

**Appendix D:**  
**Citizen Participation Plan**

# **Citizen Participation Plan**

## **CITIZEN PARTICIPATION PLAN**

**A Plan for Citizen Input and Involvement in the**

**Community Development Block Grant,  
HOME Investment Partnership,  
National Housing Trust Programs  
Community Development Block Grant - CV**

**with the**

**U.S. Department of Housing and Urban Development and the State of Hawai'i Housing and  
Finance and Development Corporation**

**County of Hawai'i  
Office of Housing and Community Development  
1990 Kino'ole Street, Suite 102  
Hilo, Hawai'i 96720  
Telephone: (808) 961-8379**

**Approved: May 6, 2020**

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## **I. INTRODUCTION**

The U.S. Department of Housing and Urban Development (HUD) administers the Community Development Block Grant (CDBG) Program, established by Congress through the Housing and Community Development Act of 1974, as amended. The County of Hawai'i is a direct recipient of CDBG funds from HUD. The purpose of the CDBG Program is to provide decent housing, a suitable living environment, and expand economic opportunities, principally for persons of low- and moderate-income. The County has received CDBG funds from 1976 to the present.

In order for the County to receive its annual CDBG grant and in an effort to coordinate and condense the planning and application aspects of the CDBG Program, HUD in 1995 replaced the past CDBG application process with a single plan submission called the Consolidated Plan. The County's Consolidated Plan also serves as an information resource for the State of Hawai'i's Consolidated Plan submission and application for funding under HUD's HOME Investment Partnerships (HOME) and National Housing Trust Fund (HTF) programs.

The Consolidated Plan is a single plan which will describe the County's needs, priorities, funding plans, and proposed projects and certify compliance with CDBG Program requirements. The Consolidated Plan covers a five (5) year period and also includes the County's HOME and HTF Projects for information purposes.

In addition, Section 104 (a) of the Housing and Community Development Act of 1974, as amended, requires that the County certify and now adopt as part of the Consolidated Plan process a detailed citizen participation plan which shall contain the following:

1. Provides for and encourages citizen participation in the development of the Consolidated Plan, any substantial amendments to the Plan and past performances report of CDBG/HOME/HTF activities, with particular emphasis on participation by persons of extremely low, very-low, low- and moderate-income, residents of slum and blighted areas, low- and moderate-income neighborhoods, minorities and non-English Speaking persons and persons with disabilities in which CDBG/HOME/HTF funds are proposed to be used;
2. Encourages the consultation with public housing authorities with emphasis for participation of residents of the public and to assist housing developments in developing and implementing the Consolidated Plan as well as to obtain views on housing and community development needs and non-housing development needs;
3. Provides citizens, units of local government and other interested parties information on the amount of funds available, range of eligible activities, plans to

minimize displacement and the amount of CDBG/HOME/HTF funds that will benefit very-low and moderate-income persons;

4. Provides citizens with reasonable and timely access to public meetings, information, and availability of the Consolidated/Action Plan, substantial amendments and performance records relating to the grantee's proposed use of funds and actual use of the funds;
5. Provides for technical assistance to groups, representative of persons of extremely low, very-low, low- and moderate-income that requests such assistance in developing proposals and questions related to housing and community development needs, proposed activities, and program performance;
6. Provides public notices for public hearings to obtain citizens' views and to respond to proposals and questions at all stages of the Consolidated/Action Plan process, including at least the development of needs, priorities, goals and the review of proposed activities, and the review of program performance. Hearings shall be held after adequate notice at times and locations convenient to potential or actual beneficiaries and with accommodations for the disabled;
7. Provides for a timely written response to written complaints and grievances, within fifteen (15) working days, where practicable;
8. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
  - a. Person with special needs may request reasonable accommodations to participate in hearings (e.g., large print, taped materials, sign language, interpreter, or translator for non-English speaking participants, at least seven (7) days prior to the public hearings).
9. Identifies how the County will re-allocate/reprogram its HUD funds during a disaster, pandemic, epidemic or other emergencies to carry out eligible activities and revisions to its Consolidated and Annual Action Plan.
10. Inform its citizens of any waivers to the Consolidated Plan, Annual Action Plan and Citizen Participation Process in the event of a disaster or emergency declaration.

This Citizen Participation Plan describes how the County will comply with the above requirements to keep the public informed of CDBG/HOME/HTF programs, projects, and activities and provide the opportunity for public input. All citizens, including the elderly, minorities, persons with disabilities, persons of low and moderate income, and members

of the business community, civic groups, community associations, public agencies, government agencies and ethnic-cultural groups, are encouraged to give input to the CDBG/HOME/HTF Programs.

## **II. ENCOURAGEMENT OF CITIZEN PARTICIPATION**

Citizens will be encouraged to be involved in all stages of the Consolidated/Action Plan Process. Citizens may submit their views and priorities by calling, faxing, emailing and writing or speaking directly to staff of the Office of Housing and Community Development (OHCD) at: 1) public hearings, 2) public meetings, 3) during public comment periods, and/or 4) at any time during the year. Citizens will be informed of such opportunities for input through public notices.

