to upgrade the property or to meet the special needs of the occupants such as bathroom and bedroom additions for larger families and removal of architectural barriers for handicapped persons. Luxury items such as swimming pools or barbecue pits are not permissible. In the event the improvements are eligible under the Program and the total cost plus the existing rehabilitation loan fall within the maximum loan limits, another rehabilitation loan may be offered to the borrower.
3. Unusual or continuing medical expenses for chronically ill or disabled members of the family.
4. Expenses for advanced education. The child must be a full time student carrying 12 or more credit hours.
5. Special situations as approved by DHCD.

XVI. BANK ACCOUNTS. The City Director of Finance may establish any account deemed necessary and required for the Program. The following bank accounts have been established:

1. Director of Finance, H & CD Imprest Fund

Payments are made to contractors, homeowners and vendors from this account. A maximum amount of \$200,000 may be maintained in the account at any one time. Authorized signers on the account include: Director, Deputy or authorized designate of DHCD and Fiscal Officer or Assistant.

2. Director of Finance, H & CD Trust Fund

This account is to deposit all funds from approved loans and borrower's funds and is under the control of the City Treasury. Funds from this account are used to replenish the H & CD Imprest Fund.

3. Director of Finance, H & CD Revolving Loan Fund

This is a revolving account to deposit all warrants issued by HUD and loan repayments and is under the control of the City Treasury.

XVII. LOAN SETTLEMENT.

On loans secured by mortgage, the borrower shall provide the following:

1. A certified copy of the homeowner's or fire insurance policy providing coverage of at least eighty percent (80%) of the value of the improvements on the property.
2. Sufficient evidence that real property taxes and special assessments are current.

Proper documentation to encumber and establish a lien against the property shall be duly recorded.

XVIII. LOAN COLLECTION.

1. Monthly payments shall be due and payable on the first day of each month with the date of the first payment to be determined at time of loan settlement.
2. If a loan is secured by a mortgage, the borrower may be required to include an amount for real property taxes, homeowner's or fire insurance, etc., with each monthly payment.
3. A late charge, not to exceed the maximum as established by law, may be assessed on any unpaid amount fourteen (14) days past due.

XIX. PAY OFFS.

1. No prepayment penalty shall be assessed.
2. Authority for Cancellation, Release or Endorsement of Documents shall rest with the Director or his designated representative.

XX. AUDIT.

An audit of the program shall be conducted by the City Department of Finance at intervals as deemed necessary and required by the Director of the City Department of Finance.

4/90

EXHIBIT I

COMPUTATION OF INCOME FOR RESIDENTIAL LOANS

- A. The annual gross income shall include incomes of individuals who meet all of the following criteria: (a) reside on the property to be rehabilitated; (b) over 18 years of age; and (c) have an interest in the property. Annual gross income shall not include incomes of individuals who meet the foregoing criteria but are full-time students (i.e., twelve credit hours or more for advanced education) or are dependent on the head of household for support, care or supervision. Incomes shall include:
1. (a) Income from full-time occupations, i.e., 30 hours or more per week of at least six months duration; (b) income from part-time occupation of less than 30 hours per week but more than 12 months duration. Any income from occupation of less than 30 hours per week and 12 months duration shall apply 50%.
  2. Self-employment income - Net profit exclusive of intangibles (good will, depreciation, etc.).
  3. Partnership income - Partner's share of net profit exclusive of intangibles.
  4. Rental income - Gross rent minus 5% vacancy factor less operating expenses (repairs, maintenance, taxes, etc.) excluding intangibles.
  5. Actual income derived from all assets.
  6. Contribution by others for payment of household expenses.
  7. Income from all other sources (social security, child support, alimony, pensions, disability, etc.) which is likely to be consistently received for at least two-thirds of the term of the loan. Any income to be received for a lesser duration shall apply 50%. (Use 18 years of age as termination date for child support and supplemental social security child support payments.)
- B. The following shall not be included in the computation of income:
1. A spouse's income if the spouse is not residing and does not intend to reside on the property.
  2. Funds received for foster care of children.
  3. Allowances paid by employer for business related expenses.

Exhibit I Computation of Income for Residential Loans  
Page 2

C. The following expenses may be deducted from income:

1. Unusual or continuing medical expenses for chronically ill or disabled members of the family (e.g. dialysis treatment, etc.) that are not reimbursed by medical insurance or other payments.
2. Expenses for child care (both parents must be employed full-time).
3. Special expenses for education or required health care (e.g. retarded child, handicapped).

D. Income for underwriting purposes.

1. Earnings of co-makers who sign the promissory note but who do not have an ownership interest in the property may be included as "stable monthly income" for the purposes of underwriting even if their earnings are not considered in determining a borrower's eligibility.
2. Income from alimony, child support, separation maintenance payments or public assistance need not be included by co-makers for the purposes of underwriting.

CERTIFICATION

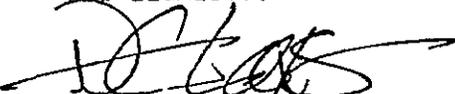
I, MICHAEL N. SCARFONE, Director of the Department of Housing and Community Development of the City and County of Honolulu, do hereby certify:

1. That the foregoing is a full, true and correct copy of the Rules and Regulations of the City Rehabilitation Loan Program of the Department of the Housing and Community Development, City and County of Honolulu, which were adopted on August 24, 1990, following a public hearing held on August 24, 1990; and

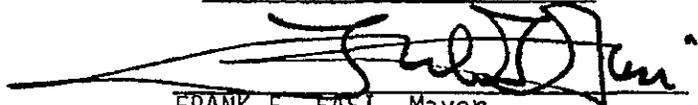
2. That the Notice of Public Hearing on the foregoing Rules and Regulations included the substance of such Rules and Regulations and was published in the Honolulu Advertiser and the Honolulu Star Bulletin on August 8, 1990.

  
MICHAEL N. SCARFONE, Director  
Department of Housing and Community  
Development  
City and County of Honolulu

APPROVED AS TO FORM  
AND LEGALITY:

  
Deputy Corporation Counsel

APPROVED this 9th day of  
October, 1990

  
FRANK F. FASI, Mayor  
City and County of Honolulu

Received this 15th day of  
October, 1990

  
CITY CLERK

MINUTES OF A PUBLIC HEARING ON THE RULES AND  
REGULATIONS FOR THE REHABILITATION LOAN PROGRAM ADMINISTERED  
BY THE CITY HELD ON FRIDAY, AUGUST 24, 1990.

Pursuant to a Notice of Public Hearing published by the Hawaii Newspaper Agency, Inc. on Wednesday, August 8, 1990, said hearing held at the conference room at 51 Merchant Street of the Department of Housing and Community Development on August 24, 1990 was called to order at 2:00 p.m. by Winfred Lum of the Department of Housing and Community Development.

Present at the hearing were Henry Murakami and Norman Tam from the Department of Housing and Community Development.

No interested persons attended the hearing to give testimony. Mr Lum officially closed the hearing at 2:30 p.m.

Respectfully submitted,

*Winfred Lum*

WINFRED LUM  
Rehabilitation Branch Chief  
Department of Housing and  
Community Development

# APPENDIX I

Tenant Based Rental Assistance (TBRA) Program  
Policies and Procedures

**WORKHAWAII'S  
TENANT BASED RENTAL ASSISTANCE PROGRAM**

**Purpose**

These policies and procedures cover WorkHawaii's Tenant Based Rental Assistance Program. Funding for the program is provided through the HOME Investment Partnership Program and no other source. If HOME funds are no longer available for the program, no further extensions of leases or new contracts will be approved. The program will provide short-term rental assistance to persons experiencing homelessness who are willing to enter employment or increase income primarily through employment. The participant will develop an individualized plan to increase income so that a rent subsidy is no longer needed. Ideally, the person will be able to subsist without public assistance.

**Program Eligibility**

This program will primarily serve households experiencing homelessness. An eligible applicant's income may not exceed 60% of area median income, adjusted for household size, as determined by the United States Department of Housing and Urban Development ("HUD"). The limits for Honolulu for 2009 are shown on Exhibit A. An eligible applicant must be willing to enter employment programs and comply with a participation agreement and individual employment and training plan. The program will serve an estimated 80 households on a first-come, first-served basis. An eligible applicant must be willing to contribute 30% of his or her income toward rent, with a minimum rent contribution of \$50 per month. The minimum rent requirement may be waived for up to three months by a case manager, on a case-by-case basis and upon a showing of need, and may be deferred for up to an additional three months with approval of the administrator. If deferred for the additional three months, the participant must agree to a repayment plan for the amount owed to OWL. An applicant's annual income shall be calculated according to the definition of that term in 24 CFR § 5.609.

**Homeless Defined:**

For purposes of this program, the federal definition of homeless includes:

- (1)** an individual who lacks a fixed, regular, and adequate nighttime residence; and
- (2)** an individual who has a primary nighttime residence that is—
  - (A)** a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - (B)** an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - (C)** a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."

At intake and prior to unit occupancy, an applicant/participant's homeless status will be verified using forms in Exhibit F.

**WORKHAWAII'S  
TENANT BASED RENTAL ASSISTANCE PROGRAM**

**Outreach and Intake:**

The Dillingham Oahu WorkLinks (OWL) site will serve as the intake point for this program. Upon announcing the start of the program in the media, WorkHawaii will take applications only from homeless applicants who meet eligibility requirements. WorkHawaii will coordinate with homeless service providers, emergency and transitional shelters, churches and other community agencies to promote this program to prospective applicants. Outreach will also be conducted to prospective landlords to make them aware of the availability of TBRA.

All applicants must apply in person during regular working hours Monday through Friday from 7:45 a.m. to 4:30 p.m. at the following location:

Oahu WorkLinks – Dillingham  
1505 Dillingham Boulevard, Suite 110  
Honolulu, Hawaii 96817  
Phone: 843-0733 ext. 221

**WORKHAWAII'S  
TENANT BASED RENTAL ASSISTANCE PROGRAM**

**Eligibility Determination**

Applicants will complete the OWL Initial Partner Intake Form (Exhibit B) and the Tenant Based Rental Assistance Application Form (Exhibit C) before attending a face-to-face interview with the TBRA Case Manager. The Case Manager will interview applicant as part of the eligibility determination. The Case Manager will ensure that the Eligibility Determination Worksheet (Exhibit E) and all the required documents for eligibility are completed. Tenant selection procedures are stated in Exhibit U.

WorkHawaii will notify applicants who are accepted into TBRA as well as those who are denied assistance. After reaching program capacity, signs will be posted in the application office and partner agencies will be notified that the program is at capacity.

**Notification of Applicants**

At the time of application, an applicant is responsible for specifying the method by which he or she may be contacted by WorkHawaii. If the applicant has no regular means of being contacted, he or she will be responsible for regularly contacting his or her OWL case manager to retrieve any notifications or messages.

**Establishment of Individual Employment & Training Plan:**

Once an applicant has been determined eligible for assistance, the Case Manager will conduct a Participant Assessment (Exhibit D) with the participant, covering areas such as work history, educational background, financial situation, health status, psychosocial support system, and other circumstances that may pose as barriers to the participant's success in increasing his income. The Case Manager will determine how such barriers can be removed and whether the participant's needs, can be addressed with existing resources.

The participant and the Case Manager will develop an Individual Employment & Training Plan (IETP) (Exhibit G). The participant's ability to receive rental assistance is dependent on his commitment to following through with the action steps described in the plan.

The IETP establishes goals that will assist the participant in increasing his income that may include job search, employment, employment preparation, training or education goals. It will include a housing plan indicating how the participant will find a housing unit. The plan will include a budget showing current and future income. Steps that the participant must take to reach the established goals will be specified, and a timeframe will be set for reaching the goals. The IETP is the participant's action guide to move towards self-sufficiency. The Case Manager will use the IETP as a monitoring tool to oversee the participant's progress. The IETP can be revised by mutual consent of the participant and the Case Manager. However the ultimate goal is to provide a clear guide or map for the participant to take steps that will transition him off the rent subsidy by the end of 24 months.

**WORKHAWAII'S  
TENANT BASED RENTAL ASSISTANCE PROGRAM**

**Participant Participation Agreement**

The participant will sign a participation agreement (Exhibit H) that binds him to following through with the action steps described in the IETP and lists reasons for denial and termination of assistance.

**Denial or Termination of Assistance**

Rental assistance may be denied or terminated if the applicant does not:

Meet with his or her Case Manager to (1) allow the case manager to complete a Participant Assessment and (2) develop with applicant's case manager's assistance an Individual Employment and Training Plan to help applicant reach his or her employment program goals;

Attend Oahu WorkLinks workshops to include:

Resume for Success  
Self Discovery for Job Retention  
Job Search Skills  
Interviewing for Success  
Job Club (if unemployed must attend till employment is obtained);

Meet with his or her Case Manager on a weekly basis to review current progress in reaching program goals;

Comply with his or her individual employment and training plan; and

Sign the WorkHawaii TBRA program's Participation Agreement.

In addition, rental assistance may be terminated if a participant or a household member does not comply with the Rental Unit Rules to Obtain Assistance for Rental Subsidy or the Program Conditions and Policies set forth in the Participation Agreement (Exhibit H).

Once terminated from the Tenant Based Rental Assistance program, an applicant or participant may not reapply for three years.

**Housing Unit Search, Initial Inspection and Annual Reinspection Required**

A housing unit occupied by a tenant receiving tenant based rental assistance must meet housing quality standards of the Section 8 Housing Choice Voucher Program set forth at 24 CFR 982.401. WorkHawaii shall have the unit inspected prior to Lease and reinspect it annually.

Upon completion of the Participation Agreement, a coupon (Exhibit I) will be issued to the client for his search for a housing unit. The coupon will be presented to the prospective landlord. The Case Manager will continue to provide assistance to the client during the housing unit search and to monitor the client's progress in his IETP

**WORKHAWAII'S  
TENANT BASED RENTAL ASSISTANCE PROGRAM**

activities. The initial deadline for use of the coupon is 30 days after issuance. An extension of time may be approved for good cause and if funds are available.

The Landlord in signing the Request for Unit Approval acknowledges the Lease Addendum (Exhibit S). The Lease Addendum specifies lease provisions prohibited by the HOME program.

**Request for Unit Approval**

When the participant finds an appropriate unit and the landlord is willing to participate in the TBRA program, the participant will inform the Case Manager, who will in turn submit the Request for Unit Approval (Exhibit J) to the Inspector. The Inspector will conduct a housing quality standard inspection and submit the Housing Quality Standards (HQS) Inspection Form (Exhibit K) to the Case Manager stating his approval or disapproval.

