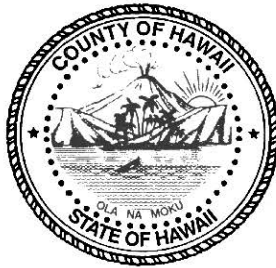


# COUNTY OF HAWAII



## 2024 ACTION PLAN OF THE CONSOLIDATED PLAN (2020 - 2024)

# Executive Summary

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

### 1. Introduction

The County of Hawaii is required to submit a Five-Year Consolidated Plan (CP) to the U.S. Department of Housing and Urban Development (HUD) in order to receive its Community Development Block Grant (CDBG) funds. The purpose of the County's 2020-2024 CP is to ensure that jurisdictions receiving direct federal assistance utilize and develop a plan for its housing and related needs of very low-, low-, and moderate-income families in a way that improves the availability and affordability of decent, safe and sanitary housing within a suitable living environment. The County's 2020-2024 CP has three major sections: Housing & Special Needs Housing; Homeless; and Community Development.

The County's CP provides goals, priorities, needs, and data used to develop the plan for how the County intends to administer the HUD CDBG and Emergency Solutions Grants (ESG) programs along with its allocation from the State of Hawaii for the HOME Investment Partnership, HOME American Rescue Plan, and National Housing Trust Fund Programs. In PY2024, the State declined the ESG allocation, which was subsequently offered to be split amongst the neighbor island counties on a formula basis. In PY2024, the County will receive a direct ESG allocation from HUD. Future ESG allocations will be determined annually, first being offered to the State, and then to the County if the State declines.

The State of Hawaii's CP provides background, direction, and a plan for how the State intends to administer HUD's Home Investment Partnership Program (HOME), HOME-American Rescue Plan (HOME-ARP), National Housing Trust Fund (HTF), and Housing Opportunities for Persons with AIDS (HOPWA) programs to assist in meeting the housing needs of Hawaii's citizens. HOME and HTF funds are allocated between three neighbor-island counties on a three-year rotation and HOME-ARP is a one-time funding allocation from the American Rescue Act of 2021.

The County's Office of Housing and Community Development (OHCD) reviewed the 2019 Analysis of Impediments to Fair Housing which focused on two primary impediments:

- Agency staff knowledge of fair housing law
- The degree to which agency policies and procedures (legal, regulatory, and administrative) align with fair housing law and affirmatively promote equal access to housing for all Hawaii residents.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

The County of Hawaii's 2024 CDBG allocation is \$2,679,156.00. In addition, the County anticipates receiving \$100,000.00 of program income from the Residential Repair Program (RRP) for a total of \$2,779,156.00. The anticipated program income will be applied to the Administration, Planning, and Fair Housing account not to exceed 20% of the grant amount.

In PY2024, the County introduced an electronic system for submitting CDBG applications, enhancing accessibility and user-friendliness. This initiative also aimed to promote the submission of eligible project proposals in a timely and efficient manner. To meet the County's five-year 2020-2024 Consolidated Plan, Priorities and Objectives, the following projects will be included in the 2024 Action Plan.

### **2024 CDBG Projects**

Pahala Fire Station – Utility Terrain Vehicle (UTV) and Trailer Acquisition - \$44,500.00

Puna Volunteer Fire Stations – Brush Truck Acquisitions - \$370,000.00

Food Basket – Equipment Acquisition for Emergency Food Storage - \$270,000.00

ARC of Kona - Kona Krafts Group Home Renovation Improvements - \$183,900.00

ARC of Hilo – Equipment Acquisition for Laundry Training Program for Adults with Disabilities - \$85,000.00

Hope Services – Wilder Transitional House Facility Renovation Improvements - \$430,170.00

Hawaii County Economic Opportunity Council – Accessibility and Renovation Improvements for Certified Kitchen - \$622,725.00

ARC of Hilo - Hale Ulu Hoi III Apartment Exterior Improvements - \$75,000.00

Hale Ohana Domestic Abuse Shelter – Renovations and Security Improvements - \$105,000.00

Administration, Planning and Fair Housing - \$492,861.00 plus any Program Income not to exceed 20% of the grant amount.

The CDBG project amount for all projects may change to accommodate the actual amount of grant funds or program income received or if there are any cancelled project(s) or reprogramming of CDBG funds.

In its efforts to expedite and timely implement its projects, the Public is advised that the County of Hawaii may utilize County funds to incur pre-award cost in the amount not exceeding \$370,000 for the Puna Volunteer Fire Station Brush Truck Acquisition project under the CDBG program. This is in accordance with the CDBG regulations 24 CFR 570.200 (h) (1), Reimbursement for pre-award costs.

The 2024 CDBG projects meet the Objectives and Outcomes which are identified in the County's 2020-2024 Consolidated Plan. The public facility improvement projects meet the suitable living environment objective by renovating and rehabilitating the Kona Krafts Group Home, Hope Services Wilder House, Hale Ohana Domestic Abuse Shelter, the Hawaii County Economic Opportunity Council Certified Kitchen, and for the acquisition of a UTV and trailer for the Pahala Fire Station and two brush trucks for Puna Volunteer Fire Stations. The acquisition of food storage equipment at the Food Basket's Hilo warehouse meets the public services goal to assist low- and moderate-income individuals who are food insecure. The Hale Ulu Hoi III Apartment Exterior Improvements project meets the housing rehabilitation goal and the ARC of Hilo – Equipment Acquisition for Laundry Training Program for Adults with Disabilities project allows for increased training opportunities for persons with disabilities.

### **HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM**

The State of Hawaii is required to submit the annual Action Plan for the 2020-2024 Consolidated Plan. The County of Hawaii will submit its 2024 project selection and recommendation to the State of Hawaii Housing and Finance Development Corporation for its 2024 Home Projects.

The County of Hawaii will receive \$2,850,000.00 for the 2024 HOME Program. The HOME project amount for all projects may change to accommodate the actual amount of grant funds or program income received or if there are any cancelled project(s) or reprogramming of HOME funds.

The 2024 HOME project meet the Objectives and Outcomes which are identified in the County's 2020-2024 Consolidated Plan.

The 2024 HOME Projects are: Hale Ola O Mohouli Affordable Housing Project - \$2,250,000.00, Community Housing Development Organization (CHDO) allocation - \$450,000, and OHCD Administration - \$150,000.00. Total: \$2,850,000.00.

The HOME project amount for all projects may change to accommodate the actual amount of grant funds or program income received or if there are any cancelled project(s) or reprogramming of HOME funds.

Should the County of Hawai'i receive any program income it will be applied to the Hale Ola O Mohouli Affordable Housing Project.

## **NATIONAL HOUSING TRUST FUND (HTF) PROGRAM**

The State of Hawaii is required to submit the annual Action Plan for the 2020-2024 Consolidated Plan. The County of Hawaii will submit its 2024 project selection and recommendation to the State of Hawaii Housing and Finance Development Corporation for its 2024 HTF Projects.

The County of Hawaii will receive \$2,987,592.00 for the 2024 HTF Program. The HTF project amount for all projects may change to accommodate the actual amount of grant funds or program income received or if there are any cancelled project(s) or reprogramming of HTF funds.

The 2024 HTF projects meet the Objectives and Outcomes which are identified in the County's 2020-2024 Consolidated Plan.

The 2024 HTF Projects are: Projects are: Hale Ola O Mohouli Affordable Housing Project - \$2,830,351.00 and OHCD Administration - \$157,241.00. Total: \$2,987,592.00.

The HTF project amount for all projects may change to accommodate the actual amount of grant funds or program income received or if there are any cancelled project(s) or reprogramming of HTF funds.

## **HOME AMERICAN RESCUE PLAN (HOME-ARP)**

The American Rescue Plan Act of 2021 appropriated \$5 billion to help communities provide housing, shelter, and services for people experiencing homelessness and other qualifying populations. Under HUD's HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP), the State of Hawaii, through its Hawaii Housing Finance and Development Corporation (HHFDC) of the Department of Business, Economic Development and Tourism, is eligible to receive \$6,413,733 in HOME-ARP funds to address homeless needs through the creation of affordable housing or non-congregate shelter units and by providing tenant-based rental assistance or supportive services.

To receive the HOME-ARP funds, HHFDC and the County engaged in the consultation and public participation process to develop a HOME-ARP Allocation Plan. The Allocation Plan describes the distribution of funds, the use of the HOME-ARP funds and how the funds will address the needs of HOME-ARP qualifying populations. HHFDC informed the County of its one-time funding allocation of \$1,977,568.00.

Under HOME-ARP, qualifying populations include:

- Sheltered and unsheltered homeless populations;
- Those currently housed at risk of homelessness;
- Those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking;

- Other populations: (1) requiring services or housing assistance to prevent homelessness, and (2) those at greatest risk of housing instability;
- Veterans and families that include a veteran family member that meet one of the preceding criteria.

Eligible activity under the State of Hawaii’s, HHFDC’s HUD-approved HOME-ARP Allocation Plan:

- The production or preservation of affordable rental housing.

For PY2024, there were no HOME-ARP project applications received. The County may distribute the HOME-ARP funds through another Request for Proposal (RFP) process.

**EMERGENCY SOLUTIONS GRANTS (ESG)**

In PY2024, the State declined the ESG allocation, which was subsequently offered to be split amongst the neighbor island counties on a formula basis. In PY2024, the County will receive a direct ESG allocation from HUD in the amount of \$271,806. Future ESG allocations will be determined annually, first being offered to the State, and then to the County if the State declines. These funds will be utilized for homelessness prevention and services consistent with the regulatory requirements of the program under 24 CFR Part 576.100.

**3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Each year, the County of Hawaii reports its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The County of Hawaii has consistently satisfied program mandates and expended funds in a timely manner. Furthermore, the County of Hawaii has successfully targeted funds to benefit low- and moderate-income persons and communities throughout the island. A copy of the CAPER is available in the County of Hawaii OHCD and on the County's website at [www.housing.hawaiicounty.gov/grants-funding](http://www.housing.hawaiicounty.gov/grants-funding). The report states that the County has accomplished the following during the period of July 1, 2022 to June 30, 2023:

**HOUSING AND SPECIAL NEEDS:**

- Provided rental assistance to 89 households through its Tenant Based Rental Assistance (TBRA) program;
- Assisted 4 low- and moderate-income homeowners with loans for residential rehabilitation;
- Completed kitchen and bathroom improvements to three special needs residential facilities in Kailua-Kona;

- Started construction on Kaloko Heights Affordable Housing project, a 100-unit multi-family housing complex in Kailua-Kona for low-income families;
- Held groundbreaking and commenced construction on Hale Na Koa O Hanakahi, a 92-unit multi-family housing complex for Veterans and seniors in Hilo;
- Continued construction on two Habitat for Humanities self-help homes in the Puna area and started construction on a third self-help home;
- Procured a consultant who conducted surveys and research data collection for the 2025 Hawaii Housing Planning Study in partnership with the State and other County agencies.

#### HOMELESS:

- Completed improvements at the West Hawaii Emergency Shelter including roof repairs and installation of a fire sprinkler system, solar hot water heaters, water cooler, ceiling fans and parking lot lighting;
- Completed renovations on two domestic abuse shelters in Hilo and Kona;
- Broke ground and commenced mass grading and construction of an access road at the Kukuioala Assessment Center and Emergency Shelter in Kailua-Kona. This project was awarded \$10,000,000.00 in Economic Development Initiative – Special Projects (EDI-SP) grant funds;
- Procured a consultant and started design and planning for renovations at the old Hilo Memorial Hospital which houses the Keolahou Emergency Homeless Shelter. This project was awarded \$13,000,000.00 in EDI-SP grant funds.

#### PUBLIC FACILITIES IMPROVEMENTS:

- Continued final stages of construction at the Ulu Wini Low Income Housing Community Center Improvements project, which expanded and added hot water to the community laundry facility and renovated a certified kitchen;
- Procured a wastewater treatment plant for the private wastewater treatment system at the Ulu Wini Low Income Housing to avoid possible violations by the Department of Health;
- Received delivery of a sludge pumper truck to do weekly solid waste pumping at the Ulu Wini Low Income Housing wastewater treatment plant to avoid possible violations.

#### FAIR HOUSING:

- Conducted 126 Fair Housing training sessions with a total of 1,637 attendees for staff, Section 8 renters, landlords, property managers, homeless service providers, and for the general public;
- Improved methods of publicly distributing materials including Fair Housing pamphlets, translation guide materials, and training information;
- Made available a Fair Housing resource poster on the OHCD website for direct distribution to local housing agencies or public facilities within the County;

- Completed a website overhaul, creating a user-friendly and easily accessible platform resulting in over 1,100 clicks to the Fair Housing page;
- Partnered with the State and other Counties to provide a 4-part state-wide virtual training series for 700 participants, 140 of which were from the Big Island. This series included lessons from panelists including the Hawaii Lead Equal Opportunity Specialist with HUD, the Executive Director of the Hawaii Civil Rights Commission, Civil Rights Enforcement Attorney for the Hawaii Civil Rights Commission, numerous attorneys with the Legal Aid Society of Hawaii, State Representative, and private attorney with Fair Housing case experience;
- Assisted 104 people with Fair Housing inquiries via phone, email or in person.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The County is required to have a Citizen Participation Plan in its CP. This plan describes and outlines the County's plan to encourage and inform all citizens, especially persons of extremely-low, very-low and moderate income including minorities, non-English speaking and persons of Limited English Proficiency (LEP), as well as persons with mobility, visual or hearing impediments, to participate in the development of the County's CP, along with any amendments to the CP, and the County's performance report.

The citizen participation process as outlined in the Citizen Participation Plan includes public hearings, virtual public hearings, consultation meetings, 30-day review and comment period on the County's draft CP, County's draft Annual Action Plan (AP), Hawaii County Committee Meetings/County Council Meetings and a public notice announcing the availability of the County's final CP and AP.

##### **Public Hearings:**

The County began its 2024 Annual Action Plan Citizen Participation Process with public hearings in August 2023. The County, in partnership with the State of Hawaii, held two public hearings (one virtual hearing on August 10, 2023 and one in-person hearing on August 23, 2023) to present an overview of the Consolidated Plan and Action Plan process, to encourage citizens to offer input concerning housing, homeless, special needs and community development needs and to discuss the past use of funds and accomplishments. In addition, the members of the public were provided with information about the 2024 CDBG application process. The County and the State informed participants of the County's and State CP priorities and provided an opportunity for participants to provide their concerns or comments.

The draft 2024 Action Plan was made available for public review and comment at the OHCD offices in Hilo and Kona and on the OHCD website from February 6, 2024 through March 7, 2024. There were no comments received.



## **Public and Private Agencies Consultation Meetings:**

As stated above, in August 2023, the County conducted Public Hearings to inform the public about the 2024 CDBG application process. Members of the public were provided with information on the CDBG program. An overview of the draft priorities and goals were also presented. The participants were asked to provide input on the county's draft priorities and goals established as a result of community input at the various public hearings. There were inquiries on how to utilize HUD funds for long lease agreements to build low-income housing and on how the Governor's Emergency housing proclamation impacts the various programs, but no comments were received on the community needs or past use of funds.

In addition to these consultations, the OHCD also informed each Council Member representing all districts in the County of Hawaii of the CP process and inquired if they had any projects that would meet the draft priorities within their district.

### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The draft 2024 Con/Action Plan was made available for public review and comment at the OHCD offices in Hilo and Kona and on the OHCD website from February 6, 2024 through March 7, 2024. There were no comments received.

The Citizen Participation Plan (CPP) was amended to add the citizen participation process for Emergency Solutions Grant (ESG) funds, update the natural disaster section, and update the requirement for a substantial amendment. It was made available for public view and comments at the OHCD offices in Hilo and Kona and on the OHCD website from February 6, 2024 through March 7, 2024. There were no comments received.

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

N/A - There were no comments received.

### **7. Summary**

The CP is a comprehensive planning document which identifies the housing and community development needs and priorities for the County of Hawaii for the next five years. It sets forth the County's strategies and objectives in addressing these needs and provides a framework for the Annual Action Plan, which details the specific projects and activities the county will undertake in each of the five years to carry out the CP.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	HAWAII COUNTY	Office of Housing & Community Development
HOME Administrator	HAWAII COUNTY	Office of Housing & Community Development
ESG Administrator	HAWAII COUNTY	Office of Housing & Community Development
HTF Administrator	HAWAII COUNTY	Office of Housing & Community Development

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The County of Hawaii’s OHCD manages and administers the use of the CDBG Program funds for the County. As the lead agency and direct recipient of CDBG funds, the OHCD is responsible for completing the planning and submission process for the County’s CP. As a direct recipient of ESG funds in PY2024, the County of Hawaii’s OHCD will be responsible for updating the County’s CP for the planning and submission process of ESG funds.

The State of Hawaii is the recipient of the HOME, HTF, HOME-ARP, and HOPWA funds and is therefore, required to submit a CP to HUD before it can receive these program funds. The County is not required to address the State’s programs in its CP but will reference and include portions of the State’s CP as it relates to the County’s housing-related and homeless needs.

Although the County of Hawaii is not a direct recipient of HOME and HTF funds, it does receive HOME and HTF funds from the State of Hawaii, every three years. The County’s OHCD manages and administers the use of HOME and HTF program funds for the County and is anticipating the receipt of these program funds for 2024.

## **Consolidated Plan Public Contact Information**

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

### **1. Introduction**

The County began its 2024 Annual Action Plan Citizen Participation Process in August of 2023. The County held its annual public hearings to present an overview of the Consolidated Plan process, to encourage citizens to offer input concerning housing, homeless, special needs and community development needs, and to discuss the past use of funds and accomplishments. In addition, the members of the public were provided with information about the 2024 CDBG, HOME, HTF, and HOME-ARP application process. The County informed participants of the County's CP priorities and provided an opportunity for participants to provide their concerns or comments.

Hawaii County also utilized the public hearings to inform the public on the current 2020-2024 Consolidated Plan and Action Plan process.

The draft 2024 Annual Action Plan was made available for public review and comment at the OHCD offices in Hilo and Kona and on the OHCD website from February 6, 2024 through March 7, 2024. There were no comments received.

The OHCD informed County agencies and each Council Member representing all districts in the County of Hawaii of the CP process and inquired if they had any projects that would meet the draft priorities within their district.

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

In August 2023, the County conducted Public Hearings to inform the public about the 2024 CDBG, HOME, HOME-ARP, and HTF application process. Members of the public were provided with information on the CDBG program. An overview of the 2020-2024 Consolidated Plan priorities and goals were also presented and reviewed. The participants were asked to provide input on the county's current priorities and goals established based on community input at the various public hearings and consultations for the 2020-2024 Consolidated Plan. In addition to these public hearings, the OHCD also informed each Council Member representing all districts in the County of Hawaii of the CP process and provided them with an opportunity to inform the County of any projects that would meet priorities within their district.

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

The County is actively involved with Bridging the Gap (a consortium of the three neighbor island counties), Community Alliance Partners (Hawaii County chapter), and Statewide Continuum of Care, which all strive to end homelessness. The County is also a component of the Interagency Council on Homelessness - a conglomerate of government and service providers that seek solutions to address statewide chronic homelessness through mainstream re-programming. Participation in the Continuum of Care also allows the County to acquire other HUD funds for activities that address homeless needs within the County. The County will continue to participate in all levels of collaboration in a proactive effort to address the needs of its homeless community.

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

As required by the ESG regulations, the County had informal discussions with various homelessness non-profit agencies and stakeholders and will be holding a formal consultation with the Community Alliance Partners (CAP) on matters including determining how to allocate ESG funds, developing standard performance measures for ESG funded projects and activities, evaluating the outcomes of ESG-funded projects and activities, as well as ensuring proper procedures are in place for the operation and administration of the HMIS.

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

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	HAWAII COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Service-Fair Housing Other government - State Other government - County Housing Developers
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Economic Development Homelessness Needs - Justice-involved
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A list of not-for-profit organizations, government agencies, and others who provided input at the 2020-2024 Consolidated Plan hearings and Needs Survey are listed in Section PR-10 Consultation of the 2020-2024 Consolidated Plan.

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

The County utilized a mail list from its previous Consolidated Plans which is continuously updated through participation, meetings, trainings, etc. to contact as many providers and government agencies to ensure proper consultation. The County does not preclude or exclude any public or private agencies participation.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Bridging the Gap	The State is writing the goals to the State's Strategic Plan, please refer to the State's Consolidated Plan.
Strategic Roadmap for Homelessness and Housing	County of Hawaii	This strategic roadmap outlines priorities for the investment of County, State and Federal funds targeted to end homelessness.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

The County conducts its Consolidated Plan and Annual Action Plan citizen participation public hearings with the State of Hawaii - Hawaii Housing Finance and Development Corporation.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The County began its 2024 Action Plan Citizen Participation Process in August of 2023. The County held its annual public hearings to present an overview of the Consolidated Plan process, to encourage citizens to offer input concerning housing, homeless, special needs and community development needs, and to discuss the past use of funds and accomplishments. In addition, the members of the public were provided with information about the 2024 CDBG application process. The County informed participants of the County’s CP priorities and provided an opportunity for participants to provide their concerns or comments.

The draft 2024 Annual Action Plan was made available for public review and comment at the OHCD offices in Hilo and Kona and on the OHCD website from February 6, 2024 through March 7, 2024. There were no comments received.

The OHCD also informed County agencies and each Council Member representing all districts in the County of Hawaii of the Consolidated Plan process and inquired if they had any projects that would meet the draft priorities within their district.

The following schedule and task were utilized to inform citizens of the Consolidated Plan and/or Annual Action Plan and its process.

#### **DATE and TASK:**

July 2023 - Informed and invited Administration, County Departments and Council Members on the start of the 2024 Annual Action Plan (AP) process and solicited comments or possible projects to meet objectives with the current priorities within the Consolidated Plan.

August 2023 - Public Notices published announcing public hearings which were held in conjunction with the State of Hawaii, Hawaii Housing Finance Development Corp. (HHFDC), to inform the public about the 2024 CDBG, HOME, HOME-ARP, and HTF application process.

January 2024 - Prepared draft Action Plan.

February 2024 - Published public notice announcing the Action Plan availability for public review and comment.



February to March 2024 - Action Plan available for public review and comment.

April 2024 - Draft Action Plan submitted to Hawaii County Committee on Governmental Operations and External Affairs and Hawaii County Council for review and approval for submittal to HUD. Public Notice informs citizens of the meetings and comments.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meetings (1 virtual and 1 in-person)	Non-targeted/broad community	The County utilized input from its virtual public hearings and meetings to access and review its priorities and set objectives and goals that will meet the needs of its citizens. The County's assessment was to ensure that the County's priorities were flexible and accommodating to meet various range of activities to meet the County's CP priorities.	Overall, there were 27 participants at the two hearings, representing not-for-profit service providers, housing services providers, homeless providers, developers, and county and state agencies. There were no comments received.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Meeting	Non-targeted/broad community	The OHCD also informed the County of Hawai'i's Council Members of the Consolidated Plan Process, meetings and provided them with the opportunity to inform the County of any projects that would meet the priorities within their district.	No comments were submitted.		

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

The County of Hawaii Office of Housing and Community Development is a direct recipient of CDBG funds. Its annual allocation is determined by HUD on a formula basis and is directly affected by the federal budget. The HOME and Housing Trust Fund program funds are allocated to the State of Hawaii and are re-allocated to the neighbor islands on a rotation. The County of Hawaii will receive funds for PY2024. Additionally, the County of Hawaii will receive a direct allocation of Emergency Solutions Grant (ESG) funds in PY2024, which is normally allocated to the State of Hawaii.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,679,156	0	0	2,679,156	0	With the ever changing political and economic environment at the federal level, it is difficult to accurately project the amount of CDBG funds that the County will receive over the 2020-2024 Consolidated Plan period.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	2,850,000	0	0	2,850,000	0	The HOME funds are received by the State of Hawaii HHFDC and the State in turn allocates the HOME funds to the neighbor island counties. Prior to 2012, the HOME funds were evenly distributed to the three neighbor-island counties. HHFDC now allocates the HOME funds on a three-year rotation beginning with Hawaii County, followed by Kauai County and Maui County. The designated County receives the entire allocation of HOME funding less the allowable administrative funding which will be retained by HHFDC.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	271,806	0	0	271,806	0	For PY2024, the County will receive a direct allocation of ESG funds.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Housing Trust Fund	public - federal	Housing	2,987,592	0	0	2,987,592	0	The HTF funds are received by the State of Hawaii HHFDC. The State in turn allocates the HTF funds to the neighbor island counties on a three-year rotation basis. A portion of each year's funding is allocated to the City and County of Honolulu. The designated neighbor island county will receive its share less the allowable administrative funding which will be retained by HHFDC. In PY2024, the County will receive all of the HTF funding, including the allocation originally designated for the City and County of Honolulu.
Other	public - federal	Other	1,977,568	0	0	1,977,568	0	The State of Hawaii HHFDC received a total of \$6,413,733 of HOME-ARP funds which were distributed to the counties as a one-time funding source for the purpose of developing rental housing to qualifying populations.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied. If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

County owned land has been used in the past, and will be used in the future, to develop affordable housing projects for the low- and moderate-income households throughout the County of Hawaii. Usually, a long-term lease (65 years) is executed with the non-profit organization for a nominal annual lease amount. It is stated in the lease that the non-profit organization must keep the project affordable to low- and moderate-income households for the duration of the lease.

In the past couple years, the County has received through Executive Orders with the State of Hawaii, over 100 acres of developable land for the purpose of affordable housing. Master plans and various studies and assessments are being conducted to plan and prepare the land for development.

The County of Hawaii's Kamakoa Nui Community Housing project located in Waikoloa, is designed to provide workforce housing for low- and moderate- income persons. The first phase included the sale of 91, fee simple single family and bungalow style units. The County contracted with a developer for the next phase of multi-family rental housing. Na Hale Makoa is finalizing their financing and expects to start construction on 139 rental units targeting families in the 30% to 120% AMI range.

The County-owned Kukuiola project will provide a homeless assessment center, 16 emergency shelter beds and 48 permanent housing units for individuals at or below 30% AMI. The project began construction and is expected to be completed in phases over the next few years.

The Hale Na Koa O Hanakahi Housing project is a 92-unit rental housing project on state property for extremely low, very low, and low- and moderate-income elderly households with preference for veterans and their spouses. The project is currently under construction and is anticipated to be completed in 2024.

The Hale Ola O Mohouli Affordable Housing project is a 91-unit rental housing project on state property for extremely low, very low, and low- and moderate-income families and elderly households. The developer is currently working on structuring its financing for this project.

**Discussion**



## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facilities - Improvements	2020	2024	Non-Housing Community Development	County of Hawaii	Public Health and Safety Public Facilities	CDBG: \$1,756,295	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 13127 Persons Assisted
2	Housing - Affordable Rental Units	2020	2024	Affordable Housing	County of Hawaii	Housing	HOME: \$2,250,000 Housing Trust Fund: \$2,830,351	Rental units constructed: 91 Household Housing Unit
3	Housing - Rehabilitation	2020	2024	Affordable Housing	County of Hawaii	Housing	CDBG: \$75,000	Rental units rehabilitated: 17 Household Housing Unit
4	Public Service	2020	2024	Non-Housing Community Development	County of Hawaii	Public Services	CDBG: \$355,000	Public service activities other than Low/Moderate Income Housing Benefit: 390355 Persons Assisted
5	Homeless Services	2024	2025	Homeless	County of Hawaii	Homeless Services & Homeless Prevention	ESG: \$150,000	Homeless Person Overnight Shelter: 100 Persons Assisted Homelessness Prevention: 125 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Homelessness Prevention	2024	2025	Affordable Housing Homeless	County of Hawaii	Housing Homeless Services & Homeless Prevention	ESG: \$100,000	Homelessness Prevention: 125 Persons Assisted

Table 6 – Goals Summary

**Goal Descriptions**

1	<b>Goal Name</b>	Public Facilities - Improvements
	<b>Goal Description</b>	
2	<b>Goal Name</b>	Housing - Affordable Rental Units
	<b>Goal Description</b>	HOME and HTF funds will be utilized for the construction of Hale O Mohouli, a 91 unit multi-family affordable housing project targeted at extremely low, very low, and low- and moderate income families and elderly.
3	<b>Goal Name</b>	Housing - Rehabilitation
	<b>Goal Description</b>	CDBG funds will be utilized for the exterior improvements at Hale Ulu Hoi III, a low-income housing project targeted at low income households.
4	<b>Goal Name</b>	Public Service
	<b>Goal Description</b>	CDBG funds will be utilized for the acquisition of a refrigerator and freezer at The Food Basket in Hilo, enabling them to expand their storage capacity of perishable food to assist an additional 85,700 people annually who are food insecure in Hawaii County. CDBG funds will be used by the Arc of Hilo to acquire laundry service equipment to train persons with disabilities on laundry program services.