### **A. Public Notices**

Public notices will appear in newspaper(s) of general circulation and the OHCD website to:

- 1) Announce the location and purpose of the public hearings, amount of federal assistance, range of activities that may be undertaken with CDBG/HOME/HTF funds, including the estimated amount that will benefit persons of extremely-low, very-low, low- and moderate-income and availability of CDBG/HOME/HTF proposals to the public;
- 2) Announce the participation in the development of the Consolidated/Action Plan and any substantial amendments to the Consolidated/Action Plan;
- 3) Announce the availability of the Citizen Participation Plan for public review and comment;
- 4) Announce the availability of the draft Consolidated/Action Plan for public review and comment;
- 5) Announce the meeting of the County Housing Agency/Finance Committee;
- 6) Announce the meeting of the Hawai'i County Council;
- 7) Announce the availability of the final Consolidated/Action Plan;
- 8) Announce the availability of the Consolidated Annual Performance Evaluation Report; and

- 9) Announce substantial amendment to its Consolidated Plan and Annual Action Plan during disasters and emergency declarations.

Public hearing notices will also state that the OHCD will provide bilingual opportunities to persons or groups who speak and/or read a primary language other than English upon request by the person or group. In addition, the OHCD will provide services of an interpreter for the hearing impaired, large print and taped materials upon request by the person or group.

**B. Public Hearings/Meetings**

Public hearing(s) will be held to hear citizens' housing and community development needs, comments on the progress of past and current CDBG/HOME/HTF projects, Consolidated/Action Plan and Citizen Participation Plan, and to explain the Consolidated/Action Plan Process.

The public hearings will be held at a location that is accessible to persons with disabilities and at a time and location convenient to potential and actual beneficiaries. The public hearings may be conducted via video conferencing or virtual meeting as allowed by HUD in certain situations. Citizen or groups are requested to call at least a week prior to the hearing so arrangements can be made.

A public meeting will be held by the Hawai'i County Housing Agency (HCHA) and/or Finance Committee (FC) for the purpose of authorizing the Mayor to sign and submit the Consolidated/Action Plan for which the Office of Housing and Community Development is recommending CDBG/HOME/HTF funding through its annual Action Plan. Following the action of the HCHA/FC, a public meeting of the Hawai'i County Council will be held to authorize the Mayor to sign and submit the County's Consolidated Plan and/or its Action Plan to the U.S. Department of Housing and Urban Development (HUD) in order for the County to receive its federal funding allocation(s). These public meetings shall be held in Hilo at the Hawai'i County Council room, unless otherwise announced. Virtual meetings will be allowed by HUD in certain situations.

A public notice will be published, and meeting agendas will be posted at the Hawai'i County Council room at least seven (7) days prior to the public meetings. These public meetings are open to the public. Interested persons will have an opportunity to submit data, views or arguments in writing as well as provide oral testimony on the proposed CDBG/HOME/HTF activities.

Any comments or views expressed at the public meeting will be considered for relevance and incorporated or attached into the Consolidated/Action Plan, and/or Consolidated Annual Performance Evaluation Report (CAPER).

### **C. Public Comment Period**

In addition to the opportunity to present comments at public hearings and public meetings, citizens will have the opportunity to comment on: 1) the draft Citizen Participation Plan, Consolidated Plan and/or Action Plan prior to its submittal to the HCHA/FC and County Council, and 2) the proposed CAPER Reports prior to its submittal to HUD. Public comment periods shall not be less than 30 days for the draft Consolidated Plan and any substantial amendment to the Consolidated Plan; not less than one week for the final Consolidated Plan, Citizen Participation Plan; and 15 days for CAPER Reports. In certain situations, HUD can authorize a reduced public comment period which will be stated in the public notice.

In the event of disasters and/or emergency declarations, the County will utilize waivers to statutes, regulations and requirements authorized by the Secretary of HUD and reduce the available number of comment days as granted.

### **III. TECHNICAL ASSISTANCE**

Technical assistance will be provided by the staff of the Office of Housing and Community Development (OHCD) to any groups of persons requesting assistance in developing CDBG/HOME/HTF project proposals. OHCD staff will also be available to answer questions and to provide assistance during the public hearings and/or meetings.

### **IV. PUBLIC ACCESS TO INFORMATION**

In order to provide opportunities for citizens, public agencies and other interested parties to participate in the Consolidated/Action Plan Process, the County will publish public notices to notify all interested parties on the various stages of the Consolidated/Action Plan. In addition, a summary of the draft Consolidated/Action Plan will also be published and available for comment on the OHCD website. CDBG/HOME/HTF proposal forms and Federal guidelines covering eligible activities will be available at the public hearings and at the following locations Monday through Friday, 7:45 a.m. to 4:30 p.m., except holidays.

Office of Housing and  
Community Development  
(Kino'ole Plaza)  
1990 Kino'ole Street, Suite 102  
Hilo, Hawai'i 96720-5293  
Phone: 961-8379

Office of Housing and  
Community Development  
(West Hawai'i Civic Center)  
74-5044 Ane Keohokalole Hwy  
Kailua-Kona, Hawai'i 96740  
Phone: 323-4300

The draft/proposed and final Consolidated Plan as well as the Action Plans will also be available on the OHCD website for review.

