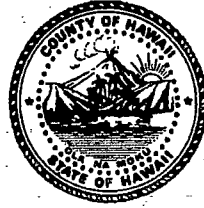


William P. Kenoi  
Mayor



Greggor Hagan  
Chairman

Dennis "Fresh" Onishi  
Vice-Chairman

**County of Hawai'i**  
**HAWAI'I COUNTY HOUSING AGENCY**  
50 Wailuku Drive, Hilo, Hawai'i 96720  
Phone: (808) 961-8379 Fax: (808) 961-8685

*Hawai'i County Housing Agency is comprised of the Hawai'i County Council Members*

**MEETING NOTICE**

**DATE:** April 5, 2016  
**TIME:** 9:00 a.m.  
**PLACE:** Hilo Council Chambers  
Hawai'i County Building  
25 Aupuni Street, Ste. 1401  
Hilo, Hawai'i 96720

2016 MAR 30 PM 12: 27  
COUNTY CLERK  
COUNTY OF HAWAII

**AGENDA**

1. **CALL TO ORDER**
2. **STATEMENTS FROM THE PUBLIC ON AGENDA ITEMS**
3. **APPROVAL OF MINUTES FROM**

April 14, 2015

4. **NEW BUSINESS**
  - A. Approval of the Public Housing Agency ("PHA") Plan for the Housing Choice Voucher (Section 8) Program for the County of Hawai'i

5. **ADJOURNMENT**

Note: The meeting place is accessible to persons with disabilities. To request an Auxiliary Aid, language translation, and/or services to participate in this meeting (i.e., sign language interpreter, large print, etc.), please call 961-8379.



EQUAL HOUSING OPPORTUNITY  
"HAWAI'I COUNTY IS AN EQUAL  
OPPORTUNITY PROVIDER AND  
EMPLOYER"

Meeting of the  
HAWAI`I COUNTY HOUSING AGENCY  
Hilo, Hawai`i  
**April 14, 2015**

Agency Members Present

Dru Mamo Kanuha  
Valerie Poindexter  
Dennis "Fresh" Onishi  
Greggor Ilagan  
Danny Paleka  
Maile "Medeiros" David  
Karen Eoff  
Margaret Wille

Absent and Excused

Staff Members Present

Susan Akiyama  
Jennifer Kualii  
Anne Bailey  
Noel Fujimoto  
Sharon Hirota  
Kaloa Robinson  
Christine Nguyen

Members of the Public

Corporation Counsel

Amy Self

**Mr. Kanuha:** Okay, aloha, good morning everyone, welcome to the Hawai'i County Housing Agency. If you can, really quickly, all the outer sites please turn off your microphones if any are on. Today's date is April 14, 2015, current time is 9:05 a.m. and we're located in the Kona Council Chambers in the West Hawai'i Civic Center. I'm going to call this meeting to order and we will go to Statements from the Public on agenda items, I'm going to check, we don't have here any in Kona that I see but we'll start in Hilo. Aloha Hilo, is there any statements from the public?

**Hilo:** Aloha Chair, we have no statements from the public.

**Mr. Kanuha:** Thank you very much. How about Pahoa?

**Pahoa:** Good Morning Mr. Chair, we have no testifiers in Pahoa.

**Mr. Kanuha:** Thank you. We'll move over to Kau. Aloha Kau.

**Kau:** Morning Mr. Chair, we have no testifiers today.

**Mr. Kanuha:** Thank you. And then we, Kona, no, Waimea, any testifiers?

**Waimea:** Good morning Chair, we do not have any testifiers for the Housing Agency.

**Mr. Kanuha:** Thank you very much. And then North Kohala.

**North Kohala:** Aloha Chair, we have no testifiers for the Housing Agency.

**Mr. Kanuha:** Okay, thank you. Seems that there's no testifiers, I will close Statements from the Public on agenda items and we will move on to Approval of Minutes from April 15, 2014. May I motion to approve the minutes from April 15, 2014. It's been moved by Ms. Poindexter and seconded by Ms. Eoff. Is there any discussion? Hearing or seeing none, all in favor, say aye.

All said aye.

**Mr. Kanuha:** Any opposed? That's nine ayes, motion passes. Moving on to New Business we will have the appointment of the chairperson, may I have a, any discussion on the...

**Mr. Onishi:** Mr. Chair, I would like to nominate Mr. Greggor Ilagan to be the Chair.

**Mr. Kanuha:** Thank you, may I have a second. It's been moved by Mr. Onishi and seconded by Mr. Paleka to nominate Mr. Ilagan as chairperson of the Hawai'i County Housing Agency. Is there any discussion? Mr. Ilagan?

**Mr. Ilagan:** Thank you Mr. Chair, I just to say thank you for the nomination and I'll do my best to serve the Housing Agency. Thank you.

**Mr. Kanuha:** Thank you Mr. Ilagan. Any other discussion? Hearing or seeing none, all in favor say aye.

All said aye.

**Mr. Kanuha:** Any opposed? Motion passes and now at this point I will hand over the chair to Mr. Ilagan.

**Mr. Ilagan:** Thank you Mr. Chair. Moving on to New Business for appointment of the Vice Chairperson, at this time may I have a motion for the appointment of a Vice Chairperson?

**Mr. Kanuha:** Mr. Chair, may I move to nominate Mr. Onishi as the Vice Chairperson of the Hawai'i County Housing Agency.

**Mr. Ilagan:** Moved by agent member Kanuha and second by agent member David. Is there any other nominations? Any discussion? May I have a motion to close nominations? All in favor say aye.

All said aye.

**Mr. Ilagan:** For nomination of Vice Chairperson Dennis "Fresh" Onishi, all in favor say aye.

All said aye.

**Mr. Ilagan:** Congratulations agent member Onishi, you are now the Vice Chairperson for the Housing Agency. Moving on to New Business, may I have a motion to file the Overview of the Office of Housing and Community Development Programs. Moved by agent member Poindexter and second by agent member Onishi. At this time, may I have the Administrator Susan Akiyama come up. Before you go into the Overview of the Office of Housing, I was wondering if you could introduce your staff and a little bit about each of their agency, but just quickly if you don't mind.

**Ms. Akiyama:** Okay, good morning members of the Hawai'i County Housing Agency. My name is Susan Akiyama and I am the Administrator for the Office Housing and Community Development, so I will be glad to introduce the staff that's here with me today. I have our Assistant Housing Administrator, Annie Bailey, is here. Jen Kualii is my Private Secretary. Christine Nguyen, she's our Accountant. Noel Fujimoto is head of our Grants Management Division. Sharon Hirota heads our Existing Housing Division. Kaloa Robinson heads our Community Development Division. I also want to introduce Amy Self, she's our Corporation Counsel. I will have, I'll do a brief overview and then I'll have each one of the department heads come up and share with you a little bit about their departments. So the goal of the Office of Housing and Community Development is to provide for the development of viable communities in Hawai'i County and we do this by providing for decent housing, suitable living environments and for the development of economic opportunities. My office has 51 full time staff. My position and Jennifer's position, the Private Secretary, are appointed

positions, the rest of the positions in our office are all exempt, we do not have any civil service positions in our office. Our budget for fiscal year 14-15 is \$17,275,771, we are 91% federally funded. We are mandated to have two boards that oversee our programs. The first one is the Hawai'i County Housing Agency and this agency is made up of you, members of the County Council, and it provides guidance on the establishment of our goals and policies for our programs. Mainly, the agency is in place to oversee and approve the policy for our Housing Choice Voucher Program. The other board that is mandated by federal law is the Hawai'i County Workforce Investment Board and that one is mandated, well, it is made up of private sector organizations, non-profits and other government agencies. We currently have 20 members on that board and 51% of the members have to be from private industry as mandated by the law. The law also requires us to have a Hawai'i County Youth Council which is set up as a subcommittee of that board and that Youth Council oversees the youth programs. So our office is made up of four separate divisions, the Administrative Division houses the clerical and accounting staff and the technology staff and it's pretty self explanatory but I just wanted to point out that this year the Office of Housing has been, I guess appointed, to do the residential damage assessments for the County of Hawai'i so we coordinate with Civil Defense to do training and the actual damage assessments. Our first run at it was for Hurricane Iselle so we'll continue to work with Civil Defense to provide that service. So I will call up Kaloa Robinson, who's the head of our Community Development Division and he'll tell you a little bit about their programs.

**Mr. Ilagan:** Thank you Administrator. Before you continue, I also want to state that, and most of the Council Members know that the previous Administrator was Steve Arnett and now Administrator Susan Akiyama, I just want to take this time to congratulate you on your new position.

**Ms. Akiyama:** Thank you.

**Mr. Ilagan:** And at the same time when you were mentioning the Tropical Storm Iselle, Housing Agency was out there in the field and counting and taking those surveys so I just want to say thank you so much for doing that in part of Puna that I represent. Thank you.

**Ms. Akiyama:** You're welcome.

**Mr. Robinson:** Morning agency members, again, my name is Kaloa Robinson, I'm the division manager for Community Development and Planning for the Office of Housing and Community Development so as you can see through your handout, a brief explanation of the jurisdiction of what I, what the Community Development Division covers, so if you can imagine, we oversee the planning, the vertical construction and even the management of some of these, of our new County sites that are currently and some have been completed but some are currently under development. In addition to the vertical construction of these sites, we also have the Planning Branch which oversees the Chapter 11 Fair Housing and Affordable Housing policy for the County. Under the Development Branch, you will probably be familiar with our recent developments having to do with the West Hawai'i Emergency Program facility which has 31 beds and are co-located there on the campus the Friendly Place where there are able to provide services and provide feedings for our homeless population in the Kailua Village area. In addition to that, we also, the Community Development also receives the Na Kahua Hale O Ulu Wini, a transitional permanent housing which has 96 units, recently completed about a year ago and we recently completed the landscaping in that area and the ETF or the warehouse in the front, the Educational Training Facility, that is co-located there is also being used by some of our tenants as well. You'll probably see the ReStore sign, Habitat for Humanity has since opened their ReStore there and it's been brisk with business. The other development we oversee is Kamakoa Nui at Waikoloa Village. Currently we have out of 91 single family homes, we have six bungalows and one model home left to sell. So sales have been brisk in the last several months and the construction has been going smoothly. In addition to that, the Kamakoa Nui, our last project that we're currently working on is micro unit housing which will be co-located down by the West Hawai'i Emergency Shelter so that we recently was recommended for funding through HOME and CDBG funds and are currently going through the process of getting ready to do a Environmental Assessment and some of the site work and putting the proposal out for bid for the 32 micro unit houses, micro units there are the West Hawai'i Emergency Shelter. I'm available to answer to any questions if you have any. I guess next will be Sharon Hirota of our Section 8 Program.

**Mr. Ilagan:** Thank you Mr. Robinson.

**Ms. Hirota:** Good morning, my name is Sharon Hirota and I'm the Division Manager for the Existing Housing Division.

**Mr. Ilagan:** Good morning.

**Ms. Hirota:** I'll give an overview of the programs that I'm responsible for, so actually in my division, I have three, what we call branches, and one of the largest is the rental assistance branch, we manage the Housing Choice Voucher or more commonly known here as Section 8 or County housing. The program is around 14 million that we bring in to the County, servicing over 1,800 families island wide in paying rental assistance to lower and moderate income families. We also administer the tenant based rental assistance program that is funded by HOME grants and so we apply so we can provide, the tenant based rental assistance program is a little different than Section 8 because it provides preference considerations for those who have an immediate need for housing assistance so they would need to be connected to services on the island but we help the most vulnerable, those who are homeless, those who are aging out of foster youth care, individuals who are involved, unfortunately with domestic violence or with the Hospice. We also manage two site projects, the Kulaimano Elderly Housing Project located in Pepeekeo, it's a 50 unit project consisting of individuals who are elderly and/or disabled. And we also have the Ouli Housing Project located in Waimea, it is 33 units, they are all three bedroom units designated for families of low and moderate income. The other two branches, the Family Self Sufficiency Branch is connected to our Housing Choice Voucher or Section 8 program. It gives opportunities to individuals on our program to connect to local community resources and a program manager that will development along with them a five year plan, in designing a plan that will help them move towards being less dependent on need for government assistance. We have been very successful in connecting people to resources that have allowed people to become homeowners or no longer need our services. And then we also have our Section 8 Homeownership Option Program that have helped people become homeowners, so they move from rental assistance over to sometimes mortgage assistance or no longer needing us and as of 2010, we have had six families that have become first time homeowners, this does not include individuals who we've connected to the self-help mutual programs or the Habitat for Humanities. And finally the program that is under my responsibility is the Residential Emergency Repair Program. It is a loan program that is designed to help qualified individuals who are homeowners who have a need for repairs of their owner-occupied units. Loans can be borrowed up to \$25,000, funding for the programs comes from CDBG funds. The unique thing about the loan programs is a 3% fixed interest with no payment due for 15 years, so we've helped many island

residents who are on fixed income and does not have the ability to get a second loan on their house or their mortgage so it's been a very good loan program for our community. And that's all I have, any questions?

**Mr. Ilagan:** Any members have any questions? Mr. Paleka.

**Mr. Paleka:** I just wanted to cover on the residential emergency repair plan, how many individuals did you, did your agency serve?

**Ms. Hirota:** So on an annual basis we help about 10-15 families on the island. The program's been around for about 15 years, so we've helped a number of individuals throughout the island.

**Mr. Paleka:** What's the average request amount for repair in that program.

**Ms. Hirota:** Our average runs around \$22,000.

**Mr. Pakela:** \$22,000, okay, thank you.

**Mr. Ilagan:** Any other members have any questions. Thank you Ms. Hirota.

**Mr. Ilagan:** Good morning.

**Mr. Fujimoto:** Basically the Grants Management Division is responsible for administering and monitoring the federal funds that our office receives and primarily these federal funds benefit low and moderate income families throughout the island. We have three major grants that we administer, the first is the Community Development Block Grant program which is better known as CDBG and we normally receive about two and a half million dollars a year for this grant. The other major grant that we administer is the Home Investment Partnership Program which is better known as the HOME program and this grant we receive every three years, its state, Hawai'i Housing Finance and Development Corporation receives the funds from HUD and they pass it down to the three neighbor islands. So back in 2012 they decided to switch the way they allocated the funds so they do it on a three year rotation bases among the three neighbor islands. This year we will be getting the approximately 3 million dollars for this program. The other major program grant that we administer is the Workforce Investment Act grant or better known as WIA and this is to help participants in their careers to help develop their skills for employment and basically they have four groups

that they help, one is the adults, the other is dislocated workers and they also helps the youths, in school and out of school youths. I listed here the neighborhood stabilization program, NSP 1 and 3, this is actually, we're not receiving any grants for this program for the past two, three years, I think this was President Obama's initiative to stabilize the economy when we first started going through the recession. This program ended like couple years ago but we still have to administer and monitor these funds that we received which was close to 10 million dollars. That's about all I have if you, if anyone has questions I'll be happy to answer them.

**Mr. Ilagan:** Ms. David.

**Ms. David:** Good morning Mr. Fujimoto. Thank you for your presentation. I just have one question on the Workforce Development services. What are the service areas on this island when you provide these, what areas do we service.

**Mr. Fujimoto:** You talking about type of industries that we...

**Ms. David:** Whatever is...

**Mr. Fujimoto:** It is a broad selection, they deal with public health, agriculture, tourism, the basic employment groups that we have.

**Ms. David:** Do you go out to like rural areas to develop, you know, instruct the children, the youth and stuff on employment.

**Mr. Fujimoto:** Yeah, for the youth programs, right now we have contracts with Paxen and Goodwill Industries, so they're the ones that carry out the programs they do the outreach to the rural communities.

**Ms. David:** Okay, all right, thank you.

**Mr. Fujimoto:** You're welcome.

**Mr. Ilagan:** Thank you Ms. David. Is there any, Mr. Paleka.

**Mr. Paleka:** Morning Mr. Fujimoto. In regards to the CDBG's, the 2.5 million per year, what kind of programs are you guys currently implementing with that 2.5.

**Mr. Fujimoto:** Yeah, we have, the CDBG program is very broad, it can help just about any type of projects, so like this year, we

have like public facilities projects, we have like public service which is like for the Hilo Adult Day Care, we're coming in for approval on their application for 700,000 dollars for foundation and site work for their project. We have homeless type projects with the micro units.

**Mr. Paleka:** