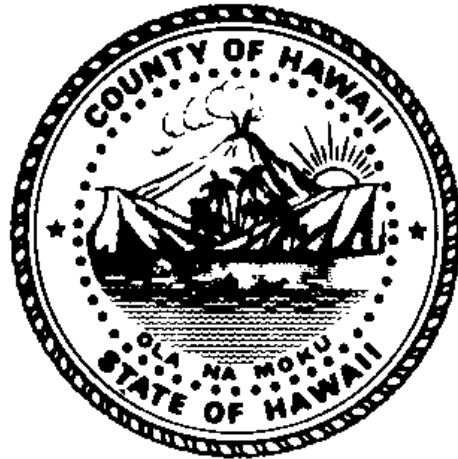


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PHA Annual Plan for Fiscal Year 2023
Beginning July 1, 2023



County of Hawai'i
Office of Housing and Community Development

1990 Kino'ole Street, Suite 102 • Hilo, Hawai'i 96720 • (808) 961-8379 • Fax (808) 961-8685
Existing Housing: (808) 959-4642 • Fax (808) 959-9308
Kona: (808) 323-4300 • Fax (808) 323-4301



Introductions

The Public Housing Authority (PHA) Plan process was established by the United States Housing Act of 1937 (42 U.S.C. 1437 et seq), Section 5A. Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), Pub. L. 105-276, created the requirement for submission of 5-Year and Annual PHA Plans by all PHA's administering the Public Housing and/or Housing Choice Voucher (HCV) programs. The PHA Plan is a guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the 5-Year Plan, which each PHA submits to the U.S. Department of Housing and Urban Development (HUD) once every 5th PHA fiscal year and the Annual Plan, which is submitted to HUD every year by non-qualified agencies.

The PHA Annual Plan for Fiscal Year 2023 includes the Agency's mission and the Agency's long-range goals and objectives for achieving its mission over a five-year period.

The PHA policies, rules and requirements concerning the PHA's operations, programs and services are included in the PHA Plan. The Plan also includes statements of compliance with Civil Rights Rules and Regulations and Fair Housing Rules.

The proposed Annual Plan will be presented to the Resident Advisory Board (RAB) on March 3, 2023 at 1990 Kino'ole Street, Suite 104 Hilo, Hawai'i 96720.

The public commenting period is from February 10, 2023 to March 28, 2023. The finalized Annual Plan is then submitted to HUD by April 15, 2022.

Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	<p> PHA Name: <u>Hawaii County Housing Agency</u> PHA Code: <u>HI002</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2023</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>2083</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 20%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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B.	Plan Elements.
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
B.2	New Activities. – Not Applicable
B.3	<p>Progress Report.</p> <p>See Attached Annual Progress Report for Hawaii County Housing Agency - 2022</p>
B.4	Capital Improvements. – Not Applicable
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Single Audit of Federal Financial Assistance Programs Report Dated October 7, 2022</p> <p>(b) If yes, please describe:</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> RAB Meeting scheduled for Friday, March 3 at 11:30am</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Public Hearing March 28, 2023</p> <p>If yes, include Challenged Elements.</p>