5	<b>Goal Name</b>	Homeless Services
	<b>Goal Description</b>	ESG funds will be utilized to meet the homeless services goal.
6	<b>Goal Name</b>	Homelessness Prevention
	<b>Goal Description</b>	ESG funds will be utilized to meet the homelessness prevention goal.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

For the 2024 program year, there were a total of nine (9) CDBG projects that were selected for funding, six (6) of which were public facility projects. These projects include renovation improvements to a transitional house serving homeless individuals, renovations to a domiciliary group home serving individuals with intellectual and developmental disabilities, renovations to a domestic abuse shelter, renovations to a certified kitchen, and acquisition of a Utility Terrain Vehicle with trailer for the Pahala Fire Station and two fire brush trucks for volunteer fire stations serving the low- and moderate-income areas of Puna. One project involves housing rehabilitation for exterior improvements to a low-income apartment building. Two projects were public service projects for the acquisition of food storage equipment to increase capacity at the Food Basket and for laundry equipment to train adults with disabilities at its laundry training service program.

HOME and Housing Trust Fund will fund the construction of one affordable housing project in Hilo which will produce 90 affordable units.

ESG will fund homelessness services and prevention activities.

#### Projects

#	Project Name
1	Pahala Fire Station Utility Terrain Vehicle (UTV) and Trailer Acquisition
2	Puna Volunteer Fire Stations Brush Trucks Acquisition
3	Food Basket - Equipment Acquisition for Emergency Food Storage
4	ARC of Kona - Kona Krafts Group Home Renovation Improvements
5	ARC of Hilo - Equipment Acquisition for Laundry Training Program for Adults with Disabilities
6	Hope Services - Wilder Transitional House Facility Renovation Improvements
7	HCEOC - Accessibility and Renovation Improvements for Certified Kitchen
8	ARC of Hilo - Hale Ulu Hoi III Apartment Exterior Improvements
9	Hale Ohana Domestic Abuse Shelter - Renovation and Security Improvements
10	CDBG Administration, Planning and Fair Housing
11	Hale Ola O Mohouli Affordable Housing Project
12	HOME CHDO Activity
13	HOME Administration
14	HTF Administration
15	ESG24

**Table 7 - Project Information**

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

The County allocation priorities are based on a competitive points system contained in its Request for Proposal Process which is designed to assess projects based on need, timely implementation in compliance with HUD’s rules and regulations and the County’s Consolidated Plan goals and objectives. The project priorities were compiled through input from public and private meetings in low- and moderate-income communities as well as surveys during the formation of the Consolidated Plan and annually during its citizen participation process for the yearly Action Plan.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Pahala Fire Station Utility Terrain Vehicle (UTV) and Trailer Acquisition
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Public Facilities - Improvements
	<b>Needs Addressed</b>	Public Health and Safety Public Facilities
	<b>Funding</b>	CDBG: \$44,500
	<b>Description</b>	The County Fire Department will utilize \$44,500.00 in 2024 CDBG funds for the acquisition of a Utility Terrain Vehicle (UTV) and trailer for its Pahala Fire Station to enhance its ability to respond to emergencies in rugged remote off-road locations to facilitate rescues and access fire suppression sites. The UTV will be equipped with necessary rescue and firefighting equipment to improve wildfire assessments and early fire containment to previously inaccessible areas, in addition to increasing its ability in search and rescue operations in remote areas. The project may utilize County funds to incur pre-award cost under the CDBG program of up to 25% of the total CDBG grant award. This activity is eligible under 24 CFR 570.201(c) Public Facilities and Improvements.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This UTV will be housed at the Pahala Fire Station, which serves the I region comprising of 934.54 square miles in Census Tract 212.02 with 59.10% low- and moderate-income area designation and an estimated low- and moderate-income population of 4,675 residents. This meets the CDBG Program National Objective 24 CFR 570.208(a)(1) Low- and Moderate-Income Area Benefit Activity.
	<b>Location Description</b>	Pahala Fire Station 96-1149 Kamani Street Pahala, Hawaii 96777
	<b>Planned Activities</b>	Acquisition of a Utility Terrain Vehicle (UTV) and Trailer
2	<b>Project Name</b>	Puna Volunteer Fire Stations Brush Trucks Acquisition
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Public Facilities - Improvements

	<b>Needs Addressed</b>	Public Health and Safety Public Facilities
	<b>Funding</b>	CDBG: \$370,000
	<b>Description</b>	The County Fire Department will utilize \$370,000.00 in 2024 CDBG funds for the acquisition of two brush trucks to provide effective fire protection and immediate responses to wildfires that standard fire engines are unable to access in remote rural areas. These brush trucks will replace 30-plus-year-old vehicles which require continuous maintenance repairs that exceed budgeted amounts at Volunteer Stations 5C in Fern Forest and 5D in Fern Acres. Frequent down times have prevented adequate fire protection to certain rural low- and moderate-income communities. The project may utilize County funds to incur pre-award cost under the CDBG program of up to \$370,000. This activity is eligible under 24 CFR 570.201(c) Public Facilities and Improvements.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The brush trucks will service the area Puna, which includes Fern Forest, Fern Acres, Hawaiian Acres, and Eden Rock located in Census Tract 210.10 with 66.59% low- and moderate-income area designation and an estimated low- and moderate-income population of 4,555 residents. This meets the CDBG Program National Objective 24 CFR 570.208(a)(1) Low- and Moderate-Income Area Benefit Activity.
	<b>Location Description</b>	Fern Forest Volunteer Station 5C, 11-2864 Ala Kapena Street, Mountain View, Hawaii 96771 and  Fern Acres Volunteer Fire Station 5D, 11-3602 Lehua Street, Kurtistown, Hawaii 96760
	<b>Planned Activities</b>	Acquisition of two brush trucks
3	<b>Project Name</b>	Food Basket - Equipment Acquisition for Emergency Food Storage
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Public Service
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$270,000

	<b>Description</b>	The non-profit The Food Basket will utilize \$270,000.00 of 2024 CDBG funds for the acquisition of energy efficient refrigerator and freezer units to expand its storage capacity of perishable food at its Hilo warehouse. This acquisition will double the amount of perishable food The Food Basket is able to receive and store to avoid spoilage and food contamination. It will also allow The Food Basket to provide safe and fresh food to its organizations that continue to serve and provide food for its low and moderate-income persons and households. The Food Basket is anticipating to increase its food distribution to an additional 85,700 low- and moderate-income individuals who rely on meals and nutritional fresh fruit and vegetables via meal programs designed to provide meals and food serving the elderly, homeless, and persons with disabilities. This activity is eligible under 24 CFR 570.201(e) Public Services.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The proposed improvements are anticipated to benefit 390,355 low- and moderate-income individuals on an annual basis. This meets the CDBG Program National Objective 24 CFR 570.208(a)(2)(i)(A) Low- and Moderate-Income Limited Clientele.
	<b>Location Description</b>	40 Holumua Street, Hilo, Hawaii 96720
	<b>Planned Activities</b>	Acquisition of refrigerator and freezer units.
4	<b>Project Name</b>	ARC of Kona - Kona Krafts Group Home Renovation Improvements
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Public Facilities - Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$183,900
	<b>Description</b>	The non-profit ARC of Kona will utilize \$183,900.00 of 2024 CDBG funds for renovation improvements to the only domiciliary group home on the island. These improvements are necessary to continue to sustain safe, affordable, and accessible independent living opportunities for individuals with developmental and intellectual disabilities. This activity is eligible under 24 CFR 570.201(c) Public Facilities and Improvements.
	<b>Target Date</b>	6/30/2025



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will benefit 5 individuals with developmental and intellectual disabilities and are presumed to be principally low- and moderate-income under the CDBG Program National Objective 24 CFR 570.208(a)(2)(i)(A) Low- and moderate-income Limited Clientele.
	<b>Location Description</b>	82-1055 Kiloa Road, Captain Cook, HI 96704
	<b>Planned Activities</b>	The proposed improvements include but are not limited to design, replacing flooring, interior and exterior painting, additional security and safety systems to windows and doors, efficient light fixtures, renovating the kitchen and three bathrooms, replacing gutters, and other construction and related costs such as permits and advertising.
5	<b>Project Name</b>	ARC of Hilo - Equipment Acquisition for Laundry Training Program for Adults with Disabilities
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Public Service
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$85,000
	<b>Description</b>	The non-profit ARC of Hilo will utilize \$85,000.00 of 2024 CDBG funds for the acquisition of energy efficient commercial grade laundry equipment for its laundry training service program which trains adults with disabilities. The acquisition of equipment will enable the ARC of Hilo to provide training opportunities for adults with disabilities at its facility and to reestablish its successful and efficient laundry cleaning program. This activity is eligible under 24 CFR 570.201(e) Public Services as it allows the non-profit to increase its continuous training of clients participating at its facility.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will allow the non-profit to continue to train annually up to 6 adults with disabilities who are presumed to be principally low- and moderate-income under the CDBG Program National Objective 24 CFR 570.208(a)(2)(i)(A) Low- and moderate-income Limited Clientele.
	<b>Location Description</b>	1099 Waianuenu Avenue, Hilo, HI 96720
	<b>Planned Activities</b>	Acquisition of energy efficient commercial grade laundry equipment, including commercial washing machine, commercial dryers, and linen press.

<b>6</b>	<b>Project Name</b>	Hope Services - Wilder Transitional House Facility Renovation Improvements
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Public Facilities - Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$430,170
	<b>Description</b>	The non-profit Hope Services will utilize \$430,170.00 of 2024 CDBG funds to design and construct interior and exterior renovations at its Wilder Transitional house in Hilo, which will be utilized as a short stay medical respite providing housing to homeless persons requiring a safe place to stabilize with medical care and support services. This activity is eligible under 24 CFR 570.201(c) Public Facilities and Improvements.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will serve 167 homeless individuals, who are presumed to be principally low- and moderate-income under the CDBG Program National Objective 24 CFR 570.208(a)(2)(i)(A) Low- and moderate-Income Limited Clientele.
	<b>Location Description</b>	189 S. Wilder Road, Hilo, Hawaii 96720
	<b>Planned Activities</b>	The proposed improvements include but are not limited to design, removal of architectural barriers to entryways, kitchen and bathrooms in compliance with ADA standards, purchase and installation of a Photovoltaic system and solar hot water heater, cesspool closure and conversion to a septic wastewater system, interior and exterior painting and repairs, and other construction and related costs such as permits and bid advertising.
<b>7</b>	<b>Project Name</b>	HCEOC - Accessibility and Renovation Improvements for Certified Kitchen
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Public Facilities - Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$622,725

	<b>Description</b>	The non-profit Hawaii County Economic Opportunity Council (HCEOC) will utilize \$622,725.00 of 2024 CDBG funds for design, accessibility improvements, energy efficiency improvements, addition of a food storage unit, and continued renovations for its certified kitchen conversion project. This facility will be utilized to provide food services and meals to low-income individuals and senior citizens for programs such as Meals on Wheels and senior nutrition programs. Construction of the certified kitchen is anticipated to begin in Spring 2024. This activity is eligible under 24 CFR 570.201(c) Public Facilities and Improvements.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The proposed improvements will benefit 3,485 senior citizens and low- and moderate-income individuals on an annual basis who are presumed to be principally low- and moderate-income under the CDBG Program National Objective 24 CFR 570.208(a)(2)(i)(A) Low- and moderate-Income Limited Clientele.
	<b>Location Description</b>	47 Rainbow Drive, Hilo, Hawaii 96720
	<b>Planned Activities</b>	The proposed improvements include but are not limited to design, accessibility improvements to the sidewalks and parking lot, construction of a food storage unit, purchase and installation of a photovoltaic system, and continued improvements for the certified kitchen conversion to meet the State of Hawaii Department of Health’s certified kitchen requirements, and other construction and related costs such as permits and advertising.
<b>8</b>	<b>Project Name</b>	ARC of Hilo - Hale Ulu Hoi III Apartment Exterior Improvements
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Housing - Rehabilitation
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	The non-profit ARC of Hilo will utilize \$75,000.00 of 2024 CDBG funds for renovations at their low-income housing apartment Hale Ulu Hoi III in accordance with their Physical Needs Assessment. This activity is eligible under 24 CFR 570.202 Eligible rehabilitation and Preservation Activities.
	<b>Target Date</b>	6/30/2025

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The proposed improvements will provide safe, affordable and accessible housing for 17 low- and moderate-income households plus 1 on-site manager. This meets the CDBG Program National Objective 24 CFR 570.208(a)(3)(i) Low- and moderate-income Housing Activities.
	<b>Location Description</b>	485 Laukapu Street, Hilo, HI 96720
	<b>Planned Activities</b>	The proposed improvements include but are not limited to exterior painting and repair plus future design and interior and exterior building modernization improvements, infrastructure repairs, abatement of hazardous material, common area improvements, accessibility improvements, energy efficiency improvements, and other construction and direct related costs such as permits and advertising.
9	<b>Project Name</b>	Hale Ohana Domestic Abuse Shelter - Renovation and Security Improvements
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Public Facilities - Improvements
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$105,000
	<b>Description</b>	The non-profit Child and Family Services Real Property, Inc. will utilize \$105,000.00 of 2024 CDBG funds for security enhancements and renovation improvements to expand and preserve the only domestic abuse shelter in East Hawaii, which provides safe housing for victims of domestic and family violence. These activities are eligible under 24 CFR 570.201(c) Public Facilities and Improvements.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will benefit 240 victims of domestic violence including families with children and are presumed under the CDBG Program National Objective 24 CFR 570.208(a)(2)(i)(A) Low- and moderate-income Limited Clientele.
	<b>Location Description</b>	Confidential location in Hilo, Hawaii

	<b>Planned Activities</b>	The proposed improvements include but are not limited to the planning, design and construction for the expansion of the existing living room and widening of the driveway, security enhancements such as land clearing and security fencing at the property line, perimeter lighting and purchase and installation of an intercom system for communication at the gate, and other construction and related costs such as permits and advertising.
<b>10</b>	<b>Project Name</b>	CDBG Administration, Planning and Fair Housing
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Housing - Rehabilitation Public Facilities - Improvements Public Service
	<b>Needs Addressed</b>	Housing Public Health and Safety Public Facilities Public Services
	<b>Funding</b>	CDBG: \$492,861
	<b>Description</b>	CDBG funds (\$492,861.00 + anticipated program income not to exceed 20% of the grant amount) will be used to administer and coordinate the County CDBG and Fair Housing Programs to ensure effective and timely project implementation in accordance with all applicable HUD rules and regulations. CDBG funds will also be used to fund present and future planning documents in accordance with federal rules.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	1990 Kinoole St, Ste 102, Hilo HI 96720
	<b>Planned Activities</b>	Planning and Administration
<b>11</b>	<b>Project Name</b>	Hale Ola O Mohouli Affordable Housing Project
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Housing - Affordable Rental Units
	<b>Needs Addressed</b>	Housing