**Occupancy Standards**

The TBRA program will follow the City and County of Honolulu's Section 8 Housing Choice Voucher Program Occupancy Guide shown below:

<u>Number of Bedrooms</u>	<u>Minimum Persons</u>	<u>Maximum Persons</u>
0	1	2
1	2	4
2	2	6
3	3	8
4	6	10

**Rent Subsidy and Reasonableness**

The following forms are used to determine the rental subsidy amounts and rent reasonableness.

1. Payment Standard Schedule (Exhibit L)
2. Rental Calculation Worksheet (Exhibit M)
3. Allowances for Tenant-Furnished Utilities and Other Services
  - a. Single Family/Duplex (Exhibit N)
  - b. Low Rise/High Rise/Townhouse (Exhibit O)
4. Rent Reasonableness Checklist and Certification (Exhibit V)

Maximum subsidy. The maximum subsidy to be paid by the WorkHawaii TBRA program shall not exceed the difference between the established payment standard for the unit size and 30 percent of the tenant's monthly adjusted income. The payment standards shall be set each program year based upon Section 8 Fair Market Rentals for Honolulu (Honolulu FMRs) published from time to time by HUD. The payment standards shall be not less than 80% nor more than 100% of the Honolulu FMRs. For the

## WORKHAWAII'S TENANT BASED RENTAL ASSISTANCE PROGRAM

purposes of this program, as long as the Section 8 payment standards of the City and County of Honolulu Section 8 Housing Choice Voucher Program fall within the foregoing range of Honolulu FMRs, those Section 8 payment standards shall also be used as the TBRA payment standards. During any program year when those Section 8 payment standards fall outside the foregoing range of Honolulu FMRs, WorkHawaii shall establish TBRA payment standards that fall within the 80% to 100% range of Honolulu FMRs. Utility costs are included in the FMRs and payment standards described above.

**Rent Reasonableness.** A unit approved for rental must rent for an amount that is reasonable compared to rents charged for comparable unassisted properties. WorkHawaii will conduct and document a rent reasonableness analysis for each unit approved for rental.

**Security deposit.** Subject to the availability of funds, and on a case by case basis based upon a showing of need, a security deposit may be made by WorkHawaii on behalf of a participant. Participants will be advised to seek security deposit assistance from other programs in the community. If WorkHawaii authorizes a security deposit, WorkHawaii may contribute the same amount toward the security deposit as WorkHawaii contributes toward rent.

**Term of assistance.** An initial lease shall not exceed a term of six months, with the possibility of extension, subject to the availability of funds, up to 24 months.

### **Execution of Documents**

Upon approval by the Inspector, the Case Manager will review and sign the TBRA rental assistance contract (Exhibit P) with the landlord. The participant will sign to indicate his agreement to pay his share. The Case Manager will send a copy of the contract to CAD and the landlord. CAD will thereafter start the payments to the landlord.

### **Moves**

A participant may only move to another unit after WorkHawaii approval only for the following reasons:

- (1) Landlord action beyond tenant's control (e.g. sale of unit);
- (2) Reasonable accommodations for health related reasons;
- (3) Violence Against Women Act housing situations.

Moves will not be permitted when a tenant has been evicted from the unit in accordance with the Lease.

### **Portability**

A tenant may only utilize WorkHawaii Tenant Based Rental Assistance in the City and County of Honolulu and may not "port" the assistance to any other county.

### **Warning for Non Compliance**

**WORKHAWAII'S  
TENANT BASED RENTAL ASSISTANCE PROGRAM**

The participant will receive an Informal Notification Letter (Exhibit Q) when the Case Manager determines that he is not complying with the ITEP or with the terms of the participation agreement. If there is less than 30 days remaining on the participant's lease, the informal notification period may be shorter. The warning will include corrective actions that must be taken and establish the timeframe to complete those actions.

**Termination**

The grounds upon which rental assistance may be terminated are set forth in the Participation Agreement (Exhibit H). If the participant fails to take corrective action within the time allowed, WorkHawaii will terminate the tenant's rental assistance and will send a Notice of Termination for Tenant Based Assistance Program (Exhibit R) to the participant. The notice will inform the participant of the right to request an informal hearing.

**Appeal**

Applicants, tenants or landlords may present written complaints to WorkHawaii within 15 days after the dispute or within 15 days after the date of written notification which gave rise to the dispute. The complaint will first be addressed through an informal discussion as described in Exhibit T. If the complainant is not satisfied with the disposition of the dispute in the informal discussion, the complainant may submit a written request for a hearing.

**Tenant Protections**

Prohibited lease provisions listed in HOME program guidance are specifically listed in the Lease Addendum (Exhibit S) which is signed by the Landlord in addition to a separate Lease between Landlord and Tenant.

**Compliance with Section 504 Accessibility Requirements**

Upon being made aware of an applicant's need for reasonable accommodations to participate in the program, WorkHawaii will make such reasonable accommodations including interpreter assistance when necessary.

3/3/09

## LIST OF EXHIBITS

- A 2008 Income Limits, 60% of Median Income
- B Initial Partner Intake Form
- C Application for Rental Assistance
- D Participant Assessment
- E TBRA Eligibility Determination Worksheet
- F Verification of Homelessness
- G Individual Employment and Training Plan
- H Participation Agreement
- I HOME Rental Assistance Coupon
- J Request for Unit Approval
- K Housing Quality Standards Inspection Form
- L Payment Standard Schedule
- M Rental Calculation Worksheet
- N Utility Allowances Single Family/Duplex
- O Utility Allowances Low Rise/HighRise/Townhouse
- P TBRA Rental Assistance Contract
- Q Informal Notification Letter
- R Notice of Termination for TBRA
- S Lease Addendum
- T Appeal Process
- U Tenant Selection Procedure
- V Rent Reasonableness Checklist and Certification

City & County of Honolulu, Department of Community Services  
 HOME Tenant Based Rental Assistance Program  
 2008 Maximum Household Income (60% of Median Income)

Household Size	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
60% of median	\$39,900	\$45,600	\$51,300	\$57,000	\$61,560	\$66,120	\$70,680	\$75,240

# O'ahu WorkLinks Initial Partner Intake Form

Instructions: Please PRINT clearly, and fill out all sections.

- |                          |                                |                          |                               |                          |                                |                          |                               |
|--------------------------|--------------------------------|--------------------------|-------------------------------|--------------------------|--------------------------------|--------------------------|-------------------------------|
| To                       | From                           | To                       | From                          | To                       | From                           | To                       | From                          |
| <input type="checkbox"/> | <input type="checkbox"/> AL    | <input type="checkbox"/> | <input type="checkbox"/> DOE  | <input type="checkbox"/> | <input type="checkbox"/> HCDCH | <input type="checkbox"/> | <input type="checkbox"/> SSPA |
| <input type="checkbox"/> | <input type="checkbox"/> BESSD | <input type="checkbox"/> | <input type="checkbox"/> DVR  | <input type="checkbox"/> | <input type="checkbox"/> JC    | <input type="checkbox"/> | <input type="checkbox"/> U.I. |
| <input type="checkbox"/> | <input type="checkbox"/> CC    | <input type="checkbox"/> | <input type="checkbox"/> HCAP | <input type="checkbox"/> | <input type="checkbox"/> OWL   | <input type="checkbox"/> | <input type="checkbox"/> VS   |

## LOGIN INFORMATION

User Name \_\_\_\_\_  
 Password \_\_\_\_\_  
 Residential Zip Code \_\_\_\_\_  
 SS# \_\_\_\_\_  
 Authorized to work in US  Yes  No

## YOUR NAME

First \_\_\_\_\_  
 MI \_\_\_\_\_  
 Last \_\_\_\_\_

## RESIDENCE ADDRESS

Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_  
 Zip Code \_\_\_\_\_

## CONTACT INFORMATION

Main Phone \_\_\_\_\_  
 Alt Phone \_\_\_\_\_  
 FAX \_\_\_\_\_  
 E-Mail \_\_\_\_\_

## MAILING ADDRESS

Mailing same as Residence Address

Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_  
 Zip Code \_\_\_\_\_

## ACCESS TO WEB SITE FROM

- |                                                     |                                        |                                  |
|-----------------------------------------------------|----------------------------------------|----------------------------------|
| <input type="checkbox"/> Work                       | <input type="checkbox"/> Home          | <input type="checkbox"/> Library |
| <input type="checkbox"/> Job Center/One Stop Office | <input type="checkbox"/> Middle School |                                  |
| <input type="checkbox"/> High School                | <input type="checkbox"/> College       | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Community Center           | <input type="checkbox"/> Job Fair      | <input type="checkbox"/> Church  |

## INDIVIDUAL INFORMATION

Date of Birth \_\_\_\_\_  
 Male  Female  
 Registered with Selective Service  
 Yes  No  Exempt  Not Applicable  
 Substantial Disability?  Yes  No  Not specified  
 Citizenship:  
 U.S. Citizen/Naturalized  Permanent Resident  
 Lawfully Alien/Refugee  No - None of the above  
 Alien Registration Number \_\_\_\_\_  
 Alien Expiration Date \_\_\_\_\_

## EDUCATION INFORMATION

- Highest Education Level
- |                                                                         |                                                 |                                                |
|-------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> No Grades Completed                            | <input type="checkbox"/> 1 <sup>st</sup> Grade  | <input type="checkbox"/> 2 <sup>nd</sup> Grade |
| <input type="checkbox"/> 3 <sup>rd</sup> Grade                          | <input type="checkbox"/> 4 <sup>th</sup> Grade  | <input type="checkbox"/> 5 <sup>th</sup> Grade |
| <input type="checkbox"/> 7 <sup>th</sup> Grade                          | <input type="checkbox"/> 8 <sup>th</sup> Grade  | <input type="checkbox"/> 9 <sup>th</sup> Grade |
| <input type="checkbox"/> 11 <sup>th</sup> Grade                         | <input type="checkbox"/> 12 <sup>th</sup> Grade | <input type="checkbox"/> High School Diploma   |
| <input type="checkbox"/> General Equivalency Degree (GED)               |                                                 |                                                |
| <input type="checkbox"/> 1 Year College, Technical or Vocational School |                                                 |                                                |
| <input type="checkbox"/> 2 Year College, Technical or Vocational School |                                                 |                                                |
| <input type="checkbox"/> 3 Year College, Technical or Vocational School |                                                 |                                                |
| <input type="checkbox"/> Vocational School Certificate                  |                                                 |                                                |
| <input type="checkbox"/> Associates Degree                              | <input type="checkbox"/> Bachelor's Degree      |                                                |
| <input type="checkbox"/> Masters Degree                                 | <input type="checkbox"/> Doctorate Degree       |                                                |
| <input type="checkbox"/> Specialized Degree (e.g. MD, DDS)              |                                                 |                                                |

## Attending School Now?

- Yes, In High School  
 Yes, In College, Technical or Vocational School  
 No, Not In Any School

## EMPLOYMENT INFORMATION

- Current Working Status  Not Working  
 Working Full Time  Never Worked  
 Working Part Time  Other
- Migrant Farm/Food Processor Last 12 Mo.?  Yes  No
- Recent Notice of Termination/Military Separation?  Yes  No
- Currently Looking for Work?  Yes  No
- Unemployment Insurance?  
 No, Neither Claimant or Exhaustee  
 Yes, Eligible Claimant  
 Yes, Claimant, Referred by Worker Profiling  
 Yes, Claimant, Not Referred by Worker Profiling  
 Yes, Exhaustee

## ETHNIC ORIGIN

- |                                                            |                                                   |
|------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Hispanic or Latino                | <input type="checkbox"/> African American / Black |
| <input type="checkbox"/> American Indian / Alaskan Native  | <input type="checkbox"/> Asian                    |
| <input type="checkbox"/> Hawaiian / Other Pacific Islander | <input type="checkbox"/> White                    |

## MILITARY SERVICE

In Military, Veteran or Spouse of Veteran?  Yes  No

## LAYOFF REASON (If Applicable)

- Terminated, laid off or got notice of termination from job held at least 6 months and eligible for or exhausted UI benefits and unlikely to return to same type of job.  
 Terminated, laid off or got notice of termination from job held at least 6 months and NOT eligible for UI benefits and unlikely to return to same type of job.  
 Terminated, laid off or got notice of termination from job as result of permanent closure or substantial layoff.  
 Current employee of employer who made announcement they will close within 180 days.  
 Self-employed but unemployed because of economic conditions or natural disaster.

Date of Layoff \_\_\_\_\_ (mm/dd/yy)

**EDUCATION/TRAINING QUALIFICATIONS**

Degree \_\_\_\_\_ Major \_\_\_\_\_ School Name \_\_\_\_\_ Completion Date \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

**OCCUPATIONAL LICENSES / CERTIFICATES**

Certificate/License \_\_\_\_\_ Organization \_\_\_\_\_ Completion Date \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

**EMPLOYMENT HISTORY**

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Employer 1 \_\_\_\_\_

Job Title \_\_\_\_\_  Full Time  Part Time

Salary \$ \_\_\_\_\_ Per:  Hour  Week  Month  Year Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Reason for Leaving:  Layoff  Not Challenging  Fired  Other  Still Employed  Quit  Job Ended  Retirement

Job Duties \_\_\_\_\_

Employer 2 \_\_\_\_\_

Job Title \_\_\_\_\_  Full Time  Part Time

Salary \$ \_\_\_\_\_ Per:  Hour  Week  Month  Year Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Reason for Leaving:  Layoff  Not Challenging  Fired  Other  Still Employed  Quit  Job Ended  Retirement

Job Duties \_\_\_\_\_

**SKILLS** \_\_\_\_\_

**ABILITIES SUMMARY** \_\_\_\_\_

**DRIVERS LICENSE INFO**

Valid Driver's License  Yes  No State Issued \_\_\_\_\_ License Type  Commercial  Learners  Regular

License Class  Moped  Motorcycle  GVWR<15K & Transport < 16 people  Single Vehicle 15K to 26K lbs

Class A  Class B  Not A or B but > 15 people

Endorsements  H  T  P  N  X  F  Z

Have access to motor vehicle  Rely on public transportation

**DESIRED WORK LOCATIONS** \_\_\_\_\_

**DESIRED SALARY \$** \_\_\_\_\_ Per:  Hour  Week  Month  Year

**AVAILABILITY INFORMATION**

Shifts  Day  Swing  Graveyard  Rotating  Split

Days Available  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

**HONORS & ACTIVITIES** \_\_\_\_\_

**ADDITIONAL INFORMATION** \_\_\_\_\_

**REFERENCES** Name \_\_\_\_\_ Phone # \_\_\_\_\_ Employer \_\_\_\_\_ Reference Type (Bus/Personal) \_\_\_\_\_ # Yrs \_\_\_\_\_

I certify this information is true to the best of my knowledge. I know this information will be reviewed and verified. I must supply documents to support this application. I am aware I may be terminated if found ineligible after enrollment and may be prosecuted for fraud and/or perjury. I allow release of this information for verification or referral purposes and understand it will be used to determine my eligibility.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FOR RENTAL ASSISTANCE  
WORKHAWAII'S  
TENANT BASED RENTAL ASSISTANCE PROGRAM**

**APPLICANT NAME** \_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home No.: \_\_\_\_\_ Alternate Phone No.: \_\_\_\_\_

Other Means of Contacting Applicant: \_\_\_\_\_

**HOUSEHOLD COMPOSITION**

(List the Head of Household and all other members who will be living in the unit. Give the relationship of each family member to the head.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ETHNICITY**

Check the box that best describes the ethnicity of the head of household.