D.	Affirmatively Furthering Fair Housing (AFFH).						
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="180 472 1453 919"> <tr> <td data-bbox="180 472 1453 510">Fair Housing Goal: Share Fair Housing information & updates with non-English or limited English speaking clients.</td> </tr> <tr> <td data-bbox="180 510 1453 919"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The OHCD is committed to providing Fair Housing trainings in person and on-line for non-English speaking applicants, participants, and landlords. To achieve this goal the OHCD will continue to coordinate an annual Fair Housing training for non-English or limited English proficiency speakers.</p> </td> </tr> </table> <table border="1" data-bbox="180 947 1453 1360"> <tr> <td data-bbox="180 947 1453 984">Fair Housing Goal: Easy Access to Fair Housing Information</td> </tr> <tr> <td data-bbox="180 984 1453 1360"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Fair Housing information and resources are provided on the OHCD website at https://www.housing.hawaiicounty.gov/community-resources/fair-housing. Information provided on this website include videos, landlord and tenant information on common forms of discrimination, reasonable accommodations, and direct contact information for complaint information and filing. The website also provides information about the State's coordinated Fair Housing webinars hosted in April of each year during national Fair Housing Awareness month.</p> </td> </tr> </table> <table border="1" data-bbox="180 1388 1453 1835"> <tr> <td data-bbox="180 1388 1453 1425">Fair Housing Goal: Hold Fair Housing Trainings</td> </tr> <tr> <td data-bbox="180 1425 1453 1835"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The OHCD will develop and implement a plan to identify new landlords and increase participation in Fair Housing training. There are a total of 20 planned trainings to be delivered to the "general audience" which can include staff, landlords, tenants, homeless service providers, and other community partners.</p> </td> </tr> </table>	Fair Housing Goal: Share Fair Housing information & updates with non-English or limited English speaking clients.	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The OHCD is committed to providing Fair Housing trainings in person and on-line for non-English speaking applicants, participants, and landlords. To achieve this goal the OHCD will continue to coordinate an annual Fair Housing training for non-English or limited English proficiency speakers.</p>	Fair Housing Goal: Easy Access to Fair Housing Information	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Fair Housing information and resources are provided on the OHCD website at https://www.housing.hawaiicounty.gov/community-resources/fair-housing. Information provided on this website include videos, landlord and tenant information on common forms of discrimination, reasonable accommodations, and direct contact information for complaint information and filing. The website also provides information about the State's coordinated Fair Housing webinars hosted in April of each year during national Fair Housing Awareness month.</p>	Fair Housing Goal: Hold Fair Housing Trainings	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>The OHCD will develop and implement a plan to identify new landlords and increase participation in Fair Housing training. There are a total of 20 planned trainings to be delivered to the "general audience" which can include staff, landlords, tenants, homeless service providers, and other community partners.</p>
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Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. All PHAs must complete this section. (24 CFR §903.11(c)(3))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

- B.2 New Activities.** This section refers to new capital activities which is not applicable for HCV-Only PHAs.
- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)
- C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

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PHA Annual Plan FY 2023
Annual Progress Report for Hawaii County Housing Agency CY 2022

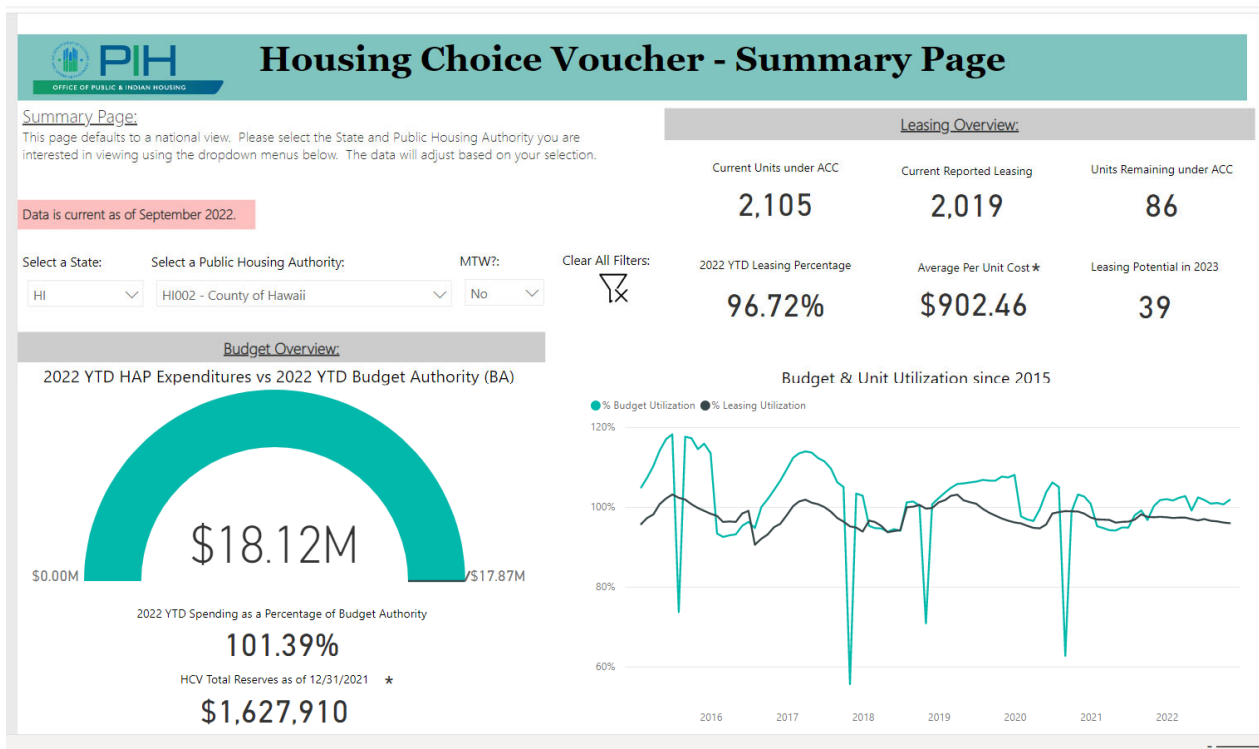
A. Expand the supply of assisted housing