	<b>Funding</b>	HOME: \$2,250,000 Housing Trust Fund: \$2,830,351
	<b>Description</b>	The non-profit affordable housing corporation, Hawaii Island Community Development Corp. will utilize \$2,250,000.00 of 2024 HOME funds and \$2,830,349.70 of 2024 HTF funds to develop 91 (90 plus 1 manager unit) affordable rental units for elderly and low-income families in Hilo.
	<b>Target Date</b>	12/31/2026
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will provide 90 units to extremely-low, very-low, low- and moderate-income families.
	<b>Location Description</b>	1450 Mohouli Street, Hilo, Hawaii 96720
	<b>Planned Activities</b>	The project involves the design and development for the construction of a 91 unit (90 plus 1 manager unit) affordable rental housing complex.
<b>12</b>	<b>Project Name</b>	HOME CHDO Activity
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Housing - Affordable Rental Units
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	HOME: \$450,000
	<b>Description</b>	
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>13</b>	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Housing - Affordable Rental Units
	<b>Needs Addressed</b>	Housing

	<b>Funding</b>	HOME: \$150,000
	<b>Description</b>	HOME funds will be used to administer and coordinate the County's HOME program to ensure effective and timely project implementation in accordance with all applicable HOME rules and regulations.
	<b>Target Date</b>	12/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	1990 Kinoole St., Ste 102, Hilo, Hawaii 96720
	<b>Planned Activities</b>	Planning and administration
<b>14</b>	<b>Project Name</b>	HTF Administration
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Housing - Affordable Rental Units
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	Housing Trust Fund: \$157,241
	<b>Description</b>	HTF funds will be used to administer and coordinate the County's HTF program to ensure effective and timely project implementation in accordance with all applicable HTF rules and regulations.
	<b>Target Date</b>	12/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	1990 Kinoole St., Ste 102, Hilo, Hawaii 96720
	<b>Planned Activities</b>	Planning and administration
<b>15</b>	<b>Project Name</b>	ESG24
	<b>Target Area</b>	County of Hawaii
	<b>Goals Supported</b>	Homeless Services Homelessness Prevention
	<b>Needs Addressed</b>	Housing Homeless Services & Homeless Prevention
	<b>Funding</b>	ESG: \$271,806

<b>Description</b>	Provision of grant funds for operating expenses and essential services for homeless shelters; short-term or medium-term rental assistance, financial assistance, and housing relocation and stabilization services, excluding moving costs for a homelessness prevention and rapid re-housing program; street outreach; and program administration. ESG funds will be utilized for: Street Outreach eligible under 24 CFR 576.101; Emergency Shelter - Essential Services, eligible under 24 CFR 576.102; Homelessness Prevention, eligible under 24 CFR 576.103; Rapid Re-Housing, eligible under 24 CFR 576.104; Homeless Management Information System (HMIS) and comparable database costs, eligible under 24 CFR 576.107; and Administrative Costs, eligible under 24 CFR 576.108.
<b>Target Date</b>	6/30/2026
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 125 individuals experiencing homelessness will be supported under this project.
<b>Location Description</b>	To be determined
<b>Planned Activities</b>	Approximately 125 individuals experiencing homelessness will be supported under this project.



## **AP-50 Geographic Distribution – 91.220(f)**

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

The County does not allocate funds based on geographic areas. The CDBG funds are allocated through a Request For Proposal (RFP) process which ranks and rates projects for program eligibility, need and meeting the County's priorities and objectives of the Consolidated Plan.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
County of Hawaii	100

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Not applicable as the County does not allocate funds based on geographic areas.

### **Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The County’s 2024 CDBG funded housing projects include one housing rehabilitation project for exterior improvements to a low-income apartment building. Public facility projects include the renovation improvements to a domiciliary group home serving individuals with intellectual and developmental disabilities, renovation of a domestic violence shelter, and renovations to a homeless transitional house. Additionally, the County will utilize its 2024 HOME and HTF funds to construct a 91-unit (90 affordable plus 1 manager unit) low-income rental housing project.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	407
Non-Homeless	107
Special-Needs	5
Total	519

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	90
Rehab of Existing Units	429
Acquisition of Existing Units	0
Total	519

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The State of Hawaii Public Housing Authority manages the public housing throughout the State of Hawaii. Please defer to the State's Action Plan.

### **Actions planned during the next year to address the needs to public housing**

The State of Hawaii Public Housing Authority manages the public housing throughout the State of Hawaii. Please defer to the State's Action Plan.

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

The State of Hawaii Public Housing Authority manages the public housing throughout the State of Hawaii. Please defer to the State's Action Plan.

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

The State of Hawaii Public Housing Authority manages the public housing throughout the State of Hawaii. Please defer to the State's Action Plan.

### **Discussion**

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

### **Introduction**

To address and serve the Homeless and Special Needs population, the County has listed within its high priorities, the use of CDBG funds for public facilities, infrastructure, and public service activities. CDBG funds will be utilized for rehabilitation activities at two domestic abuse shelters in Hilo and Kona providing housing and supportive services to victims of domestic violence and at a residential facility in Hilo providing housing and supportive services to those with serious mental illness.

Additionally, ESG funds will be used for homelessness services and prevention. These activities meet the high priorities and goals of the Consolidated Plan.

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

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

On August 2022, the County of Hawai'i, with input from the community advocates, individuals with lived experience, business community partners, social and health care providers, adopted a Homeless and Housing Strategic Roadmap. The Roadmap identified 13 priorities that will ensure that individuals who experience homelessness is rare, brief and non-recurring occurrence.

A copy of the Roadmap can be found at: [https://records.hawaiicounty.gov/Weblink/1/edoc/117991/2022-09-01%20Strategic%20Roadmap%20\(2\).pdf](https://records.hawaiicounty.gov/Weblink/1/edoc/117991/2022-09-01%20Strategic%20Roadmap%20(2).pdf)

In addition, the County's local Continuum of Care, Community Alliance Partners has developed and posted its 2021 – 2024 Strategic Plan, which can be found at: [https://communityalliancepartners.org/wp-content/uploads/2021/05/CAP-2021-24-Strategic-Plan\\_FINAL-5\\_24\\_21.pdf](https://communityalliancepartners.org/wp-content/uploads/2021/05/CAP-2021-24-Strategic-Plan_FINAL-5_24_21.pdf)

In addition, the County's non-profit homeless providers coordinate the annual point in time count, which provides a data tool to understand the number of individuals and families experiencing homelessness.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The County works closely with the non-profit homeless providers to understand the needs and solutions of homeless persons and families. Assessment, intake and services are part of the integral processes at street outreach, emergency shelters, food pantries, medical providers, transitional housing, and safe

havens to understanding the housing needs of those experiencing or are at-risk of homelessness.

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

Helping homeless individuals and families transition to permanent housing and independent living, while preventing recidivism into homelessness, requires a multifaceted approach that addresses their immediate needs as well as provides long-term support that includes:

- Emergency shelters with basic amenities
- Rapid re-housing programs for temporary assistance
- Supportive housing services tailored to specific needs
- Housing First approach prioritizing access to permanent housing
- Prevention and diversion programs to intervene before homelessness
- Collaboration among government agencies and non-profits
- Public awareness campaigns to reduce stigma
- Data collection and evaluation for informed decision-making

By implementing these strategies in a coordinated manner, the County can work towards the shared goal of ending homelessness and ensuring that all individuals and families have access to safe, stable housing and the support they need to thrive.

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

By having a strong networking system amongst the government agencies, non-profit community and faith based organizations, health care providers, health care providers, foster care providers, youth and correction facilities and community advocates is key to understanding and addressing the needs of those experiencing or at-risk of homelessness.

To help low-income individuals and families avoid homelessness, especially those being discharged from institutions or receiving assistance from various agencies, a targeted approach is necessary. Here's a plan to address these specific needs:

- Collaborate with institutions for pre-discharge planning
- Expand rental assistance for extremely low-income individuals
- Provide housing stability services like mediation and financial coaching
- Foster cross-agency collaboration
- Conduct outreach and education within institutions
- Develop protocols for data sharing and coordination

## **Discussion**

Providing essential services, housing resources and urgent care to unsheltered homeless individuals and families living on the streets, the funded homeless organizations provide direct services to meet the immediate needs of people living on the street to stabilize and engage them in services as a path toward accessing permanent housing. Street outreach services include engagement that provides immediate support and links to other support networks and may include addressing immediate needs (food, clothing, toiletries, etc); assessment and case management to understand client barriers and identify housing options; emergency physical and mental health services; and services for special populations including homeless youth, victim services and services for people living with HIV/AIDS.

In 2024, through local funding, the County anticipates that the number of street medicine and outreach events will increase. In addition, the Emergency Solutions Grant, which has been managed for many years by the State of Hawaii, will be allocated directly to the County for management. This change will provide an opportunity for the Counties to use the funding to leverage other available funding that will lead to increased connectivity to services and permanent housing.

## **Emergency and Transitional Housing:**

The County has adopted the Housing First approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to less critical, such as getting a job, budgeting properly, or attending to substance abuse issues. While emergency and transitional housing is critical in addressing the immediate need of an individual or family – reducing the number of stays is a priority.

**Homeless Prevention:**

Homeless prevention involves a comprehensive strategy aimed at addressing the root causes of homelessness and providing support to individuals and families at risk of losing their housing. It includes:

- Early intervention through proactive outreach and assessments
- Financial assistance including rental subsidies and emergency funds
- Housing support services such as counseling and life skills training
- Prevention programs addressing root causes like unemployment and domestic violence
- Collaboration among agencies and organizations for integrated services
- Public education campaigns to raise awareness
- Data collection for monitoring and evaluation

**Rapid Re-Housing:**

Rapid rehousing is a housing intervention strategy aimed at quickly moving individuals and families experiencing homelessness into permanent housing and may include:

- Short-term rental subsidies cover housing costs for up to 12 months
- Case management services assist with stabilization and access to resources
- Emphasizes direct placement into permanent housing over transitional programs
- Client-centered approach tailored to individual needs and preferences
- Aims to prevent homelessness recurrence by addressing underlying factors
- Focuses on long-term housing stability and self-sufficiency

**Homeless Management Information System:**

The local and state data information is managed through its Homeless Management Information System (HMIS), a technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families. Ka Mana o Na Helu (KMNH) is the organization funded by federal and state funds to manage the HMIS for the Counties of Hawaii, Maui and Kauai.

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

### **Introduction:**

The current SMS Housing Planning Study has identified major barriers affecting the production of affordable housing in the State of Hawaii. The impediments to create affordable housing affects not only the State, but all four Counties as well. They have been identified as the lack of available developable land, lack of major off-site infrastructure, high cost of construction, government regulations, community opposition and environmental concerns.

The County developed a strategic roadmap for housing development with the goal to expand the availability and affordability of housing in Hawaii County. Strategies include a comprehensive review and update of Hawaii County's inclusionary zoning code, Chapter 11 to ensure the inclusionary policy is working as effectively as possible while avoiding possible unintended impacts or constraints on the production of market rate housing. It is also evaluating changes to the Zoning Code, Chapter 25 to streamline approval processes and provide flexibility for innovative housing concepts and density bonuses. Additional strategies include pursuing the use of County and State-owned lands for affordable housing and the establishment of an affordable housing fund.

In June 2022, the County of Hawaii established an Affordable Housing Production program which appropriates at least \$5,000,000.00 per year for affordable housing production. Since its inception, \$18,000,000 has been appropriated and awarded to increase, support and sustain affordable housing production in Hawaii County.

In March 2022, the County of Hawaii established a Homelessness and Housing Fund which appropriates seventy-five percent (75%) of tier two property tax revenues for the next five fiscal years toward addressing homelessness and housing. For fiscal year 2023-24, \$11,100,000 has been appropriated to this fund.

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

In an effort to address the state's affordable housing crisis, on July 17, 2023, Governor Josh Green issued an emergency proclamation (EP) recognizing the ongoing emergency due to the lack of affordable housing in Hawaii, which poses a threat to the health, safety, and welfare of the people. It has since been revised and extended numerous times and the Fifth Proclamation effective February 20, 2024 to April 20, 2024 waives a number of state and county fees, while requiring developers to produce 60% of their units at or below 140% of the AMI. These fee waivers help to offset rising interest rates and increased building costs due to inflation and supply chain issues. Past EPs focused on urging state and county agencies to prioritize the review and approval of housing-related permits and explore innovative



housing development approaches and suspending several laws and regulations to facilitate the construction, repair, renovation, and occupancy of affordable housing and related infrastructure projects to expedite the process and provide emergency relief.

The County will undertake the following to try to reduce the negative effects of housing barriers and impediments to affordable housing.

- Coordinate landlord forums and incentive programs to promote the benefits of its rental assistance program.
- Work with Real Property Tax Division to inform landlords about the Affordable Rental Housing Program tax incentives.
- Educate the community on tenant/landlord roles and responsibilities under the Fair Housing Act.
- Represent homeless needs to State Agencies to encourage mainstream resourcing to address homelessness.
- Support authorized pre-emption, pursuant to Hawaii Revised Statutes 46-15 to assist in expediting development of affordable housing projects.
- Maintain a housing website to increase housing and program information.
- Revise Hawaii County Code, Chapter 11 to promote development of affordable housing.
- Provide legislation to preserve affordable housing development and funding opportunities.
- Promote and amend the General Plan Land Use regulations to streamline housing.
- Review and update the County building code and recommend elimination or modification of onerous codes that do not affect health and safety.

### **Discussion:**

To build affordable homes for very low and low-income families in Hawaii is costly. The strengths of the affordable housing delivery system in the county is derived from the many different entities striving toward one common goal: to provide more affordable housing in Hawaii. State, Federal and County agencies, private non-profits, private social service providers, private lenders and private for-profit developers are doing their part to respond to the urgency of the lack of affordable housing in the State. New programs and legislation are continually being established to form tax incentives, low-interest interim financing, bond financing, rental subsidies and other creative development techniques to provide affordable housing. Despite all of these efforts, the availability of affordable housing will not be developed without continued federal, state and local funding and private and for-profit relationships.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

Listed below are the actions planned to address obstacles to meeting underserved needs, foster and maintain affordable housing, 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.