Racial Categories	Non Hispanic or Latino	Hispanic or Latino Responses
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native <i>and</i> White		
Asian and White		
Black or African American <i>and</i> White		
American Indian or Alaska Native <i>and</i> Black or African American		
Other multiple race combinations. (Write in a description using the box on the right.)		

**INCOME INFORMATION**

What is the total annual income of all household members? (include wages, salaries and tips, other income such as alimony, child support, and Social Security, AFDC or other benefits) \$\_\_\_\_\_

Member's Full Name	Source of Income	Annual Amount	Payment Basis (weekly, monthly, etc.)

**ASSET INFORMATION**

List the type and source of any family assets. Provide both the current cash value and the estimated annual income from all assets.

Asset	Current Cash Value	Estimated Annual Income

**EXPENSE INFORMATION**

Yes  No  Does your household have un-reimbursed medical expenses in excess of 3 percent of annual income?

Yes  No  Does your household pay child care expenses for children under the age of 13 that enable a family member to work or go to school?

Yes  No  Does your household pay care expenses for the care of a family member with disabilities that enable a family member to work?

**DESCRIBE OTHER DEBTS:**

**APPLICATION CERTIFICATION:** I/we understand that the above information is being collected to determine if I/we are eligible to receive rental assistance. I/we authorize the (Program Administrator) to verify all information provided on this application. I agree that any disputes that may arise out of this application shall be resolved under the attached "Settlement of Disputes" procedures.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

## SETTLEMENT OF DISPUTES PROCEDURES

- (a) **Procedures for Informal Settlement:** If an Applicant, or Tenant, or a Landlord, disputes any action taken by WorkHawaii, and claims that such actions adversely affect the rights, duties, welfare or status of said Applicant, Tenant or Landlord, such Applicant, Tenant or Landlord may present a written complaint to WorkHawaii so that the dispute may be discussed informally and attempted to settled without hearing. The complaint must be filed with WorkHawaii in writing within fifteen (15) calendar days after the day the dispute arose or, if there was a written notification which gave rise to the dispute, within fifteen (15) calendar days from the date on the written notice. The discussion shall be held as soon as reasonably possible after receipt of the complaint. A written summary of the discussion shall be prepared by WorkHawaii within fifteen (15) calendar days of the date of the discussion and one copy of the summary shall be given to the complainant. The summary shall specify the names of the participants, the date of the meeting, the nature of the proposed resolution of the dispute and the specific reasons therefore, and the procedures by which a hearing may be obtained if the complainant is not satisfied with the proposed resolution.
- (b) **Provision of Criminal Record:** If denial or termination of assistance is based on a criminal record, WorkHawaii shall provide the subject of the record and the Applicant or Participant with a copy of the criminal record and give the Family an opportunity to dispute the accuracy and relevance of that record in the informal review process as described in this Section.

### Hearing on a Dispute.

- (a) **Request for Hearing:** If a complainant is not satisfied with the disposition of a dispute in the informal discussion, and would like to pursue the dispute further, or if the complainant has received an adverse decision, the complainant must submit a written request for a hearing to the Agency within fifteen (15) calendar days after receipt of the written summary of the informal discussion or receipt of an adverse decision.
- (1) Discretionary administrative determinations by WorkHawaii;
  - (2) General policy issues or class grievances;
  - (3) A determination of unit size under WorkHawaii subsidy standards;
  - (4) WorkHawaii determination not to extend a Voucher term;
  - (5) WorkHawaii determination not to grant approval of a Lease of tenancy;
  - (6) WorkHawaii determination that a unit is not in compliance with Housing Quality Standards;
  - (7) For an Applicant, a determination of the Voucher size under WorkHawaii subsidy standards;

- (8) For a Participant, WorkHawaii establishment of a Utility Allowance for families in the Program; and
  - (9) For a Participant, WorkHawaii's determination to exercise or not to exercise any right or remedy against a Landlord under a Contract.
- (b) Form and Content of Written Request: The written request shall contain each of the following:
- (1) Name, address and telephone number of the complainant;
  - (2) A designation of the specific statutory provision, rule, decision or order in question, together with a statement of the dispute involved;
  - (3) A clear statement of the complainant's position or contention;
  - (4) A memorandum of points and authorities, containing a full discussion of reasons or legal authorities in support of such position or contention; and
  - (5) The action or relief sought.
- (c) Person Conducting Hearing: The WorkHawaii Administrator or his or her duly authorized representative shall conduct the hearing.
- (d) Notice and Conduct of Hearing / Judicial Review: The notice and conduct of the hearing and the request for judicial review shall be made pursuant to Chapter 91, Hawaii Revised Statutes.

City and County of Honolulu  
 Department of Community Services, WorkHawaii Division  
**Tenant Based Rental Assistance Program**  
**Participant Assessment**

Date	Social Security Number
Name	Phone Number (Day Hours)
Head of Household	Case Manager

**PSYCHO-SOCIAL:** *Support System*

1. Do you have relatives, friends, private or public agencies you go to if you need help emotionally/financially?

<u>Individual/Agency</u>	<u>Name/Phone/Type of Assistance</u>	<u>Yes</u>	<u>No</u>
Children	_____	<input type="checkbox"/>	<input type="checkbox"/>
Spouses/Significant Other	_____	<input type="checkbox"/>	<input type="checkbox"/>
Relatives	_____	<input type="checkbox"/>	<input type="checkbox"/>
Peer Group	_____	<input type="checkbox"/>	<input type="checkbox"/>
Church	_____ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>

2. Do you have any personal problems with your past or current spouse or boyfriend/girlfriend that would interfere with your ability to participate in the Tenant Based Rental Assistance Program? Yes  No   
 If yes, please identify \_\_\_\_\_

3. Have you or any of your family members been involved with Child Protective Services? Yes  No   
 If yes, is the case active \_\_\_\_\_

4. Do you often feel depressed, angry, confused, have anxieties or any other feelings that affect your ability to function on a daily basis? Yes  No

5. Have you seen any of the following: Yes  No

- Psychiatrist       Psychologist       Social Worker       Counselor

If yes, what was the reason for your visit, and when was your last visit? \_\_\_\_\_

6. Are you currently or have you in the past, received counseling for any of the following?

Yes  No

If yes, indicate date of counseling and where you receive counseling

Health \_\_\_\_\_

Mental Illness \_\_\_\_\_

Drug \_\_\_\_\_

Alcohol \_\_\_\_\_

Domestic Violence \_\_\_\_\_

Family Issues \_\_\_\_\_

Motivation \_\_\_\_\_

Other \_\_\_\_\_

7. Have you ever been convicted of a crime? Yes  No

If yes:  Misdemeanor  Felony

What was the crime? \_\_\_\_\_

Are there any charges pending? \_\_\_\_\_

Has Warrants  On Parole/Probation

8. Has the use of alcohol ever interfered in your ability to obtain or maintain employment?

Yes  No

If yes:

How often and how much do you drink? \_\_\_\_\_

What do you usually drink? \_\_\_\_\_

When was the last time you drank? \_\_\_\_\_

9. Do you use drugs? Yes  No

If yes:

How often do you use drugs? \_\_\_\_\_

What kind of drugs do you use \_\_\_\_\_

When was the last time you used drugs? \_\_\_\_\_

10. Abuse (e.g. domestic, gang related, substance) Identify type of abuse \_\_\_\_\_

Victim  Offender  TRO

Other: \_\_\_\_\_

**EDUCATION:**

- No High School Diploma/GED
- Wants to get H/S diploma or GED
- No education due to health condition
- Wants to improve academic level
- Feels academically deficient in:
  - Reading  Math
- Needs ESL Classes
- Wants to attend College/Vocational Training
- Other: \_\_\_\_\_

**EMPLOYMENT NEEDS:**

11.  No skill certification or experience
- Needs Pre Employment
  - Needs resume/referrals for jobs
  - Placement assistance
  - F/T work
  - Needs job search
  - No work maturity or retention skills
  - Lives in area with limited opportunities
  - Needs equipment/supplies/uniforms, etc

**HEALTH:**

12. Do you have any existing health/medical (e.g. mental, physical/emotional) problems that would:

- Limit your ability to obtain/or maintain employment?      Yes  No   
   If yes, specify: \_\_\_\_\_
- Prevent you from working?      Yes  No   
   If yes, specify: \_\_\_\_\_

13. Do you have any limitation as a result of health conditions and/or an injury you may have?    Yes          No   

If yes, specify:

- Standing     Sitting       Operating a machine       Lifting       Walking
- Climbing     Kneeling     Operating a vehicle     Pushing       Pulling
- Bending      Others \_\_\_\_\_

Have any of the above limitations been confirmed by a doctor?    Yes        No   

14. Are you taking any medication?      Yes          No   

If yes:

What type of medication: \_\_\_\_\_  
Reason for taking the medication: \_\_\_\_\_  
Any side effects? Please specify: \_\_\_\_\_  
\_\_\_\_\_

**TRANSPORTATION:**

15. Do you have transportation? Yes  No

16. What type of transportation do you have? \_\_\_\_\_

17. Do you have a valid driver's license? Yes  No

If yes, what is your driver's license number: \_\_\_\_\_

18. Do you have any physical limitations that may interfere with your access to public or private transportation? Yes  No

19. Do you have any limitations that may interfere with your ability to work?

Yes  No

If yes, what are your limitations: \_\_\_\_\_

**FINANCIAL:**

20. Are you receiving any of the following? If so, what is the monthly amount of assistance, the name of your caseworker and contact information of that agency.

Public Assistance (TANF or Gen Assistance) \_\_\_\_\_

Medicaid/Medicare \_\_\_\_\_

Childcare assistance \_\_\_\_\_

Social Security (Retired/disability) \_\_\_\_\_

Utility Voucher \_\_\_\_\_

Food Stamps \_\_\_\_\_

WIC \_\_\_\_\_

Supplemental Security Income (SSI) \_\_\_\_\_

UI \_\_\_\_\_

Workers comp \_\_\_\_\_

21. Would you like assistance with any of the following? (Please indicate with a check)

Budget Counseling

Credit Counseling/Repair

Financial Planning

Home Ownership

Time Management

Stress Management

Parenting

Violence Prevention

- \_\_\_\_\_ Anger Management
- \_\_\_\_\_ Domestic Violence
- \_\_\_\_\_ Workplace Violence
- \_\_\_\_\_ Gang Violence
- Substance Abuse
- Self-Esteem
- Interpersonal Skills
- Other \_\_\_\_\_

I understand that the purpose of this Participant Assessment is to identify the limitations that have prevented me from attaining self-sufficiency.

I understand that my case Manager cannot promise or guarantee resources at any time. My Case Manager will make every effort to secure resources needed to help me overcome my limitations identified herein, so that I can achieve my goals.

I understand that this Participant Assessment can be modified to reassess my needs upon mutual agreement with my Case Manager.

I understand that I will receive a copy of the Participant Assessment.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager's Signature

\_\_\_\_\_  
Date

This information is only to be used by OWL and not shared without participant's prior consent.

WORKHAWAII TENANT BASED RENTAL ASSISTANCE PROGRAM  
INCOME AND HOMELESSNESS VERIFICATION WORKSHEET

Applicant Name: \_\_\_\_\_

Case Manager: \_\_\_\_\_ Date Certified: \_\_\_\_\_

Manager's Review: \_\_\_\_\_ Date Certified: \_\_\_\_\_

Annual Household Income: \_\_\_\_\_

Number in Household: \_\_\_\_\_

HOME income limit for household size: \_\_\_\_\_

List income sources from each household member used in calculation and any remarks

Homelessness Verification from \_\_\_\_\_  
(agency name)

certifying date of homelessness on \_\_\_\_\_

ATTACH completed and signed verification forms and UPDATE verification prior to unit occupancy.

## **Homeless Documentation Guidelines Third Party Verification of Homelessness**

### **Definition of Homelessness**

- Persons being assisted with HUD funding **must** meet this definition of homelessness.
- A person is considered homeless **only** when he/she is residing in one of the places described below:
  - In places not meant for human habitation, such as on the street, cars, parks, sidewalks, and abandoned buildings
  - Emergency shelter
  - Transitional or supportive housing for persons experiencing homelessness who originally came from the streets or emergency shelters
  - In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution (mental health or chemical dependency treatment facility, jail/prison)
  - Facing eviction within one week without resources to find replacement housing
  - To be released from an institution in which the person has been a resident for more than 30 consecutive days and lacks the resources to obtain housing
  - Is fleeing a domestic violence situation and no subsequent residence has been identified and person lacks resources to obtain housing
- ❖ **NOTE:** Persons who have served their full jail sentence (“maxed out”) may enter a program directly from prison. Persons on probation or parole, however, must spend one night homeless (per HUD Hawaii field office).
- Homelessness verification must be documented for persons being assisted with HUD funding.