**V. COMPLAINTS OR GRIEVANCES**

Citizens may submit complaints or grievances regarding the Consolidated/Action Plan process by writing to the Office of Housing and Community Development. The Office will make every reasonable attempt to provide a written response to any written complaint or grievance within 15 working days of its receipt.

All mailed, fax or email comments and/or opinions received will be considered for relevance when preparing the final Consolidated/Action Plan, any amendments to the Plan, or performance reports. A summary of comments will be attached to the final Consolidated/Action Plan, amendments to the Plan, or performance reports.

**VI. SCHEDULE**

Exhibit 5 is a sample schedule for the Consolidated/Action Plan which reflects the foregoing provisions.

**VII. CRITERIA FOR AMENDMENT TO CONSOLIDATED PLAN**

The County will determine the necessity to amend its approved Consolidated/Action Plan whenever it is presented with the following decisions:

1. Makes a change in its allocation priorities or changes its method of distribution of funds;
2. Carries out a new activity not previously described in the approved Action Plan;
3. Changes the purpose, scope, location, or beneficiaries of an activity; or
4. Its response to disasters because existing conditions pose a serious and immediate hazard or threat to the health and welfare of the public, which is a direct result from flooding, tidal wave (tsunami), earthquake, or pandemic, epidemic or other natural causes (i.e. infectious disease).

The County will determine whether a change or amendment is substantial in nature as it relates to changes in purpose, scope, location, or beneficiaries of an activity. The County's basis for a substantial change will hinder on whether the activity continues to assist the original beneficiaries.

Should the County determine that an amendment is substantial in nature, then a public notice will be published for thirty (30) days or less as authorized by HUD to receive comments on the substantial amendment before the amendment is implemented. Subsequently, if an amendment is not substantial in nature then a public notice will be

published for a two (2) week comment period or less as authorized by HUD to inform citizens of the County's amendment(s) to the plan.

The County may, during disasters and emergency declaration, publish a notice and announce a reduced comment period time as approved and directed by the Secretary of HUD.

In situations where there is a surplus of CDBG/HOME/HTF funds which will be transferred to existing approved project(s) to offset project deficits, the County will not publish a public notice to announce these transfer of funds.

In cases of disasters and emergencies and/or in situations as declared by the Mayor, or in his absence his authorized representative, to be of particular urgency because existing conditions pose a serious and immediate hazard or threat to the health and welfare of the public which is a direct result from flooding, tidal wave (tsunami), earthquake, pandemic, epidemic or other natural causes (i.e. infectious disease), the County will prioritize and utilize its unencumbered or reprogram CDBG funds for eligible CDBG/HOME/HTF activities as determined by the OHCD, to alleviate these threatening conditions.

The County will elect to use unencumbered or reprogram funds under the National Objective of urgent need and/or slum and blight activities for short term interim assistance for high priorities as contained in its current Consolidated Plan when activities are unable to be fully funded by FEMA, SBA, or other sources.

With respect to the County's environmental responsibilities during an emergency/disaster situation, the County will deem emergency activities for temporary or permanent improvements that do not alter environmental conditions and that are limited to protection, repair or restoration activities necessary only to control or arrest the effects of the disaster to be considered exempt from the environmental review process (24 CFR 58.34 (a)(10)).

Due to the immediate urgency of these situations, the County will, at a later date, publish a public notice to inform its citizens of the actual expenditure of these CDBG funds.

## **VIII. CARES ACT & CDBG-CV**

### **A. CDBG-CV Waiver - Public Notice & Comment Period**

The CARES Act authorizes grant waivers and alternative requirements of statutes and regulations in administering the CDBG-CV funds for fiscal years 2019 and 2020 CDBG funds program years. Critical time frames for the acceptance and implementation of the CDBG-CV funds allows the waiver to the 30-day Public Comment Period under 24 CFR 91.105 (c)(2) to a not less than 5 days comment period, the use of virtual public hearings when necessary for public health reasons and suspension of the 15% public service cap.

**B. Substantial Amendments**

In the event of future disasters and to rapidly respond to serious or immediate hazards and threats, the County will waive the 30-day minimum comment period for substantial amendments to its Consolidated Plan, Annual Action Plan and Citizen Participation Plan and utilize the 5 day comment period until the end of its 2020 program year. In addition, the County will utilize virtual hearings to protect its citizens from the exposure of public health hazards.

The County will also reprogram any unencumbered CDBG funds to address disaster related activities and will continue to determine if an amendment is substantial in nature as it relates to changes in purpose, scope, location, or beneficiaries of an activity. The basis for substantial will hinder on whether the activity continues to assist the original beneficiaries.

To allow its the immediate selection and distribution of CDBG-CV funds, the County will forgo its customary request for proposal process in selecting and distributing of CDBG funds and instead directly award funds to organizations and agencies that target high priority activities as they address and alleviate immediate conditions posing particular urgency to housing, public health and safety, federal mandates, public facilities, infrastructure, public services and economic development to low and moderate income households and persons.