### **Actions planned to address obstacles to meeting underserved needs**

One of the obstacles to meeting underserved needs is the production of affordable housing. The major obstacles are the lack of financial resources and the lack of infrastructure. The County hopes to leverage other sources of funds (i.e Federal, USDA, State, County and Private) by providing federal funds to subsidize and support the cost of building affordable housing. Another obstacle is the cost burden that the extremely low and very-low income households have to endure for housing in the County. Other obstacles include the lack of rental units, throughout the County, for extremely low and very low-income households. The County plans to work with management agencies, provide incentives and educate landlords about the Housing Choice Voucher (Section 8) Program and the HOME – Tenant Based Rental Assistance (TBRA) Program.

### **Actions planned to foster and maintain affordable housing**

The County of Hawaii plans to foster and maintain affordable housing for County residents by investing CDBG, HOME, and HTF funds in multiple housing projects during the 2020-2024 Consolidated Program years. High priority affordable housing program strategies will include Rental Rehabilitation, New Construction of Rental Units, Homeowner Repair, Acquisition of affordable units for the chronic homeless, Construction of for-sale affordable homes, renovations to domestic abuse shelters and special needs housing and facilities, and improvements to emergency shelters and transitional housing. The County plans to utilize the new funding sources for Affordable Housing Production and Homelessness and Housing to increase and maintain its inventory of affordable housing.

### **Actions planned to reduce lead-based paint hazards**

Hawaii County has two programs that considers the hazards of lead-based paint poisoning. One, the Residential Repair Program, requires that lead based paint risk assessments be conducted for homes built before 1978. If a dwelling is determined to contain lead, mitigation measures are taken to address the lead that is present. When the lead-based paint concerns are corrected, the unit becomes available for lead free safe occupancy, thereby, increasing access to housing without lead based paint poisoning hazards.

The other program is the County's Housing Choice Voucher (Section 8) Rental Assistance Payments Program and HOME – TBRA, which prohibits rental subsidy for any unit that is built before 1978 if there is a family member under the age of 6 and the unit contains peeling paint. Other action/plans are to distribute pamphlets to applicants on lead hazards and continue to test homes that were found to have lead paint.

### **Actions planned to reduce the number of poverty-level families**

According to the current Census, 14.8% of the people in Hawaii County are below the poverty level. This is above the State's poverty level of 11.2% and is contributed by such factors as education, language and employment in the County. The County is administering the National Housing Trust Fund (HTF) that targets extremely low-income households. The HTF can be used to acquire, construct or rehabilitate rental housing and rent to extremely low-income households. In rural areas the HTF law considers households with income below poverty line as extremely low income. Administering the HTF will assist the county in reducing the number of poverty-level families.

### **Actions planned to develop institutional structure**

The County continues to participate in CDBG/HOME/HTF Quarterly Coordinators' Meetings which coordinates State-wide activities and performances measures; State-wide Continuum of Care group which meets every other month to collaborate on homeless issues; the Inter-Agency Council on Homelessness which meets every other month to enable better access to mainstream programs and to end chronic homelessness; HOME State Recipient Group which meets periodically to coordinate HOME program and projects; quarterly meetings with Fair Housing Officers from the State and other Counties and State-wide Housing Directors which meets monthly to collaborate on housing issues.

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

The County continues to enhance and broaden its coordination between public and private housing and social services agencies by expanding its social media presence, expanding its email list for newsletters, and updating its website to notify interested citizens and organizations of upcoming events, funding, and on and off-site training.

### **Discussion:**

# Program Specific Requirements

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

### Introduction:

#### Community Development Block Grant Program (CDBG), Reference 24 CFR 91.220(I)(1)

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

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

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(I)(2)**

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

The County does not use any other forms of investment except those listed in Section 92.205.

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

The County of Hawaii will recapture the total amount of HOME funds expended for a project when the recipient fails to comply with the terms of its agreement with the County, or refuses to accept conditions imposed by the County, HHFDC, or HUD, when the recipient sells or otherwise transfers any real or personal property purchased or constructed with the HOME funds within the applicable period of affordability and when the recipient ceases to use the property constructed, rehabilitated and/or renovated with HOME funds for the applicable period of affordability, following the issuance of final payment for the project by the County.

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

The County of Hawaii requires each recipient or beneficiary to maintain all affordability requirements through the execution of deed restrictions and lien recordation, or through the filing of restrictive covenants running with the land.

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

Please defer to the State of Hawaii Consolidated Plan.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(I)(2)(vii)).

N/A

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services

received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

N/A

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

N/A

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

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

The ESG Policies and Procedures Manual is attached as Exhibit B.

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

Homeless service and mainstream service providers in County of Hawaii, the Community Alliance Partners (CAP) follow the Coordinated Entry System (CES) Policies and Procedures. Under the CES policy, individuals and families, including youth, who are seeking homelessness prevention assistance are directed to defined entry/access points, assessed in a uniform and consistent manner, prioritized for housing and services, and then linked to available interventions in accordance with the intentional service strategy defined by the CAP's CoC leadership. Each service participant's acuity level and housing needs are aligned with a set of service and program strategies that represent the appropriate intensity and scope of services needed to resolve the housing crisis.

The local and state data information is managed through its Homeless Management Information System (HMIS), a technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families. Ka Mana o Na Helu (KMNH) is the organization funded by federal and state funds to manage the HMIS for the Counties of Hawaii, Maui and Kauai.

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

The County will be collaborating with the CAP to identify the priorities needs, as well as utilize the priorities in the Consolidated Plan, to determine the ESG allocation available.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR

576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The County will be collaborating with the CAP to identify the priorities needs, as well as utilize the priorities in the Consolidated Plan, to determine the ESG allocation available.

5. Describe performance standards for evaluating ESG.

1. Number of persons engaged in the street
2. Number of persons served in the shelters
3. Total number of persons and households assisted
4. Number of shelter placements
5. Number of persons exiting shelter to alternate housing
6. Percentage that return to Continuum of Care seeking housing assistance.

The County strives to ensure that its programs comply with federal, state and local requirements. When funds are combined with other funding sources the strictest program rules will always apply. The COH ensures compliance through policies and procedures, written agreements and restrictive covenants.

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

1. Distribution of Funds

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

Please refer to Section V. – “Eligible Recipients” of the HTF Allocation Plan.

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

As a State designated HTF subgrantee, Hawaii County will manage and administer the use HTF funds to increase and preserve the supply of decent, safe and sanitary affordable housing to develop and preserve affordable rental housing to primarily serve households with incomes at or below 30% of the area median income.

Please refer to Section VII. – “Application and Award Process” of the HTF Allocation Plan.

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

Hawaii County will review and rate all project proposals in accordance with the State's Selection Criteria. In addition, all project proposals will be reviewed using Hawaii County's Selection Criteria, which considers additional factors.

Please refer to Section VIII. – “Selection Criteria” of the HTF Allocation Plan.

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

HTF received by the County will be used to fund eligible projects to increase and preserve the supply of decent, safe and sanitary affordable housing to primarily serve households with incomes at or below 30% of the area median income in Hawaii County.

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

Criteria used to evaluate the applicants' ability to obligate HTF funds and successfully undertake eligible activities in a timely manner includes performance goals and benchmarks, past performance and timely expenditure requirements, previous experience in successfully implementing projects utilizing federal funds.

Please refer to Section VIII. – “Selection Criteria” of the HTF Allocation Plan.

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

A requirement of the award HTF funds are for new construction of affordable rental housing units specifically targeting the extremely low households whose income is at or below 30% of the median area income for the duration of at least 30 years.

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

The County requires that a Declaration of Restrictive Covenants be recorded enforce all of the HTF program requirements including the 30-year affordability period stipulation.

Please refer to Section VIII. – “Selection Criteria” of the HTF Allocation Plan.

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



The criteria that applications for HTF funds are reviewed, ranked and rated includes location and amenities critical to meet the needs of extreme-low and low- and moderate-income households. Such amenities include reliable access to public transportation, government services, medical and other emergency services.

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

The County considers all suitable areas throughout the County other than locations of existing affordable housing.

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

There is greater consideration for projects that utilizes other sources of funding including non-federal funding that has been secured and firm commitments have been received.

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

Yes

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

Yes

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

Yes

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

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

(if applicable); and broadband infrastructure (if applicable).

N/A

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

N/A

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

N/A

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

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

N/A

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

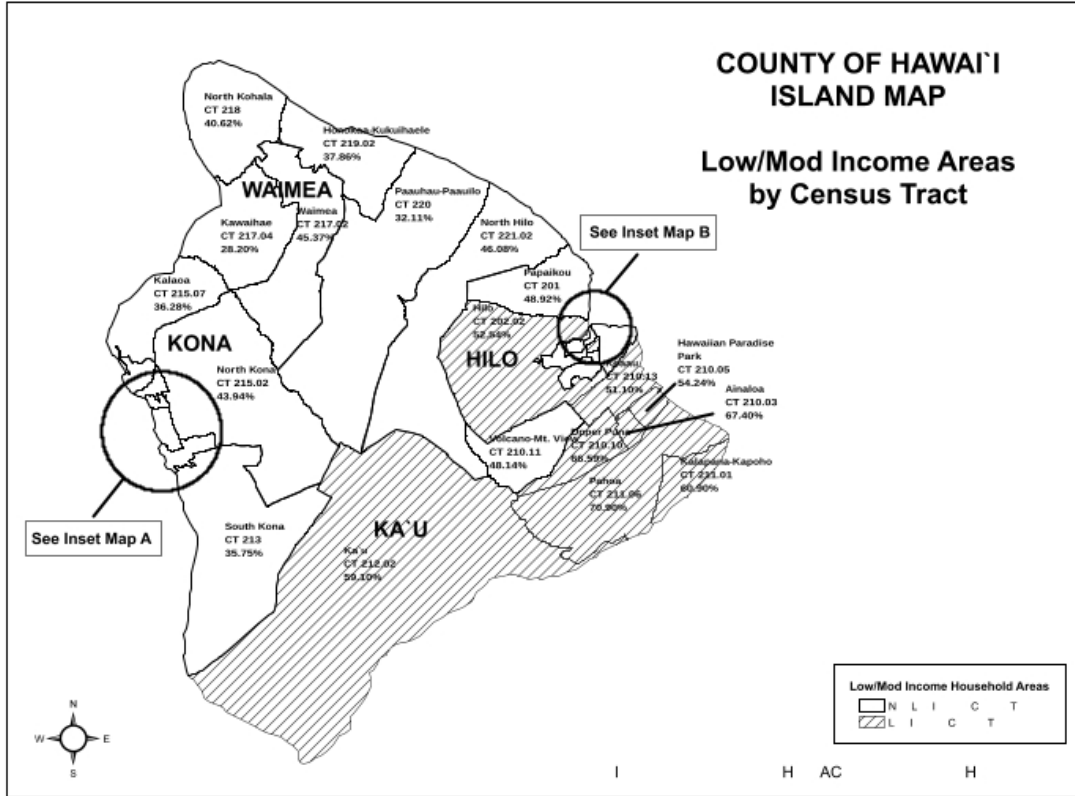
N/A

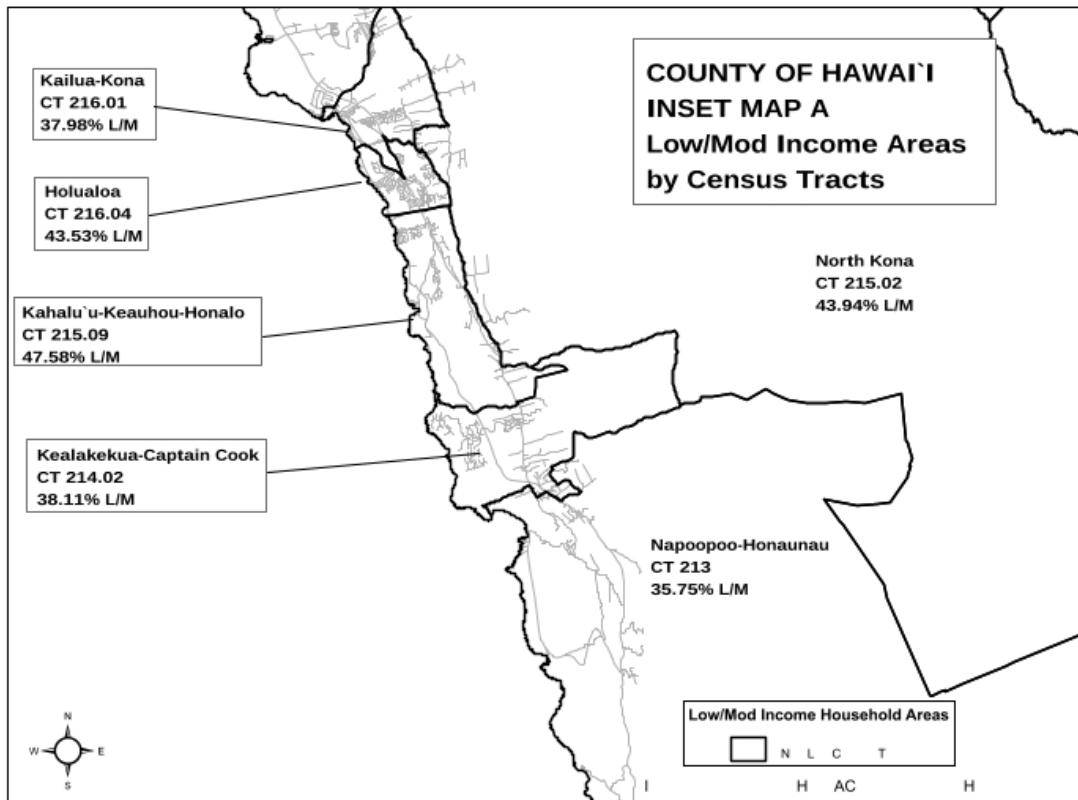
## **Discussion:**

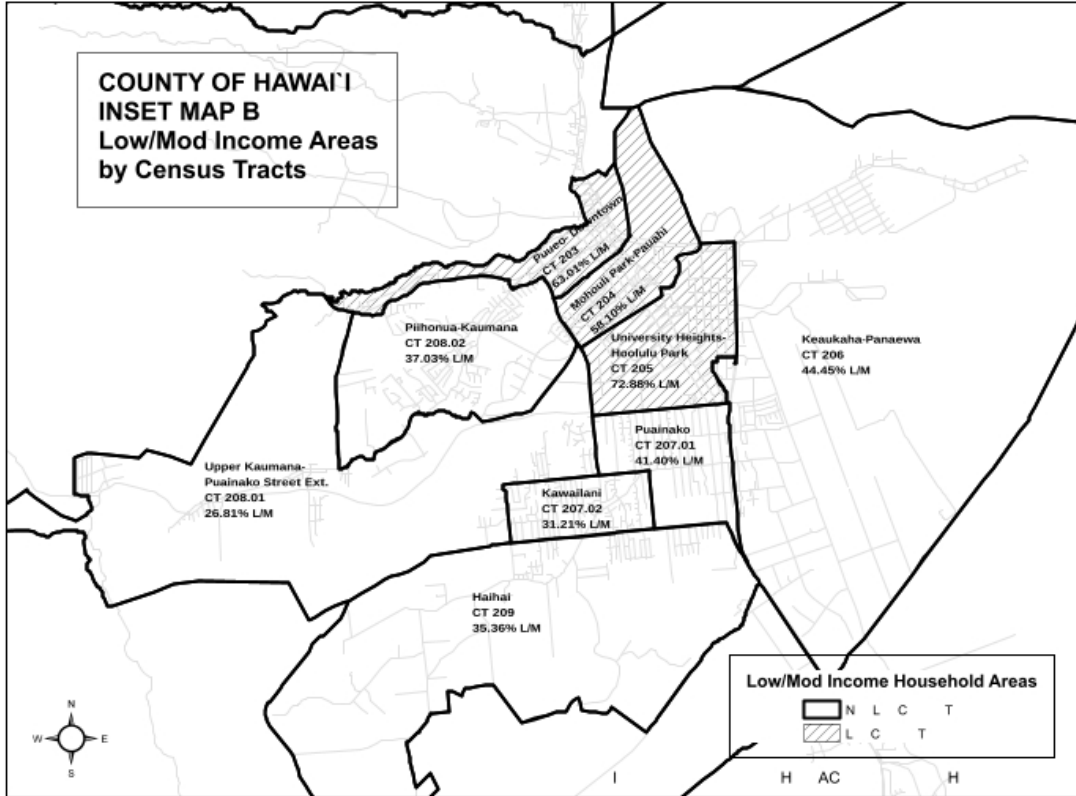
## **Attachments**

### **Grantee Unique Appendices**

EXHIBIT A  
MAPS







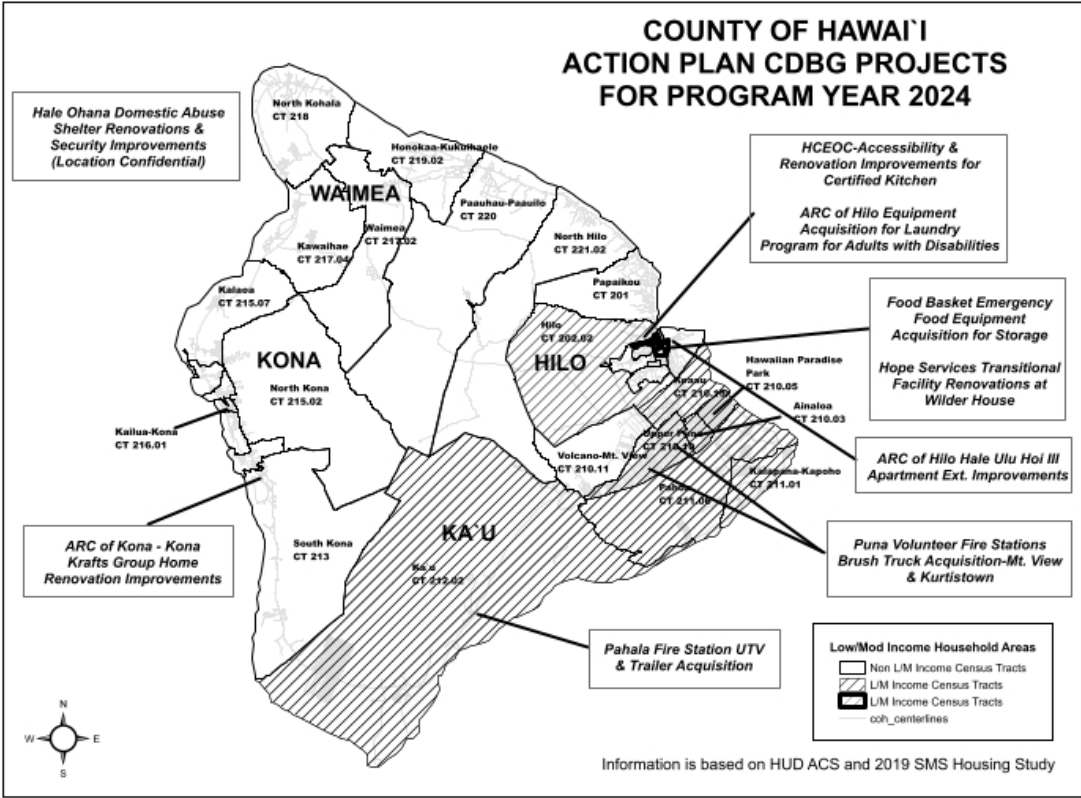




EXHIBIT B

COUNTY OF HAWAII  
**EMERGENCY  
SOLUTIONS  
GRANT (ESG)**  
POLICIES & PROCEDURES

May 2024

## **PURPOSE AND SCOPE**

The purpose of the Emergency Solutions Grant (ESG) Program is to expand on the services allowed under the former Emergency Shelter Grant. Through its ESG Program, the U.S. Department of Housing and Urban Development (HUD) funds a variety of initiatives for states, units of local government, and territories to facilitate Homelessness Prevention and Rapid Re-Housing assistance to individuals and families that are either at risk of homelessness or are experiencing homelessness, as defined by HUD.

The County of Hawaii (COH) participates in the ESG Program through an annual allocation from U.S. HUD, allowing the COH to provide eligible activities to address -- and hopefully prevent -- homelessness in its community.

For additional information on the purpose of ESG, see 24 CFR Subpart A 576.1.

## **DEFINITIONS**

The COH hereby adopts the following from 24 CFR Subpart A 576.2.

*At risk of homelessness* means:

(1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in this section; and (iii) meets one of the following conditions:
  - a. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  - b. Is living in the home of another because of economic hardship;
  - c. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  - d. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
  - e. Lives in a single-room occupancy or efficiency apartment unit in which two or more persons reside or lives in a larger housing unit in which more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

- f. Is exiting a publicly-funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- g. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved *Consolidated Plan*.

(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**Consolidated plan** means a plan prepared in accordance with 24 CFR part 91. An approved *consolidated plan* means a consolidated plan that has been approved by HUD in accordance with 24 CFR part 91.

**Continuum of Care** means the group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

**Emergency shelter** means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

**Homeless** means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence provided that:
- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more

barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

**Homeless Management Information System (HMIS)** means the information system designated by the Continuum of Care to comply with the HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness.

**Private nonprofit organization** means a private nonprofit organization that is a secular or religious organization described in section 501(c) of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency.

**Program income** shall have the meaning provided in 24 CFR 85.25. Program income includes any amount of a security or utility deposit returned to the recipient or sub-recipient.

**Program participant** means an individual or family who is assisted under ESG program.

**Program Year** means the consolidated program year established by the recipient under 24 CFR part 91.

**Recipient** means any State, territory, metropolitan city, or urban county, or in the case of reallocation, any unit of general-purpose local government that is approved by HUD to assume financial responsibility and enters into a grant agreement with HUD to administer assistance under this part.

**State** means each of the several States and the Commonwealth of Puerto Rico.

**Sub-recipient** means a unit of general-purpose local government or private nonprofit organization to which a recipient makes available ESG funds.

**Territory** means each of the following: The Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands.

**Unit of general-purpose local government** means any city, county, town, township, parish, village, or other general-purpose political subdivision of a State.

**Urban county** means a county that was classified as an urban county under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which ESG funds are made available.

**Victim service provider** means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

#### **PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES**

Following the confirmation of an annual allocation of ESG funds granted by U.S. HUD, the COH, in its commitment to the regional Continuum of Care (CoC), the COH shall take the following actions:

1. Solicit qualified ESG Program proposal or obtain a list of possible priority projects from the local CoC.
2. Obtain COH Council approval for ESG Activities to be funded and the amount to be awarded,
3. Enter into a written agreement with the Sub-recipient organization
4. Update Policy Manual with Latest Fair Market Rent Values and Average Medium Income published by U.S. HUD,
5. Monitor all invoices during the program year and reimburse the sub-recipient within 30 days of receipt of complete and sufficient documentation, or disallow reimbursement due to insufficiency of documentation or erroneous documentation and provide the sub-recipient an opportunity to remedy their submission.
6. Monitor the sub-recipient pursuant to the COH monitoring practices through the Office of Housing and Community Development (OHCD).

The COH shall only allow activities from the following five ESG program components in accordance with 24 CFR Subpart B § 576.100. The COH shall not condone any use of funds outside of the rules.

1. Street outreach (only up to 60% of allocation) (24 CFR Subpart B §576.101);
2. Emergency shelter (24 CFR Subpart B §576.102);

3. Homelessness prevention (24 CFR Subpart B §576.103);
4. Rapid re-housing assistance (24 CFR Subpart B §576.104);
5. HMIS.

#### **ADMINISTRATION**

The COH is allowed to use up to 7.5% for Administration of the program. The COH further has the choice to retain any part of the 7.5% or pass it on to the Sub-recipient for use towards eligible uses.

Eligible administrative costs include:

(1) *General management, oversight and coordination.* Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:

(i) Salaries, wages, and related costs of the recipient's staff, the staff of sub-recipients, or other staff engaged in program administration. In charging costs to this category, the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose *primary* responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes *any* program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:

- (A) Preparing program budgets and schedules, and amendments to those budgets and schedules;
- (B) Developing systems for assuring compliance with program requirements;
- (C) Developing interagency agreements and agreements with sub-recipients and contractors to carry out program activities;
- (D) Monitoring program activities for progress and compliance with program requirements;
- (E) Preparing reports and other documents directly related to the program for submission to HUD;
- (F) Coordinating the resolution of audit and monitoring findings;
- (G) Evaluating program results against stated objectives; and
- (H) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (a) (1) (i) (A) through (G) of this section.

- (i) Travel costs incurred for monitoring of sub-recipients;
- (iii) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
- (ii) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

Training on ESG requirements. Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings.

- (I) Consolidated plan. Costs of preparing and amending the ESG and homelessness-related sections of the *Consolidated Plan* in accordance with ESG requirements and 24 CFR part 91.
- (J) Environmental review. Costs of carrying out the environmental review responsibilities under § 576.407. (b) *Sharing requirement*. Discussion on Environmental in another section.

#### **STREET OUTREACH**

ESG funds may be used to provide essential services to reach out to homeless individuals and families and connect homeless individuals and families with shelter, housing, or critical services.

The COH currently approves the use of the street outreach funds for case management, the cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. ESG funds are approved to cover the costs associated with the implementation of housing navigation services, including the work hours incurred by case managers assigned to connect homeless individuals and families with shelter, housing, or critical services.

These services may also consist of providing crisis counseling and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs, as applicable on an individualized case-by-case basis.

#### **EMERGENCY SHELTER**

ESG funds may be used to provide essential services to homeless individuals and families in emergency shelters, or whom are unsheltered. The COH currently approves the use of emergency shelter funds to cover the costs for hotel or motel stays for clients in need of shelter.



## HOMELESS PREVENTION

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in definition section under "homeless". This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the "at risk of homelessness" definition, or who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition section **and have an annual income below 30 percent of median family income for the area** as determined by HUD.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing.

**Homelessness Prevention ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:**

- (1) *Rental application fees.* ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.
- (2) *Security deposits.* ESG funds may pay for a security deposit that is equal to **no more than 2 months' rent.**
- (3) *Last month's rent.* If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. **This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.**
- (4) *Utility deposits.* ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.
- (5) *Utility payments.* ESG funds may pay for **up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service.** A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. **No program participant shall receive more than 24 months of utility assistance within any 3-year period.**
- (6) *Moving costs.* ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance **may include payment of temporary storage fees for up to 3 months,** provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant

moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

(A) *Services costs.* Subject to the general restrictions, ESG funds may be used to pay the costs of providing the following services:

- (1) *Housing search and placement.* Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:
  - (i) Assessment of housing barriers, needs, and preferences;
  - (ii) Development of an action plan for locating housing;
  - (iii) Housing search;
  - (iv) Outreach to and negotiation with owners;
  - (v) Assistance with submitting rental applications and understanding leases;
  - (vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness; (vii) Assistance with obtaining utilities and making moving arrangements; and (viii) Tenant counseling.
- (2) *Housing stability case management.* ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance **cannot exceed 30 days** during the period the program participant is seeking permanent housing **and cannot exceed 24 months during the period the program participant is living in permanent housing.** Component services and activities consist of:
  - (B) Using the centralized or coordinated assessment system as required under § 576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid rehousing assistance;
  - (C) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance; (C) Counseling;
  - (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
  - (E) Monitoring and evaluating program participant progress;
  - (F) Providing information and referrals to other providers;
  - (G) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and

(H) Conducting re-evaluations required under § 576.401(b).

- (i) *Mediation.* ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.
- (ii) *Legal services.* ESG funds may pay for legal services. Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. Eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
- (iii) *Credit repair.* ESG funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

(I) *Maximum amounts and periods of assistance.* The COH has selected not to set a maximum dollar amount that a program participant may receive for each type of financial assistance. The COH has selected not to set a maximum period for which a program participant may receive any of the types of assistance or services under this section. However, except for housing stability case management, the total period for which any program participant may receive the services under paragraph (b) of this section **must not exceed 24 months during any 3-year period.** The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.

(J) *Use with other subsidies.* Financial assistance under paragraph (a) of this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.

#### **RAPID RE-HOUSING**

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the "homeless" definition in the definition section or who meet the criteria under

paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

**Rapid Re-Housing ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:**

(1) *Rental application fees.* ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.

(2) *Security deposits.* ESG funds may pay for a security deposit that is equal to **no more than 2 months' rent.**

(3) *Last month's rent.* If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. **This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.**

(4) *Utility deposits.* ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.

(5) *Utility payments.* ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. **No program participant shall receive more than 24 months of utility assistance within any 3-year period.**

(6) *Moving costs.* ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance **may include payment of temporary storage fees for up to 3 months**, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

(A) *Services costs.* Subject to the general restrictions, ESG funds may be used to pay the costs of providing the following services:

(B) *Housing search and placement.* Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

- (i) Assessment of housing barriers, needs, and preferences;
- (ii) Development of an action plan for locating housing;
- (iii) Housing search;

- (iv) Outreach to and negotiation with owners;
- (v) Assistance with submitting rental applications and understanding leases;
- (vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness; (xii) Assistance with obtaining utilities and making moving arrangements; and (xiii) Tenant counseling.