### **Third Party Verification of Homelessness**

- ❖ Attempts must be made to obtain third party verification of homelessness
- Depending on a participant’s situation, third party sources may include but are not limited to:
  - Outreach workers
  - Case managers
  - Transitional housing staff
  - Drug counselors
  - Domestic violence shelter staff

- Probation officers
  - Hospital staff
  - Landlord, family member, or friend who the participant was living with
- ❖ Third party verification must include the following information:
- Be written on agency letterhead, if available
  - Explain the participant's involvement with the agency/person  
Examples: Obtained outreach services, drug treatment, served jail time, stayed at their home temporarily, etc.
  - Include an explanation of the participant's situation  
Homeless situation prior to entering program, income information, leaving program and lacks income to obtain housing on own, being evicted, etc.
  - Include the termination/eviction date of housing services thereby leading to the participant's homelessness.
  - Include the verifier's name, title, signature, and date.
- ❖ NOTE: Evictions must be within **one week** from a private dwelling, no subsequent residence has been identified, and the person lacks the resources needed to obtain housing (although HPHA allows assistance to persons within 45 days of eviction, HUD does not).
- ❖ DOCUMENT ATTEMPTS TO OBTAIN THIRD PARTY VERIFICATION:
- Dates of phone calls, e-mails, faxes to agencies, landlords, family, friends, etc.
  - Names and relationship/title of persons trying to contact
  - Action taken and result: Left phone messages 2 times but no response, etc.
- ❖ If there is no attempt/unable to obtain third party verification, then record
- ❖ File all documents in client's records.

**Homeless Documentation Guidelines  
Self-Certification of Homelessness**

**Self-Certification of Homelessness**

- **Only if all attempts to obtain third party verification are unsuccessful, then self-certification of homelessness may be acceptable.**
  
- A staff person may also prepare a written statement about the participant's previous living situation; it must be signed and dated by both the participant and the staff person.
  
- Self- certification of homelessness must include the following information **(be as specific as possible)**:
  - Location where person was living  
    **Name of agency, institution, park, beach, street, etc.**
  - Living situation  
    Residing in car, tent, temporarily at friend's house, etc.
  - Period of homelessness  
    From [ date ] to [ date ]; number of days, months, and/or years
  - Reason(s) of homelessness
  - Client's name printed and signature and date
  - Staff's name printed and signature, title, and date
  
- ❖ File all documents in client's records

**THIRD-PARTY VERIFICATION FORM OF PARTICIPANT'S HOMELESS STATUS**

- ❖ FORM MUST BE FILLED OUT COMPLETELY and used only if agency will not provide verification on agency letterhead and WorkHawaii must obtain confirmation by phone, email or fax. Staple email or fax to this form.

❖ I have obtained third party verification from the following contact:

Date of Contact: \_\_\_\_\_  
 Name of agency: \_\_\_\_\_  
 Name of agency staff: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Information provided by (phone, e-mail, fax): \_\_\_\_\_

Through the above contact, I am able to provide verification of the consumer's current homelessness status:

The participant is living (on) (at): \_\_\_\_\_

INDICATE EXACT LOCATION (NAME OF AGENCY, PARK, STREET, ETC.) AND LIVING SITUATION (RESIDING IN CAR, TENT

Period of homelessness: \_\_\_\_\_  
FROM [ DATE ] TO [ DATE ] AND NUMBER OF DAYS, MONTHS AND/OR YEARS

The participant became houseless because: \_\_\_\_\_  
INDICATE REASON(S) FOR HOMELESSNESS

Termination of housing/eviction date, if applicable: \_\_\_\_\_

<p>I certify that the above information is correct to the best of my knowledge. Any documentation provided by the third party, if available, is attached.</p>	
Staff Name: _____	Title: _____
Signature: _____	Date: _____
Participant Signature: _____	Date: _____

- ❖ File verification documents in participant records.

**PARTICIPANT SELF-CERTIFICATION  
OF HOMELESS STATUS**

❖ **FORM MUST BE FILLED OUT COMPLETELY**

I, \_\_\_\_\_ acknowledge to WorkHawaii that I am  
Print Name of Participant  
 currently homeless and cannot provide official verification about my living situation or any other recent activities that may provide verification. I understand that if and when verification is possible, I will submit such information in writing to WorkHawaii. My living situation and those events which made me houseless are as follows:

I am living (on) (at): \_\_\_\_\_

INDICATE EXACT LOCATION (NAME OF AGENCY, PARK, STREET, ETC.) AND LIVING SITUATION (RESIDING IN CAR, TENT

Period of homelessness: \_\_\_\_\_  
FROM [ DATE ] TO [ DATE ] AND NUMBER OF DAYS, MONTHS AND/OR YEARS

I became houseless because: \_\_\_\_\_  
INDICATE REASON(S) FOR HOMELESSNESS

Termination of housing/eviction date, if applicable: \_\_\_\_\_

- This form was completed by the participant
- This form was completed by agency staff

I certify that the above information is correct to the best of my knowledge. Any documentation provided by the third party, if available, is attached.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

❖ **File verification documents in participant records**

TENANT BASED HOUSING PROGRAM  
INDIVIDUAL EMPLOYMENT AND TRAINING PLAN (IETP)

Name: \_\_\_\_\_

Contract Begin \_\_\_\_\_

GOALS/STEPS TO ACHIEVE GOALS	HOW GOAL ACCOMPLISHED	DATE (Month)	Valid Date Received
<b>I. VIA BRIEFING</b> <input type="checkbox"/> _____			
<b>II. INTERVIEWING FOR SUCCESS</b> <input type="checkbox"/> _____			
<b>III. RESUMES FOR SUCCESS</b> <input type="checkbox"/> _____			
<b>IV. SELF DISCOVERY FOR JOB SEARCH &amp; JOB RETENTION</b> <input type="checkbox"/> _____			
<b>V. JOB SEARCH SKILLS</b> <input type="checkbox"/> _____			
<b>VI. JOB CLUB</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____			
<b>VII. INDIVIDUAL GOALS</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____			

Exhibit G

**TENANT BASED HOUSING PROGRAM  
INDIVIDUAL EMPLOYMENT AND TRAINING PLAN (IETP)**

GOALS STEPS TO ACHIEVE GOALS	HOW GOAL ACCOMPLISHED	DATE Comp.	Valid Doc/Date Received
<b>VIII. BI-MONTHLY VERIFICATION OF STATUS</b>			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			
11. _____			
12. _____			
13. _____			
14. _____			
15. _____			
16. _____			
17. _____			
18. _____			
19. _____			
20. _____			
21. _____			
22. _____			
23. _____			
24. _____			

I, the undersigned, re-certify on the last page of this IETP that:

- This Individual Employment and Training (IETP) was developed with my Case Manager. My Case Manger helped me identify the obstacles and limitations that have prevented me from reaching my goals. I understand that my Case Manager cannot guarantee resources at any time, however, will make every effort to secure the resources needed to help me overcome the obstacles/limitations that have been identified in this IETP, so that I will achieve my Tenant Based Rental Assistance Program (TBRA) goal(s).
- I understand that this plan may be modified by mutual agreement with my TBRA Case Manager.
- Based on the information contained in this IETP, I will complete all activities and goals in the Tenant Based Rental Assistance Program. I understand that if I fail to achieve and fulfill all of the conditions, obligations and goals outlined in my Participant Contract, I *"forfeit the possibility of receiving the Tenant Based Rental Assistance"* with the TBRA Program.

\_\_\_\_\_  
Signature of TBRA Participant/Date

\_\_\_\_\_  
TBRA Case Manager's Signature/Date

\_\_\_\_\_  
Goal Revision Date

\_\_\_\_\_  
Justification for Goal Revision  
Rev. 6/6/08

**WORKHAWAII TENANT BASED RENTAL ASSISTANCE PROGRAM  
PARTICIPATION AGREEMENT**

Thank you for your interest in WorkHawaii's tenant based rental assistance program. To participate in the program you must read this Agreement and sign it to acknowledge acceptance of its terms. Your signature indicates that you understand and will comply with the requirements of the program. Any violation of this Agreement or the requirements, conditions or policies of the program may result in termination of rental assistance. Please initial the corresponding box to acknowledge these items were discussed between you and your case manager:

**I. PROGRAM REQUIREMENTS**

**Your WorkHawaii rental assistance may be denied or terminated if you do comply with any of the requirements listed below:**

\_\_\_\_\_ You must meet with your Case Manager to (1) allow the case manager to complete a Participant Assessment and (2) develop with your case manager's assistance an Individual Assessment and Training Plan to help you reach your employment program goals.

\_\_\_\_\_ You must attend Oahu WorkLinks workshops to include:

- Resume for Success
- Self Discovery for Job Retention
- Job Search Skills
- Interviewing for Success
- Job Club (if unemployed must attend till employment is obtained)

\_\_\_\_\_ You must meet with your Case Manager on a weekly basis to review your current progress in reaching your program goals.

\_\_\_\_\_ You must comply with your individual employment and training plan.

\_\_\_\_\_ You must comply with the Rental Unit Rules and Program Conditions And Policies set forth below.

**II. RENTAL UNIT RULES TO OBTAIN ASSISTANCE FOR RENTAL SUBSIDY:**

\_\_\_\_\_ Only you and any approved household members, if any, may reside in the rental unit.

\_\_\_\_\_ You must pay 30% of your monthly income toward the security deposit and monthly rent. You shall apply for other assistance programs to secure a security deposit.

\_\_\_\_\_ You must find your own rental unit. You may rent only a unit meeting the program occupancy standards, with a rent acceptable to WorkHawaii.

\_\_\_\_\_ A coupon will be issued to you to give your prospective landlord information about the program. The lease or rental agreement will be between the landlord and you.

\_\_\_\_\_ You must bring the lease or rental agreement to your Case Manager for approval.

\_\_\_\_\_ Upon approval by your Case Manager, an inspector will inspect the unit to make sure that all standards have been met before occupancy occurs.

\_\_\_\_\_ Upon completion of the inspection an agreement between WorkHawaii and your landlord will be signed, stating the exact amount the voucher will cover. Only after WorkHawaii and your Landlord have signed a rental assistance contract, and you and your Landlord have signed a Lease, is your rental assistance approved.

**III. PROGRAM CONDITIONS AND POLICIES**

\_\_\_\_\_ You must pay your share of the rent on the first day of the month.

\_\_\_\_\_ You must keep the rental unit in clean and sanitary condition. Any repairs are to be reported to the landlord immediately. It is also your responsibility to leave the unit in the same condition it was in when you moved into the unit.

\_\_\_\_\_ You must participate in monthly home visits conducted by your Case Manager.

\_\_\_\_\_ If you damage the unit or furnishings, you will be required to reimburse the landlord for all damages or repairs. Cost of damages will be taken from your share of the security deposit.

\_\_\_\_\_ If applicable, you must comply with a repayment agreement.

\_\_\_\_\_ You must not commit Program abuse, fraud, bribery or other corrupt or criminal act in connection with WorkHawaii and/or any federal housing program.

\_\_\_\_\_ Your income may not exceed the Program's maximum income limits.

- \_\_\_\_\_ You must not vacate the unit for more than twenty-eight (28) consecutive days.
- \_\_\_\_\_ You and appropriate family members must provide your Social Security information and documentation within the time required and specified by WorkHawaii.
- \_\_\_\_\_ You and your family member(s) must submit to WorkHawaii required evidence to establish citizenship or eligible immigration status.
- \_\_\_\_\_ You and your family member(s) must not engage in or threaten abusive or violent behavior toward WorkHawaii personnel.
- \_\_\_\_\_ You and your family member(s) must not be or have been engaged in “violent criminal activity”, as defined in Exhibit 1.
- \_\_\_\_\_ You and your family member (s) must not be or have been engaged in “other criminal activity”, as defined in Exhibit 1.
- \_\_\_\_\_ You and your family member(s) must not be or have been engaged in or have a pattern of “alcohol abuse”, as defined in Exhibit 1.
- \_\_\_\_\_ You and your family member (s) must not currently be engaged or have engaged in “drug-related criminal activity” as defined in Exhibit 1.

**IV. NOTICE OF NON COMPLIANCE WITH AGREEMENT**

Any infraction of this agreement will result in the following steps being taken:

- \_\_\_\_\_ A letter will be sent offering you an opportunity to respond to your non compliance with the program rules or with this agreement.
- \_\_\_\_\_ A meeting will be called to give you the opportunity to state your case.
- \_\_\_\_\_ If no response is received within the ten days, a letter will be sent to you to notify you that your participation and agreement have been terminated.
- \_\_\_\_\_ If you wish to appeal WorkHawaii’s decisions, you must submit a written request in accordance with Exhibit 2, attached.

I acknowledge that I have read and understand the above agreement. I will make every effort to successfully complete all requirements of the program. I also understand that any serious violation of this agreement will automatically terminate my participation with the program.

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Case Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit 1 to Participation Agreement****Definitions**

Terms appearing in parenthesis in the the Participation Agreement shall have the following meanings:

**“Alcohol abuse”** means: any activity which, when perpetrated while under the influence of alcohol, may threaten or does threaten the health or, safety of others or the right to peaceful enjoyment of the premises by other residents. Alcohol abuse may not be considered a disqualifying factor if the Family properly evidences to the satisfaction of WorkHawaii before such fact is discovered by the WorkHawaii, that the member of the household who abused alcohol:

Does not currently abuse alcohol and

has successfully completed an alcohol rehabilitation program; or

Is participating in a supervised alcohol rehabilitation program; or

Is no longer part of the household.

**“Drug-related criminal activity”** means:

(A) The manufacture, sale or distribution of, or the possession with intent to manufacture, sell or distribute, illegal drugs;

(B) A pattern of illegal use of a drug by any household member, which may threaten the health, or safety of others, or the right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity of the Family;

(C) Any illegal use or possession (other than with intent to manufacture, sell or distribute), of a drug or a controlled substance.

(D) Prior drug-related criminal activity described in above sections may not be considered a disqualifying factor if the Applicant or Participant Family can demonstrate to the satisfaction of the Agency, before such drug-related criminal activity is discovered by the Agency, that the subject household member:

(i) Does not currently use or possess illegal drugs; and

a. Has successfully completed a supervised drug rehabilitation program in connection therewith; or

b. Is currently enrolled in a supervised drug rehabilitation program; and

c. Is willing to submit to random tests for the presence of illegal drugs; or

(ii) The household member engaged or engaging in drug-related criminal activity is no longer a member of the household.

(E) An Applicant or Participant or any household member thereof convicted of manufacturing or producing methamphetamines anywhere, including, without limitation, on the premises of federally assisted housing, in violation of any federal, state, or local law, shall be immediately terminated and permanently denied admission to the Program.

(F) An Applicant or Participant or any household member thereof evicted or terminated from federally assisted housing for drug-related criminal activity

shall be denied admission to the Program for a period of three (3) years from the effective date of eviction or termination of assistance, whichever shall occur later.

“Violent criminal activity” means: any illegal criminal activity that has one of its elements the use, attempted use, or threatened use of physical force, firearms or other weapons against the person or property of another, substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

“Other criminal activity” means: any criminal activity which may threaten or does threaten the health or safety of others, or the right of peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or which may threaten or does threaten the health or safety of the Landlord or Agency staff.

**Exhibit 2 to Participation Agreement****WorkHawaii Tenant Based Rental Assistance Program  
Settlement of Disputes Procedures**

- (a) **Procedures for Informal Settlement:** If an Applicant, or Tenant, or a Landlord, disputes any action taken by WorkHawaii, and claims that such actions adversely affect the rights, duties, welfare or status of said Applicant, Tenant or Landlord, such Applicant, Tenant or Landlord may present a written complaint to WorkHawaii so that the dispute may be discussed informally and attempted to be settled without hearing. The complaint must be filed with WorkHawaii in writing within fifteen (15) calendar days after the day the dispute arose or, if there was a written notification which gave rise to the dispute, within fifteen (15) calendar days from the date on the written notice. The discussion shall be held as soon as reasonably possible after receipt of the complaint. A written summary of the discussion shall be prepared by WorkHawaii within fifteen (15) calendar days of the date of the discussion and one copy of the summary shall be given to the complainant. The summary shall specify the names of the participants, the date of the meeting, the nature of the proposed resolution of the dispute and the specific reasons therefore, and the procedures by which a hearing may be obtained if the complainant is not satisfied with the proposed resolution.
- (b) **Provision of Criminal Record:** If denial or termination of assistance is based on a criminal record, WorkHawaii shall provide the subject of the record and the Applicant or Participant with a copy of the criminal record and give the Family an opportunity to dispute the accuracy and relevance of that record in the informal review process as described in this Section.

**Hearing on a Dispute.**

- (a) **Request for Hearing:** If a complainant is not satisfied with the disposition of a dispute in the informal discussion, and would like to pursue the dispute further, or if the complainant has received an adverse decision, the complainant must submit a written request for a hearing to the Agency within fifteen (15) calendar days after receipt of the written summary of the informal discussion or receipt of an adverse decision.
- (1) Discretionary administrative determinations by WorkHawaii;
  - (2) General policy issues or class grievances;
  - (3) A determination of unit size under WorkHawaii subsidy standards;
  - (4) WorkHawaii determination not to extend a Voucher term;
  - (5) WorkHawaii determination not to grant approval of a Lease of tenancy;
  - (6) WorkHawaii determination that a unit is not in compliance with Housing Quality Standards;

- (7) For an Applicant, a determination of the Voucher size under WorkHawaii subsidy standards;
  - (8) For a Participant, WorkHawaii establishment of a Utility Allowance for families in the Program; and
  - (9) For a Participant, WorkHawaii's determination to exercise or not to exercise any right or remedy against a Landlord under a Contract.
- (b) Form and Content of Written Request: The written request shall contain each of the following:
- (1) Name, address and telephone number of the complainant;
  - (2) A designation of the specific statutory provision, rule, decision or order in question, together with a statement of the dispute involved;
  - (3) A clear statement of the complainant's position or contention;
  - (4) A memorandum of points and authorities, containing a full discussion of reasons or legal authorities in support of such position or contention; and
  - (5) The action or relief sought.
- (c) Person Conducting Hearing: The WorkHawaii Administrator or his or her duly authorized representative shall conduct the hearing.
- (d) Notice and Conduct of Hearing / Judicial Review: The notice and conduct of the hearing and the request for judicial review shall be made pursuant to Chapter 91, Hawaii Revised Statutes.

**WORKHAWAII TENANT BASED RENTAL ASSISTANCE PROGRAM  
HOME RENTAL ASSISTANCE COUPON**

<b>TENANT NAME</b> Number of Household Members:	Unit Size:	Coupon No.: Issued on: Expires on:
----------------------------------------------------	------------	------------------------------------------

**1. HOME Rental Assistance Program**

This Coupon has been issued by WorkHawaii to the Tenant identified above who is eligible to participate in the HOME Tenant Based Rental Assistance Program. Under this program, the program administrator makes monthly payments to a Landlord on behalf of an eligible tenant. The tenant selects a decent, safe and sanitary dwelling unit and WorkHawaii makes payments to the Landlord to help the Tenant to afford the rent.

When WorkHawaii issues this coupon, it fully expects to have money available to provide assistance. However, WorkHawaii is under no obligation to the Tenant or the Landlord or any other party until WorkHawaii has approved the unit and entered into an Agreement with the Landlord and the Tenant.

**2. Key Steps in using this Coupon**

- A. The Tenant must select a rental unit within the City and County of Honolulu that meets the program’s housing quality standards and has a reasonable rent by the expiration date. If the tenant cannot find a unit by the expiration date, the tenant must inform the Case Manager. When the Tenant finds a suitable unit, the Tenant must give WorkHawaii a “Request for Unit Approval” form, signed by the Landlord and also provide a copy of the Landlord’s lease.
- B. After WorkHawaii receives the Request for Unit Approval, WorkHawaii will inspect the unit and review the Landlord’s lease. If the unit meets the program’s standards and the rent for the unit is reasonable, WorkHawaii will notify the Landlord and the Tenant that the unit has been approved. Note: If the unit or lease cannot be approved, WorkHawaii will give the Landlord an opportunity to correct the problem, or the Tenant can begin to look for another unit.)
- C. WorkHawaii will then work with the Landlord and the Tenant to execute all of the necessary documents as follows:
  - The Landlord and the Tenant must sign WorkHawaii’s approved Lease.

- The Landlord and WorkHawaii must sign the HOME Rental Assistance Coupon and Rental Assistance Contract.
- Once all necessary documents have been signed and the Tenant moves into the unit, payments to the Landlord will begin.

### 3. Security Deposit

Tenant will pay the security deposit payable to Landlord. If applicable, WorkHawaii may contribute a portion of the security deposit payable to Landlord. When the Tenant moves out, the Landlord may, subject to state local law, use the security deposit, as reimbursement for rent or any other amounts payable by the tenant under the Lease. The Landlord will give both the Tenant and WorkHawaii an itemized written list of all items charged against the security deposit and the amount of each item. If the Tenant alone has paid the security deposit, after deducting the amount used as reimbursement to the Landlord, the Landlord shall promptly refund the balance to Tenant. If Tenant and WorkHawaii have each contributed toward the security deposit, the Landlord shall prorate the reimbursement according to the respective parties' contributions and shall promptly refund the respective balances to Tenant and WorkHawaii.

### 4. Tenant and WorkHawaii Share of the Rent

- A. The portion of the rent payable by the Tenant to the Landlord ("Tenants' share") is calculated based upon the Tenant's ability to pay. The Tenant must provide WorkHawaii with information about income, assets and other family circumstances that affect the amount the Tenant will pay. The Tenant's Share may change as a result of changes in income or other family circumstances. The Tenant is also responsible for payment of all utilities not included in the rent.
- B. Each month WorkHawaii will make a rental payment to the landlord on behalf of the Tenant. The monthly payment will be equal to the difference between the approved rent the Landlord is charging and the Tenant's share of the rent.

### 5. Requirements for Participating Tenants

The family must:

- Supply information about the family, income, assets, and other family circumstances that affect eligibility and the amount of the tenant's share, and cooperate with annual and interim re-examinations
- Allow WorkHawaii to inspect the unit at reasonable times and after giving reasonable notice.
- Notify WorkHawaii when any person moves in or out of the unit before vacating the dwelling unit.
- Use the dwelling unit as the family's principal place of residence solely as a residence for the family.

6. Length of Coupon Assistance

Assistance under the HOME Rental Assistance Program is not guaranteed. In addition to other actions listed in the Participation Agreement, assistance may be terminated if:

- At any reexamination the Tenant’s income is greater than the published income limit for the program
- The tenant is evicted from the assisted unit
- The tenant provides false information or commits any fraud in connection with the program, or fails to cooperate with required reexaminations
- The Tenant commits serious or repeated violations of the Lease
- Funding for the WorkHawaii Rental Assistance Program is terminated.

7. Equal Housing Opportunity

If a Tenant has reason to believe that he/she has been discriminated against on the basis of age, race, color, creed, religion, sex, handicap, national origin, or familial status, the Tenant may file a complaint with HUD. HUD has set up a “hot line” to answer questions and take complaints about Fair Housing and Equal Opportunity. The toll free number is (808) 424-8590.

ISSUED BY WORKHAWAII	
Name:	Signature
Date	Telephone

ACCEPTED BY COUPON HOLDER	
Name:	Signature:
Date:	Telephone:

WORKHAWAII  
HOME TENANT BASED RENTAL ASSISTANCE PROGRAM  
REQUEST FOR UNIT APPROVAL

TENANT NAME & APPLICATION NUMBER	LANDLORD NAME	NO. OF BEDROOMS
UNIT NO. & ADDRESS	LANDLORD'S ADDRESS	
	Telephone No.	

This form should be completed by the Tenant and the Landlord to request WorkHawaii's approval of the unit for which the Tenant has elected to receive rental assistance.

**Landlord:** Please read the sample Lease Addendum and information about Housing Quality Standards provided in the Tenant's Rental Packet. After the Tenant submits this request to the WorkHawaii program administrator, a staff member will contact you to arrange for an inspection. Please attach a copy of your proposed lease to this form.

**Tenant:** With the Landlord, fill out this form completely and return it to: \_\_\_\_\_

Do not sign the lease until WorkHawaii has inspected and approved the unit.

(1) Type of Unit:  Single Family     Semi-Detached/Row House     Elevator/High Rise

(2) Most recent rent charged: \_\_\_\_\_

Were the same utilities/appliances included in the rent:     Yes     No

(3) <u>Utilities and Appliances</u>	Provided by Owner	Provided by Tenant
Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Heating Fuel (specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Lights, electric	<input type="checkbox"/>	<input type="checkbox"/>
Cooking Fuel (specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>
Stove/Range	<input type="checkbox"/>	<input type="checkbox"/>

**OWNER CERTIFICATION:** By executing this request, the owner agrees that the required Lease Addendum is acceptable and certified that: (1) the information provided on the form is accurate and True; (2) the proposed unit is not assisted or covered by any other federally funded rental subsidy by Contract; (3) the unit currently meets

EXHIBIT J

Housing Quality Standards (or will be brought to HQS standard before the Rental Assistance Contract is executed; and (4) this unit is made available, managed and operated regardless of race, color, creed, religion, sex, national origin, handicap, or familial status.

Tenant Name (Type or Print	Landlord Name (Type or Print)
(Signature/Date)	(Signature/Date)

Client # \_\_\_\_\_

**HOUSING QUALITY STANDARDS (HQS) INSPECTION FORM****A. General Information**

Date of Inspection: \_\_\_\_\_

Address of Inspected Unit: Street: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Family: \_\_\_\_\_

Current Address of Family: Street: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Telephone of Family: \_\_\_\_\_

**B. How to Fill Out This Checklist**

- Proceed through the inspection as follows:

Area	Checklist Category
Room by Room	1. Living Room 2. Kitchen 3. Bathroom 4. All Other Rooms Used for Living 5. All Secondary Rooms Not Used for Living
Outside	6. Building Exterior
Basement or Utility Room	7. Heating and Plumbing
Overall	8. General Health and Safety

- Each part of the checklist will be accompanied by an explanation of the item to be inspected.
- Important: For each item numbered on the checklist, check one box only (e.g., check one box only for item 1.4 "Security," in the Living Room).
- In the space to the right of the description of the item, if the decision on the item is "Fail," write what repairs are necessary.
- Also, if "Pass" but there are additional code items or items not consistent with rehab standards or area codes, write these in the space to the right.

**1. LIVING ROOM**

For each item numbered, check one box only.

Item #	Description	DECISION		Repairs Required
		Yes, PASS	No, FAIL	
1.1	<b>LIVING ROOM PRESENT</b> Is there a living room?			
1.2	<b>ELECTRICITY</b> Are there at least two working outlets or one working outlet and one working light fixture?			
1.3	<b>ELECTRICAL HAZARDS</b> Is the room free from electrical hazards?			
1.4	<b>SECURITY</b> Are all windows and doors that are accessible from the outside lockable?			
1.5	<b>WINDOW CONDITION</b> Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?			
1.6	<b>CEILING CONDITION</b> Is the ceiling sound and free from hazardous defects?			
1.7	<b>WALL CONDITION</b> Are the walls sound and free from hazardous defects?			
1.8	<b>FLOOR CONDITION</b> Is the floor sound and free from hazardous defects?			
1.9	<b>LEAD PAINT</b> Are all interior surfaces either free of cracking, scaling, peeling, chipping, and loose paint or adequately treated and covered to prevent exposure of the occupants to lead based paint hazards?			
1.10	<b>WEATHER STRIPPING</b> Is weather stripping present and in good condition on all windows and exterior doors?			
1.11	<b>OTHER</b>			
1.12	<b>OTHER</b>			

Notes: (Give Item #)

**2. KITCHEN**

For each item numbered, check one box only.

Item #	Description	DECISION		Repairs Required
		Yes, PASS	No, FAIL	
2.1	<b>KITCHEN AREA PRESENT</b> Is there a kitchen?			
2.2	<b>ELECTRICITY</b> Is there at least <i>one</i> working electric outlet and <i>one</i> working, permanently installed light fixture?			
2.3	<b>ELECTRICAL HAZARDS</b> Is the kitchen free from electrical hazards?			
2.4	<b>SECURITY</b> Are all windows and doors that are accessible from the outside lockable?			
2.5	<b>WINDOW CONDITION</b> Are all windows free of signs of deterioration or missing or broken out panes?			
2.6	<b>CEILING CONDITION</b> Is the ceiling sound and free from hazardous defects?			
2.7	<b>WALL CONDITION</b> Are the walls sound and free from hazardous defects?			
2.8	<b>FLOOR CONDITION</b> Is the floor sound and free from hazardous defects?			
2.9	<b>LEAD PAINT</b> Are all interior surfaces either <i>free</i> of cracking, scaling, peeling, chipping, and loose paint or <i>adequately treated and covered</i> to prevent exposure of the occupants to lead based paint hazards?			
2.10	<b>STOVE OR RANGE WITH OVEN</b> Is there a working oven and a stove (or range) with top burners that work?			
2.11	<b>REFRIGERATOR</b> Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time?			

2.12	<b>SINK</b> Is there a kitchen sink that works with hot and cold running water?			
2.13	<b>SPACE FOR STORAGE AND PREPARATION OF FOOD</b> Is there space to store and prepare food?			
2.14	<b>WEATHER STRIPPING</b> Is weather stripping present and in good condition on all windows and exterior doors?			
2.15	<b>OTHER</b>			
2.16	<b>OTHER</b>			

Notes: (Give Item #)

**3. BATHROOM**

For each item numbered, check one box only.

Item #	Description	DECISION		Repairs Required
		Yes, PASS	No, FAIL	
3.1	<b>BATHROOM (see description)</b> Is there a bathroom?			
3.2	<b>ELECTRICITY</b> Is there at least one permanently installed light fixture?			
3.3	<b>ELECTRICAL HAZARDS</b> Is the bathroom free from electrical hazards?			
3.4	<b>SECURITY</b> Are all windows and doors that are accessible from the outside lockable?			
3.5	<b>WINDOW CONDITION</b> Are all windows free of signs of deterioration or missing or broken out panes?			
3.6	<b>CEILING CONDITION</b> Is the ceiling sound and free from hazardous defects?			
3.7	<b>WALL CONDITION</b> Are the walls sound and free from hazardous defects?			
3.8	<b>FLOOR CONDITION</b> Is the floor sound and free from hazardous defects?			
3.9	<b>LEAD PAINT</b> Are all interior surfaces either free of cracking, scaling, peeling, chipping, and loose paint, or adequately treated and covered to prevent exposure of the occupants to lead based paint hazards?			
3.10	<b>FLUSH TOILET IN ENCLOSED ROOM IN UNIT</b> Is there a working toilet in the unit for exclusive private use of the tenant?			
3.11	<b>FIXED WASH BASIN OR LAVATORY IN UNIT</b> Is there a working, permanently installed wash basin with hot and cold running water in the unit?			
3.12	<b>TUB OR SHOWER IN UNIT</b> Is there a working tub or shower with hot and cold running water in the unit?			
3.13	<b>VENTILATION</b> Are there operable windows or a working vent system?			

3.14	<b>WEATHER STRIPPING</b> Is weather stripping present and in good condition on all windows and exterior doors?			
3.15	<b>OTHER</b>			
3.16	<b>OTHER</b>			

Notes: (Give Item #)

**4. OTHER ROOMS USED FOR LIVING AND HALLS**

For each Item numbered, check one box only.

Item #	Description	DECISION		Repairs Required
		Yes, PASS	No, FAIL	
4.1	<b>ROOM CODE and ROOM LOCATION:</b>  right/left _____ front/rear _____ floor level _____	<b>ROOM CODES</b> 1 = Bedroom or any other room used for sleeping (regardless of type of room) 2 = Dining Room, or Dining Area 3 = Second Living Room, Family Room, Den, Playroom, TV Room 4 = Entrance Halls, Corridors, Halls, Staircases 5 = Additional Bathroom 6 = Other		
4.2	<b>ELECTRICITY</b> If Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code does not = 1, is there a means of illumination?			
4.3	<b>ELECTRICAL HAZARDS</b> Is the room free from electrical hazards?			
4.4	<b>SECURITY</b> Are all windows and doors that are accessible from the outside lockable?			
4.5	<b>WINDOW CONDITION</b> If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?			
4.6	<b>CEILING CONDITION</b> Is the ceiling sound and free from hazardous defects?			
4.7	<b>WALL CONDITION</b> Are the walls sound and free from hazardous defects?			
4.8	<b>FLOOR CONDITION</b> Is the floor sound and free from hazardous defects?			
4.9	<b>LEAD PAINT</b> Are all interior surfaces either free of cracking, scaling, peeling, chipping, and loose paint, or adequately treated and covered to prevent exposure of the occupants to lead based paint hazards?			
4.10	<b>WEATHERSTRIPPING</b> Is weather stripping present and in good condition on all windows and exterior doors?			

4.11	OTHER			
4.12	OTHER			

Notes: (Give Item #)

**5. ALL SECONDARY ROOMS NOT USED FOR LIVING**

For each item numbered, check one box only.

Item #	Description	DECISION		Repairs Required
		Yes, PASS	No, FAIL	
5.1	NONE. GO TO PART 6			
5.2	<b>SECURITY</b> Are all windows and doors that are accessible from the outside lockable in each room?			
5.3	<b>ELECTRICAL HAZARDS</b> Are all these rooms free from electrical hazards?			
5.4	<b>OTHER POTENTIALLY HAZARDOUS FEATURES IN ANY OF THESE ROOMS</b> Are all of these rooms free of any other potentially hazardous features? For each room with an "other potentially hazardous feature" explain hazard and means of control of interior access to room.			
5.5	OTHER			
5.6	OTHER			

Notes: (Give Item #)

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**6. BUILDING EXTERIOR**

For each item numbered, check one box only.

Item #	Description	DECISION		Repairs Required
		Yes, PASS	No, FAIL	
6.1	<b>CONDITION OF FOUNDATION</b> Is the foundation sound and free from hazards?			
6.2	<b>CONDITION OF STAIRS, RAILS, AND PORCHES</b> Are all the exterior stairs, rails and porches sound and free from hazards?			
6.3	<b>CONDITION OF ROOF AND GUTTERS</b> Are the roof, gutters and downspouts sound and free from hazards?			
6.4	<b>CONDITION OF EXTERIOR SURFACES</b> Are exterior surfaces sound and free from hazards?			
6.5	<b>CONDITION OF CHIMNEY</b> Is the chimney sound and free from hazards?			
6.6	<b>LEAD PAINT: EXTERIOR SURFACES</b> Are all exterior surfaces which are accessible to children under seven years of age free of cracking, scaling, peeling, chipping, and loose paint, or adequately treated or covered to prevent exposure of such children to lead based paint hazards?			
6.7	<b>MOBILE HOMES: TIE DOWNS</b> If the unit is a mobile home, it is properly placed and tied down? If not a mobile home, check "Not Applicable."			
6.8	<b>MOBILE HOMES: SMOKE DETECTORS</b> If unit is a mobile home, does it have at least one smoke detector in working condition? If not a mobile home, check "Not Applicable."			
6.9	<b>CAULKING</b> Are all fixed joints including frames around doors and windows, areas around all holes for pipes, ducts, water faucets or electric conduits, and other areas, which may allow unwanted air flow appropriately caulked.			
6.10	<b>OTHER</b>			
6.11	<b>OTHER</b>			

Notes: (Give Item #)

**7. HEATING, PLUMBING AND INSULATION**

For each item numbered, check one box only.

Item #	Description	DECISION		Repairs Required
		Yes, PASS	No, FAIL	
7.1	<p><b>ADEQUACY OF HEATING EQUIPMENT</b></p> <p>a. Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living?</p> <p>b. Is the heating equipment oversized by more than 15%?</p> <p>c. Are pipes and ducts located in unconditioned space insulated?</p>			
7.2	<p><b>SAFETY OF HEATING EQUIPMENT</b></p> <p>Is the unit free from unvented fuel burning space heaters, or any other types of unsafe heating conditions?</p>			
7.3	<p><b>VENTILATION AND ADEQUACY OF COOLING</b></p> <p>Does this unit have adequate ventilation and cooling by means of operable windows or a working cooling system?</p>			
7.4	<p><b>HOT WATER HEATER</b></p> <p>Is hot water heater located, equipped, and installed in a safe manner?</p>			
7.5	<p><b>WATER SUPPLY</b></p> <p>Is the unit served by an approvable public or private sanitary water supply?</p>			
7.6	<p><b>PLUMBING</b></p> <p>Is plumbing free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water?</p>			
7.7	<p><b>SEWER CONNECTION</b></p> <p>Is plumbing connected to an approvable public or private disposal system, and is it free from sewer back up?</p>			
7.8	<p><b>INSULATION</b></p> <p>Are the attic and walls appropriately insulated for regional conditions?</p>			
7.9	<p><b>OTHER</b></p>			
7.10	<p><b>OTHER</b></p>			

Notes: (Give Item #)

**8. GENERAL HEALTH AND SAFETY**

For each item numbered, check one box only.

Item #	Description	DECISION		Repairs Required
		Yes, PASS	No, FAIL	
8.1	<b>ACCESS TO UNIT</b> Can the unit be entered without having to go through another unit?			
8.2	<b>EXITS</b> Is there an acceptable fire exit from this building that is not blocked?			
8.3	<b>EVIDENCE OF INFESTATION</b> Is the unit free from rats or severe infestation by mice or vermin?			
8.4	<b>GARBAGE AND DEBRIS</b> Is the unit free from heavy accumulation of garbage or debris inside and outside?			
8.5	<b>REFUSE DISPOSAL</b> Are there adequate covered facilities for temporary storage and disposal of food wastes, and are they approved by a local agency?			
8.6	<b>INTERIOR STAIRS AND COMMON HALLS</b> Are interior stairs and common halls free from hazards to the occupant because of loose, broken or missing steps on stairways, absent or insecure railings; inadequate lighting, or other hazards?			
8.7	<b>OTHER INTERIOR HAZARDS</b> Is the interior of the unit free from any other hazards not specifically identified previously?			
8.8	<b>ELEVATORS</b> Where local practice requires, do all elevators have a current inspection certificate? If local practice does not require this, are they working and safe?			
8.9	<b>INTERIOR AIR QUALITY</b> Is the unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, or other pollutants?			
8.10	<b>SITE AND NEIGHBORHOOD CONDITIONS</b> Are the site and immediate neighborhood free from conditions, which would seriously and continuously endanger the health or safety of the residents?			

8.11	<b>LEAD PAINT: OWNER CERTIFICATION</b> If the owner of the unit is required to treat or cover any interior or exterior surfaces, has the certification of compliance been obtained? If the owner was not required to treat surfaces, check "Not Applicable."			
8.12	OTHER			
8.13	OTHER			

Notes: (Give Item #)

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**PAYMENT STANDARD SCHEDULE**  
Effective 12/1/08

BEDROOM SIZE	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Fair Market Rent	1,140	1,337	1,631	2,367	2,649	3,046
Payment Standard	1,140	1,270	1,550	2,250	2,520	2,898

**RENTAL CALCULATION WORKSHEET FOR  
DETERMINING RENTAL PAYMENTS**

- |     |                                 |       |       |
|-----|---------------------------------|-------|-------|
| 1.  | 30% of Month Adjusted Income    | _____ |       |
| 2.  | 10% of Gross Monthly Income     | _____ |       |
| 3.  | Welfare Rent (If applicable)    | _____ |       |
| 4.  | <b>TOTAL TENANT PAYMENT</b>     |       | _____ |
| 5.  | Contract Rent to Owners         | _____ |       |
| 6.  | Utility Allowance               | _____ |       |
| 7.  | Gross Rent                      |       | _____ |
| 8.  | Tenant Rent                     |       | _____ |
| 9.  | Utility Reimbursement to Tenant |       | _____ |
| 10. | WorkHawaii Payment to Owner     |       | _____ |

# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Exhibit N  
OMB Approval No. 2577-016  
(exp. 07/31/2007)

See Public Reporting Statement and Instructions on back

Locality		Unit Type		Date (mm/dd/yyyy)			
City and County of Honolulu		Single Family   Duplex		01/01/2009			
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas						
	b. Bottle Gas						
	c. Oil / Electric						
	d. Coal / Other						
Cooking	a. Natural Gas	15	18	21	24	27	30
	b. Bottle Gas						
	c. Oil / Electric	11	16	20	24	29	33
	d. Coal / Other						
Other Electric including fees		53	74	95	124	145	166
Air Conditioning							
Water Heating	a. Natural Gas	12	18	25	31	38	45
	b. Bottle Gas						
	c. Oil / Electric	18	29	39	49	60	70
	d. Solar / Other						
Water		14	18	22	26	30	34
Sewer		54	57	61	64	67	71
Trash Collection							
Range/Microwave		15	15	15	15	15	15
Refrigerator		15	15	15	15	15	15
Other -- specify							

**Actual Family Allowances** To be used by the family to compute allowance.  
Complete below for the actual unit rented.

Name of Family

Address of Unit

Effective 1/1/2009 for initials, transfers, portables and annual reexaminations.

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
<b>Total</b>	<b>\$</b>

# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0165  
(exp. 07/31/2007)

See Public Reporting Statement and Instructions on back

Locality		Unit Type					Date (mm/dd/yyyy)
City and County of Honolulu		Highrise   Lowrise		Rowhouse   Townhouse		01/01/2009	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas						
	b. Bottle Gas						
	c. Oil / Electric						
	d. Coal / Other						
Cooking	a. Natural Gas	15	18	21	24	27	30
	b. Bottle Gas						
	c. Oil / Electric	11	16	20	24	29	33
	d. Coal / Other						
Other Electric Including fees		37	55	74	92	111	129
Air Conditioning							
Water Heating	a. Natural Gas	12	18	25	31	38	45
	b. Bottle Gas						
	c. Oil / Electric	18	29	39	49	60	70
	d. Solar / Other						
Water		14	18	22	26	30	35
Sewer		39	42	45	49	52	56
Trash Collection							
Range/Microwave		15	15	15	15	15	15
Refrigerator		15	15	15	15	15	15
Other -- specify							

**Actual Family Allowances** To be used by the family to compute allowance.  
Complete below for the actual unit rented.

Name of Family

Address of Unit

Effective 1/1/2009 for initials, transfers, portables and annual reexaminations.

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
<b>Total</b>	<b>\$</b>

**TBRA RENTAL ASSISTANCE CONTRACT**

LANDLORD NAME & ADDRESS UNIT NO. & ADDRESS	TENANT NAME
Telephone No.	

This TBRA Rental Assistance Contract ("Contract") is entered into between the City and County of Honolulu, WorkHawaii ("WorkHawaii") and the Landlord identified above. This Contract applies only to the Tenant family and the dwelling unit identified above.

**1. TERM OF THE CONTRACT**

The term of this Contract shall begin on \_\_\_\_\_ and end no later than \_\_\_\_\_. The Contract automatically terminates on the last day of the term of the Lease.

**2. SECURITY DEPOSIT**

A. The Tenant will the security deposit to the Landlord in the amount of \$ \_\_\_\_\_ (the "Tenant's share"). If applicable, WorkHawaii will pay a share of the security deposit to the Landlord in the amount of \$ \_\_\_\_\_ (the "WorkHawaii share"). The Landlord will hold this security deposit during the period the Tenant occupies the dwelling unit under the Lease. The Landlord shall comply with state and local laws regarding interest payments on security deposits.

B. After the Tenant has moved from the dwelling unit, the Landlord may, subject to state laws, use the security deposit, including any interest on the deposit, as reimbursement for rent or any other amounts payable by the tenant under the Lease. The Landlord will give both the Tenant and WorkHawaii an itemized list of all items charged against the security deposit and the amount of each item. If the Tenant alone has paid the security deposit, after deducting the amount used as reimbursement to the Landlord, the Landlord shall promptly refund the balance to Tenant. If Tenant and WorkHawaii have each contributed toward the security deposit, the Landlord shall prorate the reimbursement according to the respective parties' contributions and shall promptly refund the respective balances to Tenant and WorkHawaii.

C. The Landlord shall immediately notify WorkHawaii when the Tenant has moved from the Contract unit.

3. HOUSEHOLD MEMBERS

Household members authorized to live in this unit are listed below. The Tenant may not permit other persons to join the Household without notifying WorkHawaii and obtaining the Landlord's permission. Household members:

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____

4. RENT AND AMOUNTS PAYABLE BY TENANT AND WORKHAWAII

- A. *Initial Rent.* The initial total monthly rent payable to the Landlord for the lease term covered by this Contract is \$ \_\_\_\_\_
- B. *Rent Adjustments.* With no less than 60 days notice to the Tenant and WorkHawaii, the Landlord may propose a reasonable adjustment to be effective after the initial lease term. The proposed rent may be rejected by either the Tenant or WorkHawaii. The Tenant may reject the proposed rent by providing the Landlord with written notice of intent to vacate as provided in state law. If WorkHawaii rejects the proposed rent, WorkHawaii must give both the Tenant and the Landlord 30 days notice of intent to terminate the Contract.
- C. *Tenant Share of the Rent.* Initially and until such time as both the Landlord and Tenant are notified by WorkHawaii, the tenant share of rent shall be \$ \_\_\_\_\_
- D. *WorkHawaii Share of Rent.* Initially and until such time as both the Landlord and Tenant are notified by WorkHawaii, WorkHawaii's share of rent shall be \$ \_\_\_\_\_. Neither WorkHawaii nor the U. S. Department of Housing and Urban Development assumes any responsibility for the Tenant's rent or for payment of any claims by the Landlord against the Tenant. WorkHawaii's obligation is limited to making rental payments on behalf of the Tenant in accordance with this contract.
- E. *Payment Conditions.* The right of the Landlord to receive payments under this Contract shall be subject to compliance with all of the provisions of the Contract. The Landlord shall be paid under this Contract by the fifth day of the month for which the payment is due. The Landlord agrees that

the endorsement on the check shall be conclusive evidence that the Landlord received the full amount due for the month, and shall be a certification that:

1. the Contract unit is decent, safe and sanitary condition, and that the Landlord is providing the services, maintenance and utilities agreed to in the Lease.
2. the Contract unit is leased to and occupied by the Tenant named above in this Contract.
3. the Landlord has not received and will not receive any payments as rent for the Contract unit other than those identified in this Contract.
4. to the best of the Landlord's knowledge, the unit is used solely as the Tenant's principal place of residence.

*F. Overpayments.* If WorkHawaii determines that the Landlord is not entitled to any payments received, in addition to other remedies, WorkHawaii may deduct the amount of the overpayment from any amounts due the Landlord, including the amounts due under any other HOME rental assistance contract.

## **5. HOUSING QUALITY STANDARDS AND LANDLORD-PROVIDED SERVICES.**

- A. The Landlord agrees to maintain and operate the Contract unit and related facilities to provide decent, safe, and sanitary housing in accordance with federal housing quality standards specified at 24 CFR 982.401, including all of the services, maintenance and utilities agreed to in the Lease.
- B. WorkHawaii shall have the right to inspect the Contract unit and related facilities at least annually, and at such other times as may be necessary to assure that the unit is in decent, safe, and sanitary condition, and that required maintenance, services and utilities are provided.
- C. If WorkHawaii determines that the Landlord is not meeting these obligations, WorkHawaii shall have the right, even if the Tenant continues in occupancy, to terminate payment of WorkHawaii's share of the rent and/or terminate the Contract.

## **6. TERMINATION OF TENANCY.**

The Landlord may evict the Tenant following applicable state law. The Landlord must give the Tenant any required notice of the termination and notify WorkHawaii in writing when eviction proceedings are begun. This may be done by providing WorkHawaii with a copy of the required notice to the Tenant.

**7. FAIR HOUSING REQUIREMENTS**

- A. *Nondiscrimination.* The Landlord shall not discriminate against the Tenant in the provision of services or in any other manner, on the grounds of age, race, color, creed, religion, sex, handicap, national origin, or familial status.
- B. *Cooperation in Equal Opportunity Compliance Reviews.* The Landlord shall comply with WorkHawaii and with HUD in conducting compliance reviews and complaint investigations pursuant to all applicable civil rights statutes, Executive Orders and all related rules and regulations.

**8. WORKHAWAII AND HUD ACCESS TO LANDLORD RECORDS**

- A. The Landlord shall provide any information pertinent to this contract which WorkHawaii or HUD may reasonably require.
- B. The Landlord shall permit WorkHawaii or HUD, or any of their authorized representatives, to have access to the premises and, for the purposes of audit and examination, to have access to any books, documents, papers, and records of the Landlord to the extent necessary to determine compliance with this Contract.

**9. RIGHTS OF WORKHAWAII IF LANDLORD BREACHES THE CONTRACT**

- A. Any of the following shall constitute a breach of the Contract:
  - 1. If the Landlord has violated any obligation under this Contract; or
  - 2. If the Landlord has demonstrated any intention to violate any obligation under this contract; or
  - 3. If the Landlord has committed any fraud or made any false statement in connection with the Contract, or has committed fraud or made any false statement in connection with any Federal housing assistance program.
- B. WorkHawaii's right and remedies under the Contract include recovery of overpayments, termination or reduction of payments, and termination of the Contract. If WorkHawaii determines that a breach has occurred, WorkHawaii may exercise any of its rights or remedies under the Contract. WorkHawaii shall notify the Landlord in writing

of such determination, including a brief statement of the reasons for the determination. The notice by WorkHawaii to the Landlord may require the Landlord to take corrective action by a time prescribed in the notice.

- C. Any remedies employed by WorkHawaii in accordance with this Contract shall be effective as provided in a written notice by WorkHawaii to the Landlord. WorkHawaii's exercise or non-exercise of any remedy shall not constitute a waiver of the right to exercise that or any other right or remedy at any time.

**10. WORKHAWAII RELATION TO THIRD PARTIES**

- A. WorkHawaii does not assume any responsibility for, or liability to, any person injured as a result of the Landlord's action or failure to act in connection with the implementation of this Contract, or as a result of any other action or failure to act by the Landlord.
- B. The Landlord is not the agent of WorkHawaii and this Contract does not create or affect any relationship between WorkHawaii and any lender to the Landlord, or any suppliers, employees, contractors or subcontractors used by the Landlord in connection with this Contract.
- C. Nothing in this Contract shall be construed as creating any right of the Tenant or a third party (other than HUD) to enforce any provision of this Contract or to assess any claim against HUD, WorkHawaii or the Landlord under this Contract.

**11. CONFLICT OF INTEREST PROVISIONS**

No employee of WorkHawaii who formulates policy or influences decisions with respect to the Tenant Based Rental Assistance Program, and no public official or member of a governing body or state or local legislator who exercise his functions or responsibilities with respect to the program shall have any direct or indirect interest during this person's tenure, or for one year thereafter, in this contract or in any proceeds or benefits arising from the Contract or to any benefits which may arise from it.

**12. TRANSFER OF THE CONTRACT**

The Landlord shall not transfer in any form this Contract without the prior written consent of WorkHawaii. WorkHawaii shall give its consent to a transfer if the transferee agrees in writing (in a form acceptable to WorkHawaii) to comply with all terms and conditions of this Contract.

**13. SETTLEMENT OF DISPUTES.**

- (a) **Procedures for Informal Settlement:** If an Applicant, or Tenant, or a Landlord, disputes any action taken by WorkHawaii, and claims that such actions adversely affect the rights, duties, welfare or status of said Applicant, Tenant or Landlord, such Applicant, Tenant or Landlord may present a written complaint to WorkHawaii so that the dispute may be discussed informally and attempted to be settled without hearing. The complaint must be filed with WorkHawaii in writing within fifteen (15) calendar days after the day the dispute arose or, if there was a written notification which gave rise to the dispute, within fifteen (15) calendar days from the date on the written notice. The discussion shall be held as soon as reasonably possible after receipt of the complaint. A written summary of the discussion shall be prepared by WorkHawaii within fifteen (15) calendar days of the date of the discussion and one copy of the summary shall be given to the complainant. The summary shall specify the names of the participants, the date of the meeting, the nature of the proposed resolution of the dispute and the specific reasons therefore, and the procedures by which a hearing may be obtained if the complainant is not satisfied with the proposed resolution.
- (b) **Provision of Criminal Record:** If denial or termination of assistance is based on a criminal record, WorkHawaii shall provide the subject of the record and the Applicant or Participant with a copy of the criminal record and give the Family an opportunity to dispute the accuracy and relevance of that record in the informal review process as described in this Section.

**Hearing on a Dispute.**

- (a) **Request for Hearing:** If a complainant is not satisfied with the disposition of a dispute in the informal discussion, and would like to pursue the dispute further, or if the complainant has received an adverse decision, the complainant must submit a written request for a hearing to the Agency within fifteen (15) calendar days after receipt of the written summary of the informal discussion or receipt of an adverse decision.
- (1) Discretionary administrative determinations by WorkHawaii;
  - (2) General policy issues or class grievances;
  - (3) A determination of unit size under WorkHawaii subsidy standards;
  - (4) WorkHawaii determination not to extend a Voucher term;
  - (5) WorkHawaii determination not to grant approval of a Lease of tenancy;

EXHIBIT P

- (6) WorkHawaii determination that a unit is not in compliance with Housing Quality Standards;
- (7) For an Applicant, a determination of the Voucher size under WorkHawaii subsidy standards;
- (8) For a Participant, WorkHawaii establishment of a Utility Allowance for families in the Program; and
- (9) For a Participant, WorkHawaii's determination to exercise or not to exercise any right or remedy against an Landlord under a Contract.

(b) Form and Content of Written Request: The written request shall contain each of the following:

- (1) Name, address and telephone number of the complainant;
- (2) A designation of the specific statutory provision, rule, decision or order in question, together with a statement of the dispute involved;
- (3) A clear statement of the complainant's position or contention;
- (4) A memorandum of points and authorities, containing a full discussion of reasons or legal authorities in support of such position or contention; and
- (5) The action or relief sought.

(c) Person Conducting Hearing: The WorkHawaii Administrator or his or her duly authorized representative shall conduct the hearing.

(d) Notice and Conduct of Hearing / Judicial Review: The notice and conduct of the hearing and the request for judicial review shall be made pursuant to Chapter 91, Hawaii Revised Statutes.

**14. ENTIRE AGREEMENT: INTERPRETATION**

- A. This Contract contains the entire agreement between the Landlord and WorkHawaii. No changes in this Contract shall be made except in writing signed by both the Landlord and WorkHawaii.
- B. The Contract shall be interpreted and implemented in accordance with HUD requirements.

**15. WARRANTY OF LEGAL CAPACITY AND CONDITION OF UNIT**

- A. The Landlord warrants the unit is in decent, safe, and sanitary condition as defined in 24 CFR Section 982.401, and that the landlord has the legal right to lease the dwelling unit covered by this Contract during the Contract term.

EXHIBIT P

- B. The party, if any, executing this Contract on behalf of the Landlord hereby warrants that authorization has been given by the Landlord to execute it on behalf of the Landlord.

CITY & COUNTY OF HONOLULU WORKHAWAII SIGNATURE/DATE	LANDLORD SIGNATURE/DATE
By: (Type or Print Name/Title of WorkHawaii Representative)	LANDLORD NAME (type or print name):
	By: (Type or Print Name/Title of Landlord Representative)
	OWNER NAME (if different from Landlord)

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statements or entries, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000, or imprisoned for not more than five years, or both.

LANDLORD'S CHECK TO BE MAILED TO: SS No. \_\_\_\_\_

NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER    DATE

\_\_\_\_\_  
SIGNATURE OF OWNER    DATE

EXHIBIT Q

City and County of Honolulu, Department of Community Services  
WorkHawaii Division  
Tenant Based Rental Assistance Program

Date

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Client Name  
Mailing Address  
Zip Code

Re: 30-Day Informal Notification Letter

Dear \_\_\_\_\_:

Sometimes we commit ourselves to things with meaningful intention and then situations or circumstances arise that may affect our ability to follow-through.

(Describe what needs to be corrected, what corrective actions are needed, deadlines)

Again, please keep in mind that your decision to participate in the Tenant Based Rental Assistance (TBRA) program was clearly a positive move forward for you and I applaud you for taking that "first-step" but our efforts have just begun.

I would like to continue assisting you and your family towards self-sufficiency but this is only possible with your cooperation. Please call me to schedule an appointment to discuss corrective action. If I don't hear from you within 10 working days from the date of this letter, I will assume you have decided not to participate further with the TBRA program and will submit your case to the TBRA supervisor for termination.

I've enjoyed serving you and wish you and your family well. If you should have any questions, please contact me directly at 843-0733 ext 251.

Sincerely,

TBRA Case Manager

cc: File

EXHIBIT R

City and County of Honolulu, Department of Community Services  
WorkHawaii Division  
Tenant Based Rental Assistance Program

Date

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Client Name

Mailing Address

Zip Code

Dear \_\_\_\_\_

Re: Notice of Termination for Tenant Based Rental Assistance Program

This is to inform you that due to the following reason(s), we are unable to continue servicing your case and effective (date) \_\_\_\_\_ your rental assistance payments will be terminated.

If you should have any questions regarding this action, please contact this office at 843-0733, ext: 251. You have the right to an informal hearing on our above determination. If you are interested in a hearing, please submit a written request to our office within fifteen (15) calendar days from the date of this letter.