1. Apply for additional Section 8 program vouchers should they become available
2. Adopt strategies and options that maintain the maximum program size of the Housing Choice Voucher (HCV) Program
3. Explore ways to expand service delivery to all housing markets on Hawai'i Island

A.1. Voucher Utilization and Application of New Vouchers including PBV

The Office of Housing and Community Development (OHCD) Existing Housing Division manages the Housing Choice Voucher (HCV) program for Hawaii County. For the calendar year 2022, the Office of Public and Indian Housing (PIH) reports that Hawaii County was awarded an HCV Annual Contributions Contract of 2,083 units with a budget authority of \$21.33 million. An additional twenty-two (22) HCV vouchers were awarded beginning October 2022 increasing budget authority to \$23.56 million.

YTD (data current as of November 2022) reporting shows a leasing percentage of 96.7% or 2,028 units.



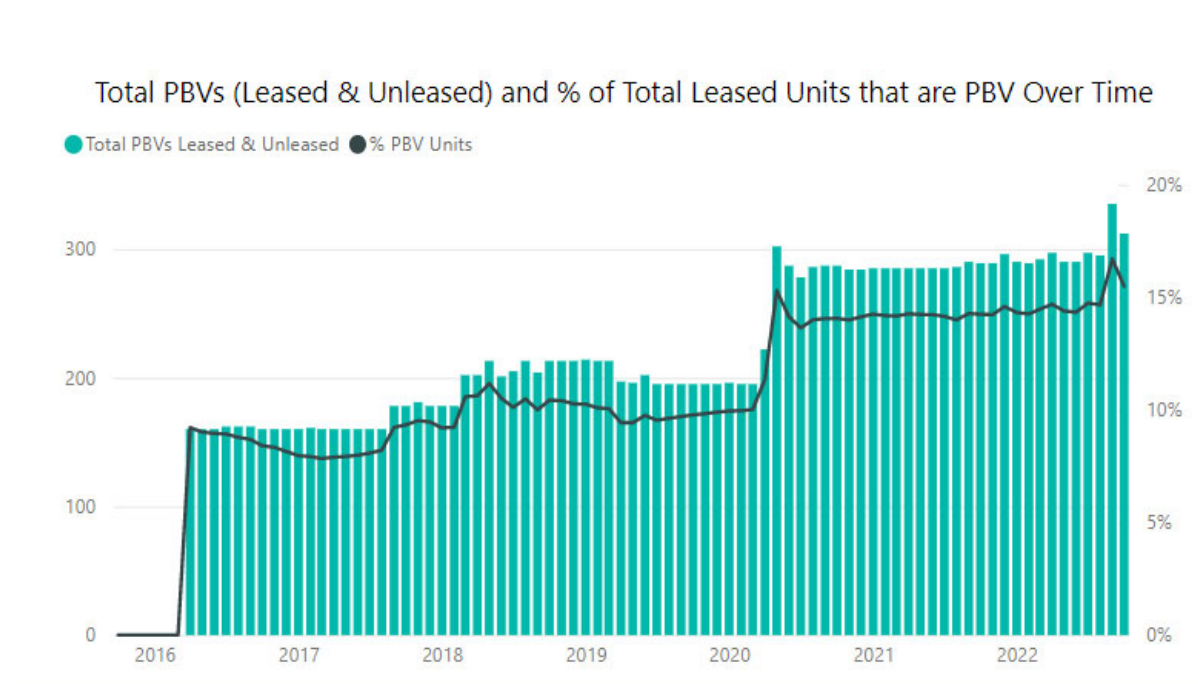
Source: [PIH HCV Program Dashboard](#)

Hawaii County received a total of 157 Special Purpose Vouchers (currently Mainstream and Veterans Affairs Supportive Housing - VASH) which accounts for 7.2% of the County's total Housing Choice Voucher program. Additional VASH vouchers have been applied for

The OHCD also issues Emergency Housing Vouchers (110 available, 33 utilized) and Foster Youth to Independence Vouchers (18 available, 5 utilized). Referrals through partnering agencies are required for participation in EHV and FYI.

The OHCD also applied for HUD’s Stability Voucher Program to assist households experiencing or at risk of homelessness, domestic violence, dating violence, sexual assault, stalking, human trafficking, and veterans and veteran families that include a veteran family member who meets the preceding conditions.

The Project Based Voucher Program is a part of the Housing Choice Voucher Program utilized by Hawaii County to allocate funding to site-specific projects. This funding is awarded through a competitive Request for Proposal process. The County can “project-base” up to 30% (with exception) of its Housing Choice Vouchers. The County continues to increase its utilization of this program over time with a priority on managing the RFP and award process effectively. A table of current and projected awards is provided (Table 1.1)



Source: [PIH HCV Program Dashboard](#)

A.2. Strategies to Maintain Program Size

Waivers

Hawaii County utilized two expedited regulatory waivers throughout 2022: Term of Vouchers; Extensions of Term and SEMAP Score. Relief from specific HUD requirements allowed Hawaii county to grant participant families one or more extensions of the initial voucher term of 120-days allowing for an additional 30 days. Applying this waiver allowed applicants including those with reasonable accommodation requests additional time to search for suitable housing.

Repayment Plan

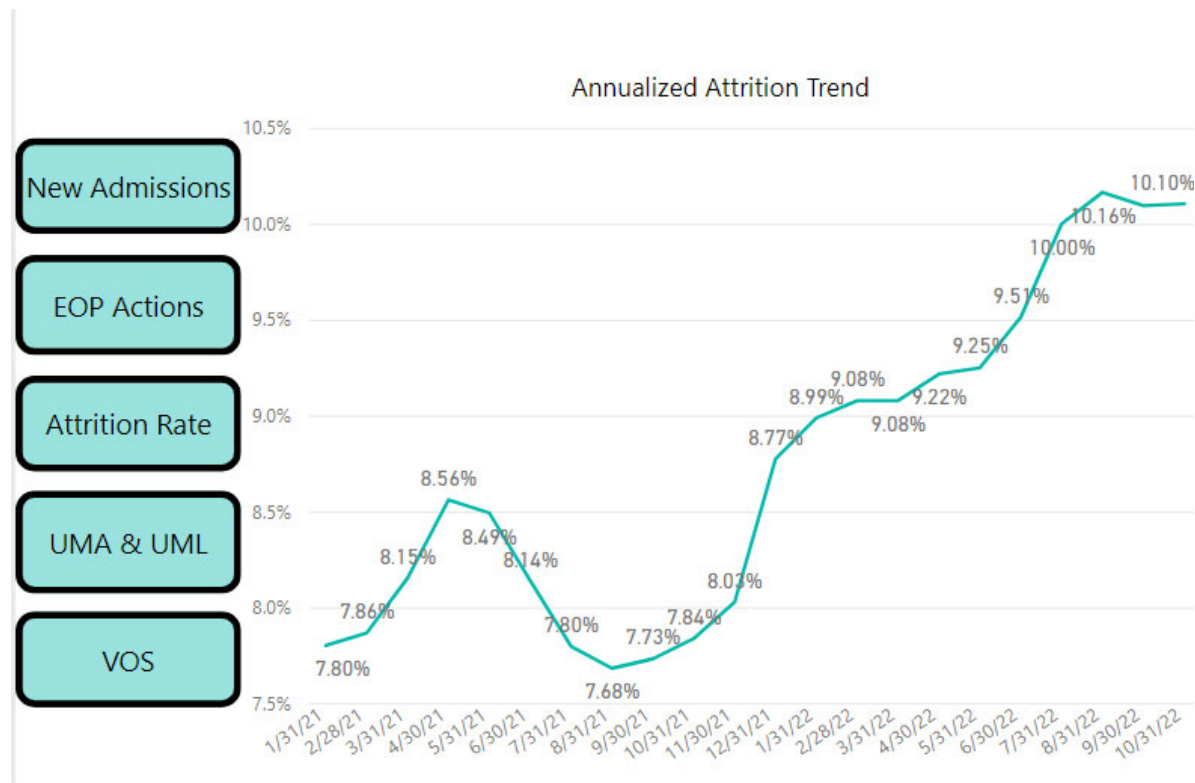
In 2021 the OHCD revised the *Family Debt to PHA Policy* providing repayment plans for families who may have incurred debt to the PHA. Any amount owed to the PHA by an HCV family must be repaid by the family within 30 days. If the family is unable to repay the debt within 30 days, the family may request an exception in writing, detailing their reasons for their inability to pay. If approved, the PHA may enter into a repayment agreement in accordance with the policies stated in the Admin Plan. Notice PIH 2017 12 gives guidance on total amounts a family must pay each month and thresholds for repayment.

Previously, families were required to repay debt within 30-days and rare exceptions were made for entering into a repayment agreement with the family. Failure to repay within 30 days resulted in termination from the program.

Staff indicates this shift in policy has allowed greater ability to keep families housed while repayment is occurring.

Attrition

The year over year HCV attrition rate increased by 2.66%. Annualized attrition rates have increased monthly since August of 2021. This is a trend that needs to be monitored and further analyzed by EHD staff. Anecdotally, staff indicate that permitting and zoning requirements of inspected units have increased disqualification of units and tenants from the Section 8 program. Additionally, pandemic housing market trends, the expiration of the State’s eviction moratorium, and the lack of housing availability in general have all contributed to End of Participation (attrition) rates.



Two-Year Tool

The EHD Division Manager utilizes HUD’s Two-Year Tool Projection to analyze utilization and to better inform decisions for future utilization for program optimization. Based on November 2022

analysis, voucher issuance for 2023 will need to be increased to offset the agency’s annual attrition rate of 9.2%. Projected issuance for 2023 indicates leasing an average of 45 vouchers per month through the first two quarters of the calendar year.

A.3. Island-wide Service Delivery

PBVs

Project Based Vouchers provide the opportunity for OHCD to place vouchers with the goal of deconcentrating poverty and expanding housing availability throughout the jurisdiction. Table 1.1 provides a list of PBV units throughout East and West Hawaii.

# of PBV UNITS	Project Based Vouchers PROJECT NAME	
	Executed HAP	Location
71	Na Kahua Hale O Ulu Wini	73-4180 Ulu Wini Place, Kailua-Kona
20	Mohouli Senior Residences Phase 1	555 Kupuna Place, Hilo
29	Kinoole Senior Residences	2020 Kinoole Street, Hilo
29	Ainakea Senior Residences	53-3988 Ainakea Drive, Kapa’au
20	Lei Ohana (Kamakana Villages)	74-5285 Kaeka Street, Kailua-Kona
15	Lei Kupuna (Kamakana Villages)	74-5285 Kaeka Street, Kailua-Kona
92	Mohouli Senior Residences 3	571 Kupuna Place, Hilo
15	Kaiaulu O Waikoloa	68-1850 Pua Melia Street, Waikoloa
20	Papaaloa Elderly Housing	35-1981 Mamalahoa Highway, Papaaloa
311		
	Pre HAP	
75	Kaloko Heights Affordable Housing	Hina Lani Street, Kailua-Kona
25	Kaiaulu O Kapiolani	Kapiolani Street, Hilo
50	Hale Na Koa O Hanakahi fka West Kawili Senior/Veteran	West Kawili Street, Hilo
150		
	2021 RFP	
44	Honua Ula Living Community	Kealakaa Street, Kailua-Kona
9 EH	E Komo Mai	816 Kinoole Street, Hilo
18	Hale Ola O Mohouli	1450 Mohouli Street, Hilo
28	Hualalai Court	364 Hualalai Street, Hilo
30	Na Hale Makoa (Kamakoa Nui)	Paniolo Drive, Waikoloa
20	Kuakini Heights	Laniahu 1st, Kailua-Kona
140		

Table 1.1 Project Based Voucher Units

Briefings in Hilo and Kona

The OHCD resumed in-person landlord and participant briefings and participant in-take appointments in 2022 in both Hilo and Kona offices. In-person meetings between OHCD staff and program participants did not occur during the pandemic, creating barriers for many participants as well as challenges for case workers in serving families.