(2) *Housing stability case management.* ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance **cannot exceed 30 days** during the period the program participant is seeking permanent housing **and cannot exceed 24 months during the period the program participant is living in permanent housing.** Component services and activities consist of:

- (A) Using the centralized or coordinated assessment system as required under § 576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid rehousing assistance;
- (B) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid rehousing assistance;
- (C) Counseling;
- (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- (E) Monitoring and evaluating program participant progress;
- (F) Providing information and referrals to other providers;
- (G) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- (H) Conducting re-evaluations required under § 576.401(b).

(3) *Mediation.* ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

(4) *Legal services.* ESG funds may pay for legal services. Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of

the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. Eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

(5) *Credit repair.* ESG funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

(6) *Maximum amounts and periods of assistance.* The COH has selected not to set a maximum dollar amount that a program participant may receive for each type of financial assistance under paragraph (a) of this section. The COH has selected not to set a maximum period for which a program participant may receive any of the types of assistance or services under this section. However, except for housing stability case management, the total period for which any program participant may receive the services under paragraph (b) of this section **must not exceed 24 months during any 3-year period.** The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.

(7) *Use with other subsidies.* Financial assistance under paragraph (a) of this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.

#### **INDIRECT COSTS**

While ESG allows for the use of funds to pay indirect costs, the COH currently does not allow for the reimbursement of indirect costs, unless budgeted as modified total direct costs allocated under an allowable ESG program component, such as Homelessness Prevention or Rapid Re-Housing.

#### **WRITTEN STANDARDS FOR PROVIDING ESG ASSISTANCE**

The COH shall provide this manual to the sub-recipient. The sub-recipient must consider how they will administer their program and develop appropriate guidelines specific to activities being provided in accordance with the provisions of this manual as well as the guidelines delineated in the Code of Federal Regulations. Written standards should be established, applied, and approved by COH annually during the finding cycle.

#### **HMIS**

As a condition of receiving ESG funds, and in accordance with the McKinney-Vento Act, it shall be the responsibility of the sub-recipient to utilize the Homeless Management Information System (HMIS).

## **MATCHING REQUIREMENTS**

Pursuant to 24 CFR § 576.109, the grant must be matched dollar-for-dollar. This requirement must be reported to U.S. HUD annually in the COH's Consolidated Annual Performance and Evaluation Report (CAPER).

## **EVALUATION OF PROGRAM PARTICIPANT ELIGIBILITY AND NEEDS**

### **(1) Evaluations.**

The COH by and through a contract has tasked its sub-recipient to conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under § 576.400(d) and the written standards established under § 576.400(e).

### **(2) Re-evaluations for homelessness prevention and rapid re-housing assistance.**

(A) The COH by and through a contract has tasked its sub-recipient to re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than **once every 3 months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance.**

At a minimum, each re-evaluation of eligibility must establish that:

(i) The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and (ii) The program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance. (2) The recipient or sub-recipient may require each program participant receiving homelessness prevention or rapid re-housing assistance to notify the recipient or sub-recipient regarding changes in the program participant's income or other circumstances (e.g., changes in household composition) that affect the program participant's need for assistance under ESG. When notified of a relevant change, the recipient or sub-recipient must re-evaluate the program participant's eligibility and the amount and types of assistance the program participant needs. (c) *Annual income.* When determining the annual income of an individual or family, the recipient or sub-recipient must use the standard for calculating annual income under 24 CFR 5.609.



(3) Connecting program participants to mainstream and other resources. The recipient and its sub-recipients must assist each program participant, as needed, to obtain:

- (1) Appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and
- (2) Other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability, including:
  - (i) Medicaid (42 CFR chapter IV, subchapter C);
  - (ii) Supplemental Nutrition Assistance Program (7 CFR parts 271-283);
  - (iii) Women, Infants and Children (WIC) (7 CFR part 246);
  - (iv) Federal-State Unemployment Insurance Program (20 CFR parts 601-603, 606, 609, 614-617, 625, 640, 650);
  - (v) Social Security Disability Insurance (SSDI) (20 CFR part 404);
  - (vi) Supplemental Security Income (SSI) (20 CFR part 416);
  - (vii) Child and Adult Care Food Program (42 U.S.C. 1766(t) (7 CFR part 226));
  - (viii) Other assistance available under the programs listed in § 576.400(c). (e)

#### HOUSING STABILITY CASE MANAGEMENT

(1) While providing homelessness prevention or rapid re-housing assistance to a program participant, the recipient or sub-recipient must:

- (A) Require the program participant to meet with a case manager not less than **once per month to assist the program participant in ensuring long-term housing stability**; and
- (B) Develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends, factoring all relevant considerations, such as the program participant's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive; and the relative affordability of available housing in the area.

(2) The recipient or sub-recipient is exempt from the requirement under paragraph (e) (1) (i) of this section if the Violence Against Women Act of 1994 (42 U.S.C. 13701 et seq.) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq.) prohibits that recipient or sub-recipient from making its shelter or housing conditional on the participant's acceptance of services.



#### **TERMINATING ASSISTANCE**

- (1) In general, if a program participant violates program requirements, the recipient or sub-recipient may terminate the assistance in accordance with a formal process established by the recipient or sub-recipient that recognizes the rights of individuals affected. The recipient or sub-recipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.
- (2) Program participants receiving rental assistance or housing relocation and stabilization services. To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of:
  - (A) Written notice to the program participant containing a clear statement of the reasons for termination;
  - (B) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
  - (C) Prompt written notice of the final decision to the program participant.

Termination under this section does not bar the recipient or sub-recipient from providing further assistance at a later date to the same family or individual.

#### **LEAD-BASED PAINT DISCLOSURE**

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R apply to all shelters assisted under ESG program and all housing occupied by program participants.

#### **CONFLICTS OF INTEREST**

(1) *Organizational conflicts of interest.* The provision of any type or amount of ESG assistance may not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the recipient, the sub-recipient, or a parent or subsidiary of the sub-recipient. No sub-recipient may, with respect to individuals or families occupying housing owned by the sub-recipient, or any parent or subsidiary of the sub-recipient, carry out the initial evaluation required under § 576.401 or administer homelessness prevention assistance under § 576.103.

(2) *Individual conflicts of interest.* For the procurement of goods and services, the recipient and its sub-recipients must comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations). For all other transactions and activities, the following restrictions apply:

(A) *Conflicts prohibited.* No person described in paragraph (b) (2) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure.

(B) *Persons covered.* The conflict-of-interest provisions of paragraph (b) (1) of this section apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its sub-recipients.

(C) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of this subsection on a case-by-case basis factoring the cumulative effects of the criteria in paragraph (b) (3) (ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (b) (3) (i) of this section.

(i) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(a) If the recipient or sub-recipient is a government, disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(b) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate state or local law.

(ii) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (b) (3) (i) of this section, HUD must conclude that the exception will serve to further the purposes of the ESG program and the effective and efficient administration of the recipient's or sub-

recipient's program or project, factoring the cumulative effect of the following factors, as applicable:

- (a) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (b) Whether an opportunity was provided for open competitive bidding or negotiation;
- (c) Whether the affected person has withdrawn from his or her functions, responsibilities or the decision-making process with respect to the specific activity in question;
- (d) Whether the interest or benefit was present before the affected person was in the position described in paragraph (b) (1) of this section;
- (e) Whether undue hardship results to the recipient, the sub-recipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict; and
- (f) Any other relevant considerations.
- (g) **Contractors.** All contractors of the recipient or sub-recipient must comply with the same requirements that apply to sub-recipients under this section.

#### **FAITH-BASED ACTIVITIES**

(1) Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. Neither the Federal Government nor a State or local government receiving funds under ESG shall discriminate against an organization on the basis of the organization's religious character or affiliation.

(2) Organizations that are directly funded under the ESG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for program participants.

(3) Any religious organization that receives ESG funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and

expression of its religious beliefs, provided that the religious organization does not use direct ESG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide ESG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an ESG-funded religious organization retains its authority over its internal governance, and the organization may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

(4) An organization that receives ESG funds shall not, in providing ESG assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

(5) ESG funds may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. Solutions ESG funds may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under the ESG program. Where a structure is used for both eligible and inherently religious activities, ESG funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to ESG funds. Sanctuaries, chapels, or other rooms that an ESG-funded religious congregation uses as its principal place of worship, however, are ineligible for funded improvements under the program. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (see 24 CFR parts 84 and 85).

(6) If the recipient or a sub-recipient that is a local government voluntarily contributes its own funds to supplement federally funded activities, the recipient or sub-recipient has the option to segregate the Federal funds or commingle them. However, if the funds are commingled, this section applies to all of the commingled funds.

#### **OTHER FEDERAL REQUIREMENTS**

(1) *General.* The requirements in 24 CFR part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).

(2) *Affirmative outreach.* The recipient or sub-recipient must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures that the recipient or sub-recipient intends to use to make known the availability of the facilities, assistance, and services will to reach persons of any particular race, color, religion, sex, age, national

origin, familial status, or disability who may qualify for those facilities and services, the recipient or sub-recipient must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services. The recipient and its sub-recipients must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, recipients and sub-recipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.

- (3) *Uniform Administrative Requirements.* The requirements of 24 CFR part 85 apply to the recipient and sub-recipients that are units of general-purpose local government, except that 24 CFR 85.24 and 85.42 do not apply, and program income is to be used as match under 24 CFR 85.25(g). The requirements of 24 CFR part 84 apply to sub-recipients that are private nonprofit organizations, except that 24 CFR 84.23 and 84.53 do not apply, and program income is to be used as the nonfederal share under 24 CFR 84.24(b). These regulations include allowable costs and non-Federal audit requirements.

#### **ENVIRONMENTAL REVIEW**

Activities executed and allowable under this manual and the Code of Federal Regulations are subject to environmental review by HUD under 24 CFR part 50, including for any activities that may be classified as Exempt or Categorically Excluded (Not Subject to 24 CFR 58.5).

#### **CLIENT PRIVACY**

The sub-recipient must have written procedures to ensure:

- (1) The security and confidentiality of records containing any personally identifying information of any individual or family who applies for and/or receives assistance; and
- (2) That the address or location if any assisted housing will not be made public, except to the extent that this prohibition contradicts a pre-existing privacy policy of the agency.

EXHIBIT C  
HTF ALLOCATION  
PLAN

# **COUNTY OF HAWAII HOUSING TRUST FUND PROGRAM ALLOCATION PLAN**

## **I. INTRODUCTION**

The National Housing Trust Fund (HTF) program was created under Title 1 of the Housing and Recovery act of 2008, Section 1131 (Public Law 110-289) and is administered by the U.S. Department of Housing and Urban Development (HUD). The regulations which govern the HTF are contained in 24 CFR Part 93, Housing Trust Fund. The purpose of the HTF is to provide grants to State governments to increase and preserve the supply of decent, safe, and sanitary affordable housing for primarily extremely low-income (30% AMI) households.

## **II. STATE ALLOCATION PLAN**

The Hawaii Housing Finance and Development Corporation (HHFDC) is a designated HTF Grantee for the state of Hawaii. HHFDC's HTF Allocation Plan has received approval from HUD to allow HHFDC to allocate its HTF funds to the counties (Sub-Grantees) for rental activities. HHFDC's Allocation Plan requires HTF projects to be selected and awarded through an application issued by the counties. The County of Hawaii (County) is a designated HTF Sub-grantee.

## **III. DISTRIBUTION OF FUNDS**

The County will receive an allocation of \$2,850,000 in PY 2024 HTF Funds. The allocation includes \$2,700,000 in program funds, and \$150,000 for administrative and planning expenses. The County's Consolidated Plan identifies a substantial need for new affordable rental housing. Consequently, the County will invest PY 2024 HTF funds for rental housing activities. The County expects to implement rental projects through a third-party Recipient (e.g. owner; developer) that meets the eligibility requirements described herein. The annual distribution is described below:

- a. The County will retain \$150,000 of the HTF annual allocation for allowable administrative and planning expenses.
- b. The balance of the HTF annual allocation will be provided to Recipient(s) selected through the County's HTF Application.
- c. The HTF Program requires the commitment of funds within 18 months of HUD's execution of the HTF Grant Agreement. In order to meet this requirement, the County must commit funds by the commitment date established in the Sub-grantee Agreement.

#### **IV. ELIGIBLE ACTIVITIES AND EXPENSES**

Rental Housing – The County will focus HTF funds on providing affordable rental housing to 30% AMI households. HTF funds may be used for the production, preservation, and rehabilitation of affordable rental housing through the acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities.

All rehabilitation projects must meet applicable HTF rehabilitation standards and the requirements of 24 CFR 93.301(b). However, in as much as the County intends to expend PY 2024 HTF only for the new construction of rental housing.

Eligible HTF activities and expenses include the following:

- Real Property Acquisition;
- Site Improvements;
- Development hard costs (new construction; rehabilitation);
- Related soft costs;
- Demolition;
- Conversion;
- Financing Costs;
- Relocation Assistance;
- Operating cost assistance for rental housing; and
- Reasonable administrative and planning costs for the HTF program administration.

The County does not intend to use HTF funds for the refinancing of existing debt.

#### **V. ELIGIBLE RECIPIENTS**

An organization, agency or other entity (including a public housing agency, or a for-profit entity, or a nonprofit entity) is eligible to apply for HTF assistance as an owner or developer to carry out an HTF-assisted project. An HTF Recipient must:

- a. Make assurances to the County that it will comply with the requirements of the HTF program during the entire period that begins upon the selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
- b. Demonstrate the ability and financial capacity to undertake, comply and manage the eligible activity;
- c. Demonstrate its familiarity with the requirements of other Federal, State or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs and;
- d. Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct, or rehabilitate, and manage an affordable multi-family rental housing development.



## **VI CONSOLIDATED PLAN PRIORITY**

A 5-Year Consolidated Plan (2020-2024) has been adopted by the County of Hawaii to address the County's needs, priorities, and strategic plan. The County has amended the PY 2024 Annual Action Plan to include this HTF Allocation Plan and selected project(s) for PY 2024 HTF funding.

## **VII APPLICATION AND AWARD PROCESS**

Applications for the HTF are issued, accepted, reviewed, and selected by the County for funding consideration, subject to the availability of funds. Applications are reviewed for eligibility and rated using the selection criteria. Each application must describe the eligible activity, in accordance with 24 CFR 93.200, to be conducted with HTF funds and contain a certification by each eligible recipient that housing units assisted with HTF will comply with the HTF requirements.