Sincerely,

Sylvia K. Silva  
Manager

cc: Admin file, Case Manager, Program Coordinator

## LEASE ADDENDUM

TENANT	LANDLORD	UNIT NO. & ADDRESS

This lease addendum adds the following paragraphs to the Lease between the Tenant and Landlord referred to above.

- A. Purpose of the Addendum.** The lease for the above-referenced unit is being amended to include the provisions of this addendum because the Tenant has been approved to receive rental assistance under the City and County of Honolulu, WorkHawaii ("WorkHawaii") Tenant Based Rental Assistance Program. Under the Rental Assistance Program, WorkHawaii will make monthly payments to the Landlord on behalf of the Tenant.

The Lease has been signed by the parties on the condition that WorkHawaii and Landlord will promptly execute a Rental Assistance Contract. This Lease shall not become effective unless the Contract has been executed by both the Landlord and WorkHawaii, effective the first day of the term of the Lease.

- B. Conflict with Other Provisions of the Lease.** In case of any conflict between the provisions of this Addendum and other sections of the Lease, the provisions of this Addendum shall prevail.
- C. Terms of the Lease.** The term shall begin on \_\_\_\_\_ and shall continue until: (1) the Lease is terminated by the Landlord in accordance with applicable state law; (2) the Lease is terminated by the Tenant in accordance with the Lease or by mutual agreement during the term of the Lease; or (3) termination of the HOME Tenant Based Rental Assistance Program Contract by WorkHawaii.
- D. Rental Assistance Payment.** Each month WorkHawaii will make a rental assistance payment to the Landlord on behalf of the Tenant. This payment shall be credited by the Landlord toward the monthly rent payable by the Tenant. The balance of the monthly rent shall be paid by the Tenant.
- E. Security Deposit.**  
 (1) The Tenant has deposited \$ \_\_\_\_\_ with the Landlord as a share of the required Security Deposit and if applicable, WorkHawaii has deposited \$ \_\_\_\_\_ with the Landlord toward the required Security Deposit. The Landlord will hold this Security Deposit during the period the Tenant occupies the dwelling unit under the Lease. The Landlord shall comply with state law regarding interest payments on security deposits.

(2)After the Tenant has moved from the dwelling unit, the Landlord may, subject to state laws, use the security deposit, including any interest on the deposit, as reimbursement for rent or any other amounts payable by the tenant under the Lease. The Landlord will give both the Tenant and WorkHawaii an itemized list of all items charged against the security deposit and the amount of each item. If the Tenant alone has paid the security deposit, after deducting the amount used as reimbursement to the Landlord, the Landlord shall promptly refund the balance to Tenant. If Tenant and WorkHawaii have contributed toward the security deposit, the Landlord shall prorate the reimbursement to Landlord from the respective parties' contributions and promptly refund the respective balances to Tenant and WorkHawaii.

**F. Utilities and Appliances.** The utilities and appliances listed below are provided by the Landlord and included with the rent.

- Garbage/Collection
- Water/Sewer
- Heating Fuel (specify)
- Lights, Electric
- Cooking Fuel (specify)
- Other (specify)
- Refrigerator
- Stove/Range

**G. Household Members.** Household members authorized to live in this unit are listed below. Household members:

_____	_____
_____	_____
_____	

**H. Housing Quality Standards.** The Landlord shall maintain the dwelling unit, common areas, equipment, facilities, and appliances in decent, safe, and sanitary condition (as determined by Section 8 Housing Quality Standards).

**I. Termination of Tenancy.** The Landlord may evict the Tenant following applicable state law. The Landlord must provide the Tenant with any required written notice. The Landlord must notify WorkHawaii in writing when eviction proceedings are begun. This may be done by providing WorkHawaii with a copy of the required notice to the Tenant.

**J. Prohibited Lease Provision.** Any provision of the Lease which falls within the classifications below shall not apply and not be enforced by the Landlord.

(1) *Confession of Judgment.* Consent by the Tenant to be sued, to admit

guilt, or to a judgment in favor of the landlord in a lawsuit brought in connection with the Lease.

- (2) *Treatment of Property.* Agreement by the Tenant that the Landlord may take or hold the Tenant's property, or may sell such property without notice to the Tenant and a court decision on the rights of the parties.
- (3) *Excusing the Landlord from Responsibility.* Agreement by the Tenant not to hold the Landlord or Landlord's agent legally responsible for any action or failure to act, whether intentional or negligent.
- (4) *Waiver of Legal Notice.* Agreement by the Tenant that the Landlord may institute a lawsuit without notice to the Tenant.
- (5) *Waiver of Court Proceedings for Eviction.* Agreement by the Tenant that the Landlord may evict the Tenant Family (i) without instituting a civil court proceedings in which the Family has the opportunity to present a defense, or (ii) before a decision by the court on the rights of the parties.
- (6) *Waiver of Jury Trial.* Authorization to the Landlord to waive the Tenant's right to a trial by jury.
- (7) *Waiver of Right to Appeal Court Decision.* Authorization to the Landlord to waive the Tenant's right to appeal a court decision or waive the Tenant's right to sue to prevent a judgment from being put into effect.
- (8) *Tenant Chargeable with Cost of Legal Actions Regardless of Outcome of the Lawsuit.* Agreement by the Tenant to pay lawyer's fees or other legal costs whenever the Landlord decides to sue, whether or not the Tenant wins.

**K. Nondiscrimination.** The Landlord shall not discriminate against the Tenant in the provision of services, or in any other manner, on the grounds of age, race, color, creed, religion, sex, handicap, national origin, or familial status.

TENANT SIGNATURES	LANDLORD SIGNATURES
By: (Type or Print Name of Tenant)	LANDLORD NAME:
(Signature/Date)	By: (Type or Print Name of Landlord)
By: (Type or Print Name of Tenant)	(Signature/Date)
(Signature/Date)	

**WORKHAWAII TENANT BASED RENTAL ASSISTANCE PROGRAM  
SETTLEMENT OF DISPUTES PROCEDURES**

Settlement of Disputes

- (a) Procedures for Informal Settlement: If an Applicant, or Tenant, or an Owner, disputes any action taken by WorkHawaii, and claims that such actions adversely affect the rights, duties, welfare or status of said Applicant, Tenant or Owner, such Applicant, Tenant or Owner may present a written complaint to WorkHawaii so that the dispute may be discussed informally and attempted to be settled without hearing. The complaint must be filed with WorkHawaii in writing within fifteen (15) calendar days after the day the dispute arose or, if there was a written notification which gave rise to the dispute, within fifteen (15) calendar days from the date on the written notice. The discussion shall be held as soon as reasonably possible after receipt of the complaint. A written summary of the discussion shall be prepared by WorkHawaii within fifteen (15) calendar days of the date of the discussion and one copy of the summary shall be given to the complainant. The summary shall specify the names of the participants, the date of the meeting, the nature of the proposed resolution of the dispute and the specific reasons therefore, and the procedures by which a hearing may be obtained if the complainant is not satisfied with the proposed resolution.
  
- (b) Provision of Criminal Record: If denial or termination of assistance is based on a criminal record, WorkHawaii shall provide the subject of the record and the Applicant or Participant with a copy of the criminal record and give the Family an opportunity to dispute the accuracy and relevance of that record in the informal review process as described in this Section.

Hearing on a Dispute.

- (a) Request for Hearing: If a complainant is not satisfied with the disposition of a dispute in the informal discussion, and would like to pursue the dispute further, or if the complainant has received an adverse decision, the complainant must submit a written request for a hearing to the Agency within fifteen (15) calendar days after receipt of the written summary of the informal discussion or receipt of an adverse decision.
  - (1) Discretionary administrative determinations by WorkHawaii;
  - (2) General policy issues or class grievances;
  - (3) A determination of unit size under WorkHawaii subsidy standards;
  - (4) WorkHawaii determination not to extend a Voucher term;
  - (5) WorkHawaii determination not to grant approval of a Lease of tenancy;
  - (6) WorkHawaii determination that a unit is not in compliance with Housing Quality Standards;

- (7) For an Applicant, a determination of the Voucher size under WorkHawaii subsidy standards;
  - (8) For a Participant, WorkHawaii establishment of a Utility Allowance for families in the Program; and
  - (9) For a Participant, WorkHawaii's determination to exercise or not to exercise any right or remedy against an Owner under a Contract.
- (b) Form and Content of Written Request: The written request shall contain each of the following:
- (1) Name, address and telephone number of the complainant;
  - (2) A designation of the specific statutory provision, rule, decision or order in question, together with a statement of the dispute involved;
  - (3) A clear statement of the complainant's position or contention;
  - (4) A memorandum of points and authorities, containing a full discussion of reasons or legal authorities in support of such position or contention; and
  - (5) The action or relief sought.
- (c) Person Conducting Hearing: The WorkHawaii Administrator or his or her duly authorized representative shall conduct the hearing.
- (d) Notice and Conduct of Hearing / Judicial Review: The notice and conduct of the hearing and the request for judicial review shall be made pursuant to Chapter 91, Hawaii Revised Statutes.

**OAHU WORKLINKS  
TENANT BASED RENTAL ASSISTANCE PROGRAM  
Tenant Selection Procedure**

Applications will be handled on a first-come, first-served basis upon publication in a newspaper of daily circulation and announcement to homeless service providers through the Partners in Care notification list. Applicants will be selected for TBRA assistance until program funding has been exhausted.

Applicants must meet the following minimum requirements:

Meet the federal definition of homeless; and

Have an annual income not exceeding 60% of area median income, adjusted for household size, as determined by the United States Department of Housing and Urban Development ("HUD"); and

Have participated in the OWL program by (1) keeping appointments with an OWL counselor a minimum of six times over a period of two months, with punctuality, and as confirmed in writing by an OWL employee AND (2) attending at least one OWL workshops over a period of two months, as confirmed in writing by an OWL employee.

Those applicants who meet other minimum requirements but have not met fully the Oahu WorkLinks participation requirement will remain in the applicant pool pending such fulfillment. When the applicant has fulfilled the participation requirements, the applicant will be considered for enrollment in the TBRA program.



# APPENDIX J

Pre-Award Option

## Pre-Award Option

The City intends to exercise its Pre-Award option for all the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), HEARTH Act Emergency Solutions Grants (HESG), and Housing Opportunities for Persons With AIDS (HOPWA) funded projects. The projects below represent the 25% pre-award project costs that may be incurred without HUD approval.

### **CDBG**

CFS Real Property, Inc. - Ka Pa Ola Improvements	\$ 52,641
Goodwill Industries of Hawaii, Inc. - Energy Conservation Project	\$ 495,000
IHS, The Institute for Human Services - Capital Improvements and Modernization	\$ 460,590
Waikiki Health Center - Establishing A Dental Clinic	\$ 140,607
Department of Budget and Fiscal Services - Fiscal Support	\$ 62,355
DCS -CBDD, OSP, and CAD	\$ 459,998
<b>Total CDBG Pre-Award</b>	<b>\$1,954,375</b>

### **HOME**

Department of Community Services - Tenant Based Rental Assistance Program	\$315,145
Department of Community Services - Down Payment Loan Program	\$120,000
Department of Budget and Fiscal Services - Program Administration	\$ 11,185
Department of Community Services - TBRA Program – Program Administration	\$139,800
<b>Total HOME Pre-Award</b>	<b>\$586,130</b>

### **HESG**

Catholic Charities Hawaii - Maililand Transitional Shelter	\$ 5,201
IHS, The Institute for Human Services - HPRP	\$ 81,640
Kalihi-Palama Health Center – HPRP	\$ 38,737
Department of Community Services - Program Administration	\$ 11,763
<b>Total HESG Pre-Award</b>	<b>\$137,341</b>

### **HOPWA**

Gregory House Programs - Financial Assistance and Support Services	\$ 87,907
Life Foundation - Support Services for Persons with HIV/AIDS	\$ 17,998
Department of Community Services - Program Administration	\$ 6,776
<b>Total HOPWA Pre-Award</b>	<b>\$112,681</b>

CITY COUNCIL  
CITY AND COUNTY OF HONOLULU  
HONOLULU, HAWAII  
CERTIFICATE

**RESOLUTION 13-288, FD1**

Introduced: 11/27/13 By: ANN KOBAYASHI (BR)

Committee: BUDGET

Title: RESOLUTION APPROVING AN AMENDMENT TO THE CITY AND COUNTY OF HONOLULU'S NINETEENTH (19<sup>TH</sup>) YEAR ACTION PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT, HOME INVESTMENT PARTNERSHIPS, EMERGENCY SOLUTIONS GRANTS AND HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM FUNDS, AND AUTHORIZING ITS RESUBMITTAL TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

Voting Legend: \* = Aye w/Reservations

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12/04/13	BUDGET	CR-383 – RESOLUTION REPORTED OUT OF COMMITTEE.
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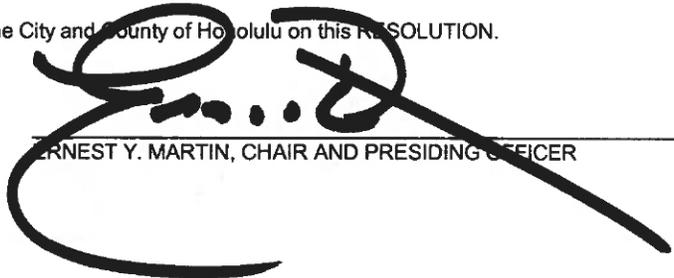
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12/11/13	COUNCIL	NOTE: RESOLUTION 13-288 PROPOSED FD1 POSTED ON THE AGENDA WAS NOT CONSIDERED. RESOLUTION AMENDED TO HANDCARRIED FD1. 7 AYES: ANDERSON, CHANG*, FUKUNAGA, KOBAYASHI, MARTIN, MENOR*, PINE*. 2 NOES: HARIMOTO, MANAHAN. CR-383 AND RESOLUTION 13-288, FD1 WERE ADOPTED. 7 AYES: ANDERSON, CHANG, FUKUNAGA, HARIMOTO, KOBAYASHI, MANAHAN, MARTIN, MENOR, PINE*. 2 NOES: HARIMOTO, MANAHAN.
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I hereby certify that the above is a true record of action by the Council of the City and County of Honolulu on this RESOLUTION.

  
BERNICE K. N. MAU, CITY CLERK

  
ERNEST Y. MARTIN, CHAIR AND PRESIDING OFFICER