**C. Public Hearings and Meetings**

To limit the exposure of health hazards to its citizens in providing public testimony at public hearings and meetings, the County will utilize virtual hearings, written comments, emails and faxed testimony to receive comments and views of citizens to its Substantial Amendments to the Consolidated Plan, Annual Action Plan and Citizen Participation Plan.

**D. Public Notice**

In situations where there is a surplus of CDBG funds which will be transferred to existing approved project(s) to offset project deficits during disaster and emergency situations the County will not publish a public notice to announce these transfer of funds or may publish at a later date to inform its citizens of the actual expenditures of these funds.

In all case scenarios above, the County will submit a matrix description of its amendment(s) to HUD on its proposed changes.

EXHIBIT 1

"SAMPLE"

PUBLIC NOTICE ON PUBLIC MEETINGS  
And REQUEST FOR PROPOSALS  
For  
COUNTY OF HAWAI'I'S  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG),  
HOME INVESTMENT PARTNERSHIPS (HOME) AND  
NATIONAL HOUSING TRUST FUND (HTF) PROGRAMS

The County of Hawai'i Office of Housing and Community Development (OHCD) will hold a series of public hearings on the aforementioned programs. As required by federal regulations, the County has selected the locations and times in an effort to encourage comments and views from persons of extremely low, very low- and moderate-income. The following selected locations have been identified in the current U.S. Census as low- and moderate-income areas:

PUNA PUBLIC HEARING

Date: Monday, Month, Day, Year  
Time: \_\_:\_\_ a.m./p.m.  
Place: Pahoa Neighborhood Center

HILO PUBLIC HEARING

Wednesday, Month, Day, Year  
Time: \_\_:\_\_ a.m./p.m.  
1990 Kino'ole Street  
Existing Housing Conference Room

HAMAKUA PUBLIC HEARING

Date: Thursday, Month, Day, Year  
Time: \_\_:\_\_ a.m./p.m.  
Place: Honoka'a Gym

KONA PUBLIC HEARING

Wednesday, Month, Day, Year  
Time: \_\_:\_\_ a.m./p.m.  
Place: West Hawaii Civic Center

The purpose of the public hearings is to hear views and comments from citizens on housing and community development needs and the past performance of U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and National Housing Trust Program funds (HTF). In addition, the OHCD will entertain comments with respect to the currently approved Consolidated Plan (CP), Citizens Participation Plan, and suggestions or possible projects that comply and meet with the priorities and strategies in the CP section of its Consolidated Plan process.

The County encourages its citizens, especially persons of extremely low, very-low, low and moderate income, minorities and non-English speaking persons, as well as persons with disabilities, to attend the public hearing and share their comments and views.

Persons requiring special needs (i.e., sign language, bilingual interpreters, large print and taped material) may call the OHCD at V/TT 961-8379 at least 7 days prior to the hearings so arrangements may be made to accommodate them.

Citizens who will be unable to attend these hearings may submit written testimony, email or fax testimony pertaining to their housing and community development needs, or comments to the Consolidated Plan by (Day, Month, Year), to Housing Administrator, Office of Housing and Community Development

(OHCD), 1990 Kino`ole Street, Suite 102, Hilo, Hawai`i 96720, email:  
[ohcdcdbg@hawaiicounty.gov](mailto:ohcdcdbg@hawaiicounty.gov)

After the public hearing, the OHCD staff will be available to discuss the procedures and guidelines for applying for the County's **(Year)** CDBG, HOME and HTF programs. The OHCD staff will provide technical assistance to groups requesting assistance in developing proposals.

**CDBG/HOME/HTF PROJECT PROPOSALS FORMS**

The CP describes the County's housing and community development needs, funding plans and strategies and the County's Annual Action Plan for the CDBG, HOME and HTF Program funds.

The County of Hawai`i is, therefore, seeking project proposals for its **(Year)** Annual Action Plan for its CP to submit to the U.S. Department of Housing and Urban Development (HUD).

The County expects to receive approximately **(\$ Amount)** for its CDBG Program, **(\$ Amount)** for the HOME Program and **(\$ Amount)** for the HTF program.

Project proposals submitted to the OHCD must comply with the program criteria, meet eligibility requirements, program objectives, and be consistent with the County's Priorities and strategies as contained in the County's current Consolidated Plan.

An original project proposal and two (2) copies must be received **by 4:30 p.m. on Day, Month, Year**, by the OHCD, 1990 Kino`ole Street, Suite 102, Hilo, Hawai`i 96720.

The proposal forms and federal guidelines covering the eligible activities will be available at the public hearings and at the following locations beginning **(Month, Day, Year)**, Monday through Friday, 7:45 a.m. to 4:30 p.m., except on holidays. Proposal forms will also be mailed, upon request, after **(Month, Day, Year)**.

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT (OHCD)  
(Kino`ole Plaza)  
1990 Kino`ole Street, Suite 102  
Hilo, Hawai`i 96720-5293  
Phone: 961-8379

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT (OHCD)  
(West Hawai`i Civic Center)  
74-5044 Ane Keohokalole Highway  
Kailua-Kona, Hawai`i 96740  
Phone: 329-4300

In addition, copies of the County's current Consolidated/Action Plan, Citizen Participation Plan and past performance of CDBG, HOME and HTF funds are also available at the both locations.