In addition, applicants must provide performance goals and benchmarks that the County will use to monitor efforts to accomplish the rental housing objectives. Rental housing projects may provide tenant preferences in accordance with 24 CFR 93.303, as provided for in the County's consolidated plan. Any limitation or preference must not violate the nondiscrimination requirement in 24 CFR 93.350.

### **Minimum Thresholds:**

Applicants must meet all of the following Minimum Threshold requirements to receive consideration for an allocation or award of HTF. Failure to meet any Minimum Threshold shall result in the immediate rejection of the application.

1. **Market Assessment** – A market assessment of the housing needs of extremely low-income individuals to be served by the project must be submitted as a part of the application. The assessment should review the neighborhood and other relevant market data to determine that there is a current demand for the type and number of housing units being developed.
2. **Site Control** – Evidence of site control shall be submitted with the application for HTF funds. Site control shall be substantiated by providing evidence in the form of an executed lease or sales option agreement, fee simple deed, executed land lease, or any other documentation acceptable to the County. Evidence of site control must be provided for all proposed sites.
3. **Capital Needs Assessment (For projects acquiring an existing property)** – To ensure that the proposed rehabilitation of the project is adequate, and that the property will have a useful life that exceeds the affordability period, a Capital Needs Assessment of the property by a competent third party shall be submitted with the application. A Capital Needs Assessment is a qualified professional's opinion of a property's current physical condition. It identifies deferred maintenance, physical needs and deficiencies, and material building code violations that affect the property's use, structural and mechanical integrity, and future physical and financial needs. A Capital Needs Assessment shall identify any work that must be completed immediately to address health and safety issues, violation of Federal and State law, violation of local code, or any work

necessary to ensure that the building can continue to operate as affordable housing.

4. Pro forma Criteria:

a. Debt Service Ratio (DSR) for Projects with hard debt service requirements:

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

b. Debt Service Ratio for Projects with no hard debt service requirements:

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

c. Hard Debt Service Requirement:

1. Defined as scheduled regular and periodic principal and/or interest payments of project loan obligations made for its direct benefit, as evidences by a note and loan agreement.
2. Applicants are required to support all hard debt service loans and terms with executed lenders' commitment letters, letters of interest, or term sheets.

d. Underwriting Criteria and Requirements:

1. Applicants are required to use the following parameters and assumptions in the preparation of the project pro forma:
  - i. Annual Income Inflation Rate of 2% for the first 15 years and Annual Expense Inflation Rate of 3% for the first 15 years, or term of the first mortgage, whichever is greater.
  - ii. Annual Income Inflation Rate of 2% and Annual Expenses Inflation Rate of 2% for the remaining term of affordability.
  - iii. Vacancy Rate of no less than 5%.
  - iv. Annual Replacement Reserve Allocation of no less than \$300 per unit per year.

5. Phase I Environmental Site Assessment – All proposed multifamily (more than four housing units) HTF projects require a Phase I Environmental Site Assessment. For acquisition/rehabilitation projects, the Phase I Environmental Site Assessment should address lead-based paint and asbestos.

6. Developer Fee – For new construction, the maximum developer fee is 15% of total development costs or \$3,750,000 (whichever is less). For acquisition/rehabilitation, the maximum developer fee is 10% of the acquisition costs and 15% of the rehabilitation costs, or \$3,750,000 (whichever is less).

## VIII SELECTION CRITERIA

Hawaii County will review and rate all project proposals in accordance with the State's Selection Criteria. In addition, all project proposals will be reviewed using Hawaii County's Selection Criteria, which considers additional factors. Selected project(s) will be reviewed and selected in accordance with both, the States and Hawaii County, selection criteria.

The following selection criteria shall be used in the evaluation of HTF Applications:

1. Extent and Seriousness of the Identified Needs (Max. 100 pts.) – The project demonstrates that the needs and priorities of the community will be met. The project will provide affordable housing to extremely low income persons.
2. Consolidated Plan Priorities (Max. 100 pts.) – The extent to which the project proposes accomplishments that will meet the rental housing objectives for both the HHFDC and the County. The HTF is primarily a production program meant to add units to the supply of affordable housing for extremely low-income households. Merits of the application in meeting the priority housing needs of the County where the project is located such as accessible to transit or employment centers, housing that includes green building and sustainable development features or housing that serves special needs populations;
3. Need for HTF Funds (Max 100 pts.) – The applicant demonstrates the need for HTF funding. All sources of funding are secured and/or committed to complete the project. No other source of funds can replace HTF resources.
4. Results to be Achieved (Max 100 pts.) – The project would resolve the problem. All other actions needed to support the project have been committed and are clearly demonstrated. The project proposes accomplishments that will meet the rental housing objectives for both the HHFDC and the County. The HTF is primarily a production program meant to add units to the supply of affordable housing for extremely low-income households. Merits of the application in meeting the priority housing needs to the County where the project is located, such as, accessible to public transportation, employment centers, housing that includes green building and sustainable development features or housing that serves special needs population, will be given.
5. Budget and Funding (Max 100 pts.) – Project pro forma to cover a minimum 30-year HTF affordability period and include rents that are affordable to extremely low-income households. Priority to be given for projects with extended affordability periods and project based rental assistance. Firm financial commitments from other funding sources (non-

federal funding sources) are secured to evaluate project timeliness to expend HTF funds.

6. Site Selection Standards Information (Max. 100 pts.) – The applicant demonstrates site control. Site control shall be substantiated by providing evidence in the form of an executed lease or sales option agreement, fee simple deed, executed land lease, or any other documentation acceptable to the County. Evidence of site control must be provided for all proposed sites. There are no delinquencies against the proposed project. The proposed project has appropriate zoning or zoning exemptions. The project has secured firm commitments for utilities, to include but not limited to, electrical, water, sewer/wastewater etc.
7. Environmental Concerns – (Max. 100 pts.) – An Environmental Assessment has been completed and does not indicate any environmental concerns.
8. Additional Actions Needed – (Max. 50 pts.) – The project fully resolves the identified problem. No further action will be needed in order to complete the project.
9. Compliance with Federal Overlay Statutes (50 pts.) – There are no overlay statute problems. The applicant submitted all required documentation to support compliance with Federal Overlay Statutes.
10. Project Management (Max. 100 pts.) – The applicant clearly documents the necessary qualifications and experience to obligate HTF dollars and undertake the funded activity in a timely manner. Staff demonstrates extensive training and experience relative to their functions. Applicant has excellent previous experience and capacity for managing grant funds.
11. Past Performance (Max. 100 pts.) – The applicant demonstrates a proven record of experience with comparable projects and has experience in developing and managing projects of similar type and scope. The applicant also demonstrates experience with other comparable projects.

Successful Recipient(s) will receive a Notice of Award, which will state that the County's intent to award HTF funds is subject to approval by the approving authorities of the County, HHFDC and HUD.

## **IX MAXIMUM PER-UNIT DEVELOPMENT SUBSIDY LIMITS**

Each year, HHFDC must establish maximum limitations on the total amount of HTF funds that may be invested per-unit for development of non-luxury rental housing projects. The HOME Program Maximum Per-Unit Subsidy Limits have been adopted for the HTF program. The development costs of affordable rental housing across the state are generally higher in comparison with the HOME subsidy limits. However, due to the limited funding, the HTF projects will require leveraging with other significant sources of funds. The HOME subsidy limit provides a reasonable maximum to develop a greater number of HTF assisted units throughout the state.

The following table reflects the maximum per unit subsidy limits by bedroom size for housing assisted with HTF within the State of Hawaii, for PY 2021.

Bedrooms	PY 2023 HTF Maximum Per-Unit Subsidy Limit
0	\$ 228,252
1	\$ 319,553
2	\$ 410,854
3	\$ 547,805
4	\$ 684,756

**X REHABILITATION STANDARDS**

The County of Hawaii has elected to utilize HTF for the development of new rental housing projects rather than rehabilitation projects. Therefore, Rehabilitation Standards are not relevant to the County's 2024 HTF Allocation.

**Grantee SF-424's and Certification(s)**

**Cover and Signature Page  
Annual 2024 Action Plan for  
Consolidated Plan 2020-2024**

Name of Grant Recipient: County of Hawai'i

Contact Person/Title: Susan K. Kunz, Housing Administrator

Phone: 808-961-8379 Fax: 808-961-8685

E-mail: ohcededbg@hawaiicounty.gov

The 2024 Annual Action Plan is the fifth and final Action Plan for the County of Hawai'i's Consolidated Plan during its five-year period starting July 1, 2020 through June 30, 2025 and complies with Subpart C of 24 CFR part 91. The County of Hawai'i certifies that it will operate its Community Development Block Grant, Emergency Solutions Grant, HOME Investment Partnerships and National Housing Trust Fund Programs in accordance with this plan and applicable federal and state laws and regulations.

Recommend Approval:

  
\_\_\_\_\_  
Susan K. Kunz  
Housing Administrator  
Office of Housing and  
Community Development

Date 5/29/24

Approved as to Form and Legality:


  
\_\_\_\_\_  
Deputy Corporation Counsel  
County of Hawai'i

Date 5/03/2024

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* 3. Revision, select appropriate date(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 4. Date Received: <input type="text" value="6/24/24"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only: 6. Date Received by State: <input type="text"/> 7. State Application Identifier: <input type="text"/>		
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="County of Hawaii"/>		
* b. Employer/Taxpayer Identification Number (E/TIN): <input type="text" value="87-600531"/>	* c. UEI: <input type="text" value="7759551205F3"/>	
<b>d. Address:</b>		
* Street 1: <input type="text" value="1540 Kamehameha Street"/>	Street 2: <input type="text" value="Suite 102"/>	
* City: <input type="text" value="Hilo"/>	County/Parish: <input type="text"/>	
* State: <input type="text" value="HI Hawaii"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip/Postal Code: <input type="text" value="96720 5203"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Office of Housing &amp; Comm. Dev."/>	Division Name: <input type="text" value="Housing Management"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Susan"/>	<input type="text"/>
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: <input type="text" value="Kuntz"/>	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text" value="Housing Administrator"/>		
<b>Organizational Affiliation:</b> <input type="text" value="County of Hawaii Office of Housing and Community Development"/>		
* Telephone Number: <input type="text" value="808-961-8099"/>	Fax Number: <input type="text" value="808-961-8665"/>	
* Email: <input type="text" value="shcdodbq@hawaiicounty.gov"/>		

Application for Federal Assistance SF-424	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="D: County Government"/>	
<b>Type of Applicant 2: Select Applicant Type</b> <input type="text"/>	
<b>Type of Applicant 3: Select Applicant Type</b> <input type="text"/>	
<b>* Other (Specify):</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="U. S. Department of Housing and Urban Development"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.226"/>	
<b>CFDA Title:</b> <input type="text" value="Community Development Block Grant, Community Program and Non-Residential Public Housing in Hawaii"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="N/A"/>	
<b>* Title:</b> <input type="text" value="N/A"/>	
<b>13. Competition Identification Number:</b> <input type="text"/>	
<b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
<b>* 18. Descriptive Title of Applicant's Project:</b> <input type="text" value="County of Hawaii's Annual 2024 Action Plan for the 2024 CDBG program year"/>	
Attach supporting documents as specified in agency instructions. <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	



Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: <input type="text" value="2"/>	* b. Program/Project: <input type="text" value="11 000"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="07/01/2024"/>	* b. End Date: <input type="text" value="05/30/2025"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="2,679,156.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="2,679,156.00"/>
* 18. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes" provide explanation and attach:	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. "By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text" value="M."/>	* First Name: <input type="text" value="Nichols"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Roth"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Mayor, County of Hancock"/>	
* Telephone Number: <input type="text" value="808-561-2211"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="Nichols.Roth@hancockcounty.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="6/3/24"/>



**Application for Federal Assistance SF-424**

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

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

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

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**11. Catalog of Federal Domestic Assistance Number:**

**CFDA Title:**

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**\* 12. Funding Opportunity Number:**

**\* Title:**

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**13. Competition Identification Number:**

**Title:**

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

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

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**Attach supporting documents as specified in agency instructions**

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant: [ ] \* b. Program/Project: [HI-002]

Attach an additional list of Program/Project Congressional Districts if needed  
 [ ] [Add Attachment] [Delete Attachment] [View Attachment]

**17. Proposed Project:**

\* a. Start Date: [07/01/2024] \* b. End Date: [06/30/2029]

**18. Estimated Funding (\$):**

* a. Federal	271,806.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	0.00
* g. TOTAL	271,806.00

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

a. This application was made available in the State under the Executive Order 12372 Process for review on [ ]

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

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

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

Yes  No

If "Yes", provide explanation and attach  
 [ ] [Add Attachment] [Delete Attachment] [View Attachment]

21. "By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

I AGREE

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


**Authorized Representative:**

Prefix: [dc] \* First Name: [Michele L.]  
 Middle Name: [ ]  
 Last Name: [Booth]  
 Suffix: [ ]

\* Title: [Mayor, County of Hawaii]

\* Telephone Number: [808-961-5211] Fax Number: [ ]

\* Email: [m.booth@hawaiicounty.gov]

\* Signature of Authorized Representative:  \* Date Signed: [6/3/24]

**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.

**Uniform Relocation Act and 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, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

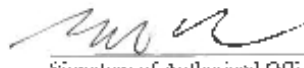
**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

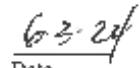
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the 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-T.L.L., "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 Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

  
 \_\_\_\_\_  
 Signature of Authorized Official  
 Mayor  
 \_\_\_\_\_  
 Title

  
 \_\_\_\_\_  
 Date

### Specific Community Development Block Grant 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 91.104.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan 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 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 CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having 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 (see Optional CDBG Certification).

2. **Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2024 [a period specified by the grantee 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.

In addition, 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.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0318-0012), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to insure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 55472B-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§1801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 551661-1663, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 5794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-614), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) 5552S and 527 of the Public Health Service Act of 1912 (42 U.S.C. 5529d dd-3 and 29d ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 55601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

11. Will comply or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7321-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-323) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11988; (c) protection of wetlands pursuant to EO 11988; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program (developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1452 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-203).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§466a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.
20. Will comply with the requirements of Section 106(j) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Mayor, County of Hawaii
APPLICANT ORGANIZATION	DATE SUBMITTED
County of Hawaii	6/3/24

SF-224D (Rev. 7-97) G&K



#### ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long as the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

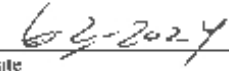
**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

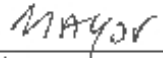
**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

**Discharge Policy** – The jurisdiction will establish 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, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

  
\_\_\_\_\_  
Signature/Authorized Official

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LBBHYING**

**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.