Community Engagement Division

The Community Engagement Division of the OHCD coordinates resources with community partners and in 2022 has participated in resource events throughout Hawai’i Island to provide information on housing and other OHCD programs. Listed below are a few of the outreach events that the OHCD participated in:

- Puna Revitalization – Virtual Resource Fair (March 2022. June 2022)
- Kona Library – resource fair at the Kailua-Kona Branch (February 2022)
- County of Hawaii – Virtual Resource Employment Fair (April 2022)
- County of Hawaii – Community Resource Sessions (hosted by Research and Development) – provided information on OHCD programs – total of 10 sessions during the month of April and May 2022
- Vibrant Hawaii – Island-wide Makahiki Events (November 2022 – February 2023)
- New funding sources through County of Hawai'i initiatives for Homeless and Housing Production (Ordinance 22-26)
- Published A Strategic Roadmap for Homelessness and Housing – County of Hawaii outlining priorities for community investment in homelessness and housing on Hawai'i Island.

B. Improve the quality and efficiency of assisted housing

1. Obtain, improve, and maintain a score equaling a "high performer" status on the Section Eight Management Assessment Program (SEMAP).
2. Maximize the utilization of available vouchers
3. Explore new and existing ways to fund, coordinate and link supportive services to housing.
4. Review and update the OHCD administrative plan as needed

B.1. SEMAP

In 2022 the OHCD utilized the SEMAP Score waiver which allowed the PHA to waive the application of SEMAP in its entirety. Annual SEMAP reporting will be submitted in September 2023.

B.2. Maximize Voucher Utilization through preferences and priorities

In 2022 OHCD opened the Waiting List to all applicants and placed approximately two-thousand six hundred (2600) families on the Waiting List. As of November 2022, one hundred and six (106) families were issued vouchers from the waiting list.

Over the past two years, the OHCD adopted waitlist preferences and priorities. The OHCD will prioritize applicants under a valid lease agreement and have a landlord that has agreed to participate in the HCV program. This priority assists applicants by stabilizing their housing.

B.3. Supportive Services

The OHCD hosts Ho'owaiwai Community of Practice monthly meetings that provides an opportunity for community-based and service organization to share about their services, resources and upcoming events.

The OHCD participates in the following supportive services:

- Community Alliance Meeting – monthly meetings held on the last Wednesday of each month. The County provides a written update which includes any and all information related to the OHCD.
- Puna Revitalization quarterly event hosted by the Kilauea Recovery Group to provide community updates. The event provides opportunities for community and service organizations to share about their services and resources.
- Keiki Coalition monthly meetings hosted by the Neighborhood Place of Kona.

- American Job Center monthly meetings of employment and services organizations.
- HOPE Services staff meetings (attend at least 2 meeting in a year).

The OHCD promotes the following resources to landlords and community members:
The Coordination Center operated by the Neighborhood Place of Puna is a one-stop resource center for individuals and families in need of services including housing, financial and health-related resources.

Landlord Tenant Mediation Program Ku'ikahi Mediation Center provides free Landlord Tenant Mediation to help landlords and tenants negotiate back rent payment, new lease terms to prevent eviction, repairs and damages, security deposits and other agreements that support both landlords and tenants.

B.4. Administrative Plan Updates

Administrative Plan updates are in progress. Attention will be given to the Agency's waiting list preference policy, voucher expiration, and new inspection policies.

C. Increase Housing Choices

1. Continue to administer and promote the Homeownership Option Program (HOP)
2. Develop and promote working partnerships with landlords around Hawai'i Island to encourage participation with the Housing Choice Voucher (HCV) Program
3. Research and explore for additional funding sources for landlord incentive programs

C.1. Homeownership Option Program

Housing Choice Voucher (HCV) subsidy can be used for mortgage assistance (instead of rental assistance) through the HCV Homeownership Option Program (HOP) program. To be eligible for the Homeownership Program a family must meet certain income, employment and credit-worthy criteria. Section 8 participants are provided with information about both FSS and HOP programs as part of their initial 2-hour mandatory oral briefing. OHCD staff also conduct FSS and HOP informational briefings throughout the year.