The following is a brief summary to the Citizen Participation Plan, CDBG, HOME and HTF programs.

**Citizen Participation Plan:**

The County is proposing to amend its currently approved Citizen Participation Plan which describes and outlines the County's plan to encourage and inform all its citizens, especially persons of extremely low, very low and low and moderate income, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments, to participate in the development of the County's Consolidated Plan.

The amendment includes the HOME Investment Partnerships and National Housing Trust Fund programs, stipulates the County's requirements on the use of federal funds during an emergency situation and corrects and clarifies other clerical and technical aspects of the Citizen Participation Plan.

The proposed amendments are required and necessary to comply with the federal program rules and regulations.

The Hawai'i County Housing Agency and or Finance Committee and Hawai'i County Council will be acting on the amended Citizen Participation Plan during the approval of the County's Action Plan for its (year) Consolidated Plan.

**Community Development Block Grant Program:**

Title I of the Housing and Community Development Act of 1974 (Public Law 93-383) created the CDBG Program, which became effective January 1, 1974. Under the CDBG Program, a community is able to develop a flexible, locally designed comprehensive community development strategy in order to address the program's primary objective: ". . . development of viable urban communities, by providing decent housing and suitable living environments and expanding economic opportunities principally for persons of low and moderate income."

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

Range of Eligible Activities for the use of CDBG Program funds:

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

- |  |  |
|--|--|
| <p>undertaken as part of the development program.</p> <ul style="list-style-type: none"> <li>* Assist privately owned utilities.</li> <li>* Code enforcement in deteriorated areas, together with public improvements and services, to arrest the area's decline.</li> <li>* Rehabilitation of privately owned buildings and low-income public housing.</li> <li>* Homeownership and Counseling</li> </ul> | <p>architectural barriers restricting mobility of elderly and disabled persons.</p> <ul style="list-style-type: none"> <li>* Historic preservation.</li> <li>* Assistance to sub-recipients to carry out activities listed.</li> <li>* Renovation of closed school buildings.</li> <li>* Micro enterprise Assistance.</li> <li>* Planning activities.</li> </ul> |
|--|--|

**HOME Investment Partnerships Program:**

The HOME Program was created under Title II (the HOME Investment Partnerships Act) of the National Affordable Housing Act of 1990. The purpose of the HOME program is to expand the supply of decent, safe, sanitary and affordable housing for very low- and low-income persons.

Range of Eligible Activities for the use of HOME Program funds:

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

Applicants applying for HOME funding are required to match for every \$1.00 of federal HOME funds expended for the project with at least \$.25 of eligible matching funds.

**National Housing Trust Fund:**

The National Housing Trust Fund (HTF) Program is a new federally funded program which was created by Section 1131 of Title I of the Housing and Economic Recovery Act of 2008. This program is intended to be a locally designed and administered program to increase and preserve the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing for extremely low-income households, including homeless families.

The State of Hawai'i Housing Finance and Development Corporation (HHFDC) anticipates receiving approximately (\$ Amount) in HTF funds. The allocation is divided amongst the City and County of Honolulu and Counties and rotated annually between the neighbor island counties.

Hawaii County is next in the rotation will receive the HTF program funds of approximately (\$ Amount). The County is targeting these funds

solely for rental housing activities serving households with incomes at or below 30% of the area median income. HTF funds can be used for the new construction or acquisition and/or rehabilitation of rental housing units affordable to extremely low-income families and some operating costs for rental projects.

For additional program information, please view the OHCD website at [www.hawaii.gov/office-of-housing/](http://www.hawaii.gov/office-of-housing/)

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT  
COUNTY OF HAWAI`I  
by: Housing Administrator

Mayor

County of Hawai`i

(Hawaii Tribune-Herald: **(Month, Day, Year and Month, Day, Year)**)

(West Hawai`i Today: **(Month, Day, Year and Month, Day, Year)**)

EXHIBIT 2

"SAMPLE"

PUBLIC NOTICE

COUNTY OF HAWAI'I CONSOLIDATED/ACTION PLAN FOR  
THE COUNTY'S CONSOLIDATED PLAN - COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIPS (HOME) AND NATIONAL HOUSING  
TRUST (HTF) PROGRAMS

The Office of Housing and Community Development (OHCD) has developed and published its proposed Consolidated/Action Plan for the U.S. Department of Housing and Urban Development's (HUD) (Year) CDBG, HOME and HTF Programs and is providing affected citizens an opportunity to examine its contents and to submit comments on the proposed (Year) Consolidated/Action Plan.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The County of Hawai'i has been informed by HUD that the County's total (Year) CDBG allocation is (\$ Amount). The County plans to utilize these funds for the following projects:

<u>CDBG Projects</u>	<u>Amount</u>
Acquisition/Construction	\$ _____
Renovation & Restoration	\$ _____
Planning & Administration	\$ _____
Total	\$ _____

Based on the proposed (Year) CDBG projects, the OHCD estimates that \_\_\_ percent or (\$ Amount) in CDBG grant funds will benefit low-and moderate-income persons in accordance with CDBG regulations.

The CDBG Project amount for the County of Hawai'i's (Project) 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.

HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM

The State of Hawai'i is required to submit its (Year) Action Plan to HUD for the (Year) HOME Program. It is anticipated that the State will continue to rotate the HOME funds among the three neighbor island counties. The County of Hawaii anticipates that it will receive approximately (\$ Amount) for its (Year) HOME Program.

To prepare for the (Year) Home Program, the County requested project proposals and will submit the following projects to the State's Housing Finance and Development Corporation for approval:

<u>HOME Projects</u>	<u>Amount</u>
County of Hawai'i's HOME Rental Assistance	\$
County of Hawai'i's HOME Rental Assistance Administration	\$
HOME Administration	\$ _____
Total	\$

The HOME project amount for the County of Hawai'i's HOME Project(s) 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.

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

The State of Hawai'i is required to submit its **(Year)** Action Plan to HUD for the **(Year)** HTF Program. It is anticipated that the State will continue to divide the HTF funds among the three neighbor island counties. The County of Hawaii anticipates that it will receive approximately **(\$ Amount)** for its **(Year)** HTF Program.

To prepare for the **(Year)** HTF Program, the County requested project proposals and will submit the following projects to the State's Housing Finance and Development Corporation for approval:

<u>HTF Projects</u>	<u>Amount</u>
County of Hawai'i's HTF PROJECT	\$
County of Hawai'i's HTF PROJECT	\$
HTF Administration	\$ _____
Total	\$

The HTF project amount for the County of Hawai'i's HTF Project(s) 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.

**PUBLIC COMMENT PERIOD**

The proposed **(Year)** Consolidated/Action Plan will be available for public review and comment from **(Month, Day, Year)**, to **(Month, Day, Year)**, on the OHCD website and at the following locations, Monday through Friday, 7:45 a.m. to 4:30 p.m., except on holidays:

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT (OHCD)  
(Kino`ole Plaza)  
1990 Kino`ole Street, Suite 102  
Hilo, Hawai`i 96720-5293  
Phone: 961-8379

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT (OHCD)  
(West Hawai`i Civic Center)  
74-5044 Ane Keohokalole Highway  
Kailua-Kona, Hawai`i 96740  
Phone: 329-4300

Persons, particularly those who are extremely low, very-low, low- and moderate-income, are encouraged to submit their comments regarding the activity or activities that are being proposed in their area.

As required by the Housing and Community Development Act of 1974, a Plan to Minimize Displacement will also be available for public review at the above OHCD locations.

The OHCD will consider any comments and views expressed by citizens on the proposed **(Year)** Consolidated/Action Plan and may modify the Plan, if deemed appropriate.

Citizens who wish to comment on the proposed plan must submit their comments in writing to the OHCD by **(Month, Day, Year)**, in order for the Hawai`i County Housing Agency and Hawai`i County Council to consider them in their review of the final **(Year)** Consolidated/Action Plan. Comments can be mailed to the address above or emailed to [ohcdcdbg@hawaiicounty.gov](mailto:ohcdcdbg@hawaiicounty.gov). The Hawai`i County Housing Agency/Finance Committee and Hawai`i County Council will be meeting on **(Month, Day, Year)**, and **(Month, Day, Year)**, respectively.

Office of Housing and Community  
Development - County of Hawai`i  
By: Housing Administrator

Mayor  
County of Hawai`i

(Hawai`i Tribune-Herald: **(Month, Day, Year)**  
(West Hawai`i Today: **(Month, Day, Year)**

EXHIBIT 3

"SAMPLE"

PUBLIC NOTICE

COUNTY OF HAWAI`I  
(Year) CONSOLIDATED/ACTION PLAN FOR THE COUNTY'S  
CONSOLIDATED PLAN PROGRAM YEAR FOR THE COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIPS (HOME) AND  
NATIONAL HOUSING TRUST PROGRAMS

The Hawai`i County Council has approved the County of Hawai`i (Year) Consolidated/Action Plan for the County's (Year) Consolidated Plan program year with the U.S. Department of Housing and Urban Development (HUD) and have authorized the Mayor to execute and submit the (Year) Consolidated/Action Plan to HUD for the CDBG, HOME and HTF programs.

The County of Hawai`i plans to utilize its (Year) CDBG, HOME and HTF funds for the following projects:

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The County of Hawai`i has been informed by HUD that the County's total (Year) CDBG/HOME/HTF allocation is (\$ Amount). The County plans to utilize these funds for the following projects:

<u>CDBG/HOME/HTF Projects</u>	<u>Amount</u>
CDBG/HOME/HTF Project	\$
CDBG/HOME/HTF Project	\$
Planning & Administration	\$ _____
Total	\$

The CDBG/HOME/HTF project amounts for the project(s) 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/HOME/HTF funds.

Based on the proposed (Year) CDBG projects, the OHCD estimates that \_\_\_% percent of (\$ Amount) in CDBG grant funds will benefit low- and moderate-income persons in accordance with CDBG regulations.

The HOME/HTF Project amount for the project(s) 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.

As required by the Housing and Community Development Act of 1974, as amended, the (Year) Consolidated/Action Plan will be available for public review from (Month, Day) to (Month, Day, Year), on the OHCD website and at the following locations, Monday through Friday, 7:45 a.m. to 4:30 p.m., except on holidays.

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT (OHCD)  
(Kino`ole Plaza)  
1990 Kino`ole Street, Suite 102  
Hilo, Hawai`i 96720-5293  
Phone: 961-8379

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT (OHCD)  
(West Hawai`i Civic Center)  
74-5044 Ane Keohokalole Highway  
Kailua-Kona, Hawai`i 96740  
Phone: 329-4300

The OHCD will mail and or electronically submit the final **(Year)**  
Consolidated/Action Plan to HUD, Honolulu Area Office, on May **(Day, year)**, to  
meet HUD's submittal deadline of May **(Day, year)**.

Office of Housing and Community  
Development - County of Hawai`i  
By: Housing Administrator

Mayor  
County of Hawai`i

(Hawai`i Tribune Herald: **(Month, Day, Year)**  
(West Hawai`i Today: **(Month, Day, Year)**

EXHIBIT 4

"SAMPLE"

PUBLIC NOTICE

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
SMALL CITIES PROGRAM  
CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

The County of Hawai'i, through its Office of Housing and Community Development (OHCD), has developed its proposed CAPER for its **(Year-Year)** CDBG/HOME/HTF programs.

The purpose of the report is to provide the U.S. Department of Housing and Urban Development (HUD) with information on the financial and physical development status of each CDBG-assisted activity within the County.

In accordance with the Housing and Community Development Act of 1974, as amended, the proposed report will be available for public review and comment from **(Month, Day, Year)**, at the following locations:

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT (OHCD)  
(Kino'ole Plaza)  
1990 Kino'ole Street, Suite 102  
Hilo, Hawai'i 96720-5293  
Phone: 961-8379

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT (OHCD)  
(West Hawai'i Civic Center)  
74-5044 Ane Keohokalole Highway  
Kailua-Kona, Hawai'i 96740  
Phone: 329-4300

Copies of the draft CAPER may also be obtained by calling the OHCD at (808) 961-8379 or (808) 323-4300.

The OHCD will consider any written comments and views expressed by citizens on the draft CAPER and may modify the reports, if it is deemed appropriate.

Citizens who wish to comment on the draft CAPER must submit their comments in writing to the OHCD, 1990 Kino'ole Street, Suite 102, Hilo, Hawai'i 96720-5293, fax to (808)961-8685 or email to [ohcdcdbg@hawaiicounty.gov](mailto:ohcdcdbg@hawaiicounty.gov). by 4:30 p.m. on **(Month, Day, Year)**.

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT  
COUNTY OF HAWAI'I  
BY: HOUSING ADMINISTRATOR

MAYOR  
COUNTY OF HAWAI'I

(Hawai'i Tribune Herald: **(Month, Day, Year)**  
(West Hawai'i Today: **(Month, Day, Year)**

EXHIBIT 5

"SAMPLE"

CONSOLIDATED/ACTION PLAN AND  
CDBG/HOME/HTF APPLICATION SCHEDULE

<u>DATE</u>	<u>TASK</u>
(Month, Day, Year)	Public hearing to hear the Housing & Community Development needs and explain the application procedures, and Consolidated/Action Plan process.
(Month, Day, Year)	Hilo: 1990 Kino`ole St. (Time, a.m./p.m.) Kona: Mayors Office (Time, a.m./p.m.) Honoka`a: Honoka`a Gym, (Time, a.m./p.m.) Pahoa: Neighborhood Center, (Time, a.m./p.m.)
(Month, Day, Year)	CDBG/HOME/HTF Project proposals due to the OHCD.
(Month, Day, Year)	OHCD to review, rank, and select CDBG/HOME/HTF Projects for the County's Consolidated/Action Plan to HUD.
(Month, Day, Year)	OHCD to draft the County's proposed Consolidated/Action Plan.
(Month, Day, Year)	Public notice appears in newspapers and County website, announcing the availability of the proposed Consolidated/Action Plan for public review and comment.
(Month, Day, Year)	Comment period for the County's proposed Consolidated/Action Plan (30 days required).
(Month, Day, Year)	Deadline to submit documents for Hawai`i County Housing Agency/Finance Committee meeting.
(Month, Day, Year)	Housing Agency/Finance Committee meeting to approve projects.
(Month, Day, Year)	Deadline to submit documents for Hawai`i County Council meeting.
(Month, Day, Year)	Council meeting to authorize Mayor to sign and submit the County's Consolidated/Action Plan to HUD.
(Month, Day, Year)	Obtain Mayor's signature.
(Month, Day, Year)	Public Notice appears in newspapers and County website summarizing the final Consolidated/Action Plan.
(Month, Day, Year)	Consolidated/Action Plan due.

**EXHIBIT 6**

**"SAMPLE"**

**PUBLIC NOTICE  
PROGRAM AMENDMENT TO COMMUNITY  
DEVELOPMENT BLOCK GRANT  
SMALL CITIES PROGRAMS**

The Office of Housing and Community Development (OHCD) has developed and published its draft amendments to the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and National Housing Trust (HTF) programs, to afford affected citizens an opportunity to examine its contents, and to submit comments on the draft amendments.

**AMENDMENT TO (Consolidated Program Year) Consolidated/Action Plan**

In accordance with the County's approved Citizen Participation Plan, projects determined to substantially change in purpose, scope, location and beneficiaries shall be listed and described here. Should the amendment be substantial in nature, then this notice will be published for thirty (30) days or less as approved by HUD to receive public comments. Subsequently, if an amendment is not substantial in nature then a public notice will be published for a two (2) week comment period or less as approved by HUD to inform citizens of the County's amendment(s) to the plan.

The draft amendments will be available for public review and comment from **(Month, Day, Year)** to **(Month, Day, Year)** at the following locations, Monday through Friday, 7:45 a.m. to 4:30 p.m., except on holidays.

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT (OHCD)  
(Kino'ole Plaza)  
1990 Kino'ole Street, Suite 102  
Hilo, Hawai'i 96720-5293  
Phone: 961-8379

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT (OHCD)  
(West Hawai'i Civic Center)  
74-5044 Ane Keohokalole Highway  
Kailua-Kona, Hawai'i 96740  
Phone: 329-4300

The OHCD will consider any comments and views expressed by citizens on the draft amendments, and may modify the amendments, if it deems appropriate.

Citizens who wish to comment on the draft amendments must submit their comments in writing to the OHCD, or FAX your comments to (808)961-8685 or email to [ohcdcdbg@hawaiicounty.gov](mailto:ohcdcdbg@hawaiicounty.gov), by **(Month, Day, Year)**.

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT - COUNTY OF HAWAI'I

Mayor  
County of Hawai'i  
(Hawai'i Tribune Herald:  
(West Hawai'i Today:

**(Month, Day, Year)**  
**(Month, Day, Year)**

**EXHIBIT 7**

**"SAMPLE"**

**PUBLIC NOTICE  
SUBSTANTIAL AMENDMENTS TO 2015-2019 CONSOLIDATED/ANNUAL ACTION/CITIZEN  
PARTICIPATION PLANS  
FOR COMMUNITY DEVELOPMENT BLOCK GRANT-CORONAVIRUS PROGRAM  
(CDBG-CV)**

The County of Hawai'i's Office of Housing and Community Development (OHCD) has developed and is publishing its substantial amendments to its 2015-2019 Consolidated Plan (CP), Annual Action Plan (AAP) and Citizen Participation Plan (CPP) with the U.S. Department of Housing and Urban Development (HUD).

The County of Hawai'i OHCD anticipates receiving approximately \$1,543,033.00 of Community Development Block Grant-Coronavirus (CDBG-CV) funds under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020. The CDBG-CV funds are to be used to prevent, prepare for and respond to the Coronavirus (COVID-19).

The CARES Act also authorizes and grants waivers and alternative requirements of statutes and regulations for the administration and use of the CDBG-CV funds for fiscal year 2019 and 2020. The County has been submitted its waivers to HUD on its Substantial Amendment to allow the County to meet the critical time frames to receive and administer the CDBG-CV funds. The OHCD is amending its 2015-2019 CP, 2019 AAP and CPP, its project selection and allocation process to directly select and administer the project activities and is using the allowed 5 day public comment period under the CARES Act in contrast to its customary Request for Proposal process and the 30 day public comment period.

The County is amending its 2019 Annual Action Plan to include and utilize the CDBG-CV funds for the following projects:

1. CDBG-CV - The Food Basket Pandemic Emergency Food Program - \$.00
2. CDBG-CV - Aloha United Way: Covid-19 Rent and Utility Assistance Program (CRUA) - \$.00
3. CDBG-CV - Hope Services Hawaii: Resilience Program for Rent and Utility Assistance
4. CDBG-CV Hawaii County Economic Opportunity Council: Grocery and Meal Delivery -\$.00
5. CDBG-CV Boy and Girls Club of the Big Island: Meal Preparation and Delivery -\$.00
6. CDBG-CV Planning and Administration - \$250,000.00

The Amendments to the plans are available for viewing on the County of Hawaii OHCD website: [www.hawaiicounty.gov/office-of-housing/](http://www.hawaiicounty.gov/office-of-housing/)

Under the CARES Act, a 5-day public comment April \_ to \_, 2020 is allowed to announce and receive comments to the Amendments to the CP, AAP and CPP.

Citizens who wish to comment on the amendments can either submit their comments in writing to the Office of Housing and Community Development, 1990 Kino`ole St. Suite 102, Hilo, Hawaii 96720, FAX your comments to (808)961-8685 or email: ohcdcdbg@hawaiicounty.gov, by \_\_\_\_, 2020.

The OHCD will consider any comments and views expressed by citizens on the amendments, and may modify the 2015-2019 CP, AAP and CPP, if it deems appropriate.

OFFICE OF HOUSING AND COMMUNITY  
DEVELOPMENT - COUNTY OF HAWAI`I

BY:

Housing Administrator

Mayor  
County of Hawai`i

(Hawai`i Tribune Herald: (\_/\_/2020)

(West Hawai`i Today: (\_/\_/2020)