As of December 2022, there were seven (7) families participating in the HOP Program; three of the participants were graduates of the FSS program. Anticipated for early 2023: one new participant in (Ainaloa), four participants through the HICDC Self Help Program (HPP) and one participant in Pahoia pending closing documents.

C.2. Working with Landlords

Landlord Engagement

In December 2021 the OHCD expanded staffing to include a full-time Landlord Liaison who maintains current and potential landlord partnerships. In 2022 the Landlord Liaison created landlord briefings that are conducted to orient current, new and potential landlords to the Section 8 Housing Choice Voucher Programs in more depth so Landlords have a full understanding of how the voucher programs work. Landlord briefings are done both as group and one-one sessions. Each session is approximately 1 hour and covers the following items: How the Housing Assistance Voucher Programs Work, Expectations of the Landlord or Property

Landlord Incentives

In an effort to increase the supply of affordable housing rental units, Landlord Incentives are offered to encourage new landlord participation in targeted voucher programs. In 2022, OHCD

offered two monetary landlord incentives for new units offered to participants in the Emergency Housing Voucher (EHV) and Foster Youth to Independence Initiative (FYI) voucher programs. While the monetary incentive is unrestricted in its use, landlords may use the additional income for minor repairs or maintenance of units to address needs identified in Housing Quality Standards inspections conducted by OHCD.

C.3 Landlord Incentive Funds

Besides program administrative funds that support financial incentives for landlords, the OHCD provides landlords with technical assistance, particularly regarding building codes and permits in an effort to assist potential landlords in meeting Housing Quality Standards inspections.

D. Promote Self-Sufficiency

1. Increase the number of families enrolled in the Family Self-Sufficiency (FSS) Program by promoting program participation at new admission, annual re-exams and by displaying visual displays in interviewing cubicles and the lobby area.

2. Increase and promote awareness of the American Job Center to new and current participants

D.1. The Family Self Sufficiency Program

Through the Family Self Sufficiency (FSS) Program, Hawaii County coordinates housing assistance with public and private resources to help housing assisted families achieve economic self-sufficiency. Hawaii County's goal in operating an FSS program is to match housing-assisted families with existing services so that they may reduce their dependency on housing, welfare, and other government subsidies. Families enter into a contract of participation with the OHCD that establishes realistic, individualized goals. Families earn financial incentives for meeting mandatory goals as well as goals for individual training and services plans. Families receive a payout of their escrow account at graduation from the program.

During the 2022 calendar year there were a total of 14 successful FSS graduations with a total of \$135,426 paid to families through OHCD's escrow account.

The OHCD will expand the FSS Program servicing in FY 2023 with the addition of a second full-time permanent staff position.

The OHCD, through the community engagement division, launched the Hawaii County Financial Empowerment Center which offers professional, one-on-one financial counseling in partnership with Hawaiian Community Assets and Hawai'i First Federal Credit Union.

D. 2. American Job Center

Staff of the Community Engagement Division of the OHCD attend monthly meetings of employment and services organizations through the American Job Center. American Job Center resources are provided to participants during their oral briefing with Existing Housing Division staff.

E. Seek partnerships that will further the goal of affordable housing opportunities

1. Continue to maintain partnerships with community, Federal, and State agencies

2. Participate in the Community Alliance Program (CAP) regularly, in an effort to end homelessness

E.1. Partnerships

The OHCD continues to maintain its relationships with local, state and federal developers, non-profit organizations, coalitions, agencies, and legislators in an effort to advance outcomes in affordable housing, supportive housing and permanent housing with supports. Fiscal year 2022 outcomes of note are:

OHCD staff participation in Lieutenant Governor Green's housing delegation to Austin Texas.

Congressional Funding awarded to two capital improvement projects: Kukuioia Kauhale and Hilo Memorial Hospital.

Award of state lands through Executive Order for future affordable housing development.

E.2. Community Alliance Partners

The HUD Continuum of Care (CoC) Program is designed to promote community wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers plus state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness. In Hawaii County, our CoC is called Community Alliance Partners (CAP). Membership in CAP is required for all organizations who are granted Department of Housing funds to address homelessness.

Currently, over 40 organizations and allies participate in CAP following a Housing First (low barrier system to house) and provide follow-up services island-wide to our house-less neighbors. In 2017, CAP implemented a Coordinated Entry System (CES) which is convened by the OHCD Community Engagement Division Manager.

F. Ensure equal opportunity and affirmatively further Fair Housing

1. Ensure access and suitable living conditions for families utilizing federally assisted housing regardless of race, color, religion, national origin, sex, familial status, sexual orientation, gender identity, marital status, disability, and HIV infection.
2. Continue to improve the dissemination of Fair Housing information to new and existing participants
3. Schedule and encourage annual fair housing trainings and/ or webinars for staff

F.1. Fair Housing for Landlords

Through the Landlord Liaison's oral briefing of exiting and potential landlords, Fair Housing information is provided both in the briefing packet as well as provide orally. Landlords are provided with the OHCD Fair Housing Coordinator's contact information for additional fair housing resources.

OHCD provided Fair Housing training and Landlord Briefings for new landlords joining the HCV/Sec 8 program to provide information, resources and to respond to specific landlord questions.

F.2. Fair Housing for Tenant Participants

Fair Housing information and resources are provided during participant briefings. Seventy-six tenant briefings with Fair Housing information were conducted in the year for approximately 590 new HCV participants. In addition, Fair Housing training was translated for Marshallese speakers.

Fair Housing Training was provided for Lei Ohana residents. This meeting was held at the request of the residents to explore their rights and responsibilities as tenants.

F.3. Fair Housing for Staff

OHCD staff received Disability and Communication Access Board and reasonable accommodations/animals training and participated in state-wide coordinated Fair Housing webinars during the month of April.

G. Improve the housing delivery system

1. Continue to provide online fillable forms, waitlist information, applications to various voucher and project-based voucher programs, and landlord and tenant informational documents pertaining to subsidized housing.
2. Support the professional growth of the OHCD staff by providing adequate training opportunities
3. Provide the utility allowance annually

G.1. Online service

The OHCD implemented an online portal (Assistance Connect) for participants in 2021 however participants continue to contact case managers and specialists directly and staff indicate that they prefer this level of customer service as well. A review of this system as well as the barriers it creates for those without internet or with other technical challenges will be done in the 2023 calendar year. Otherwise, portability applications and waiting list applications are available online and waiting list status is available at waitlistcheck.com.

In 2022 the OHCD launched a newly designed website www.housing.hawaiicounty.gov

G.2. Staff Training

The EHD continues to conduct regular monthly meetings for housing specialists to improve workflow and work production. These meetings provide efficient communication and in-service on existing and proposed policies and procedures. Written agendas for all meetings are kept on file and meeting facilitators take written notes on discussion, recommendations, and action items. The Existing Housing Division maintains and updates a Desk Reference on procedural processes for the division.

In 2022, all Housing Specialists completed HCV Rent Calculation Certification, Effective Interview for Program Integrity, and EIV Cyber Security Awareness training (required annually).

After 6-months on the job, new employees in the EHD are required to attend the New Employee Orientation for Public Housing and Housing Choice Voucher, a Nan McKay course that provides an overview of the housing process in public housing and HCV, fair housing and reasonable accommodation basics, an overview of Public Housing Authorities (PHAs) and Section 8 Management Assessment Program (SEMAP).

Inspectors attended the National Standards for the Physical Inspection of Real Estate (NSPIRE) training offered by HUD in January 2023. All inspectors are certified in Housing Quality Standards

Trauma-informed training for staff of the Existing Housing Division began in 2022 and will continue through 2023.

Staff are also encouraged to attend relevant monthly webinars offered through HUD Exchange.

OHCD maintains a subscription for online training through HAI Group.

G.3. Utility Allowance Schedule

The OHCD updated the 2023 Utility Allowance (UA) Schedule in October of 2022 as well as worked with owners who had previously applied for regulatory waivers to allow for site-specific UA schedules. The 2023 UA Schedule is published on the Department's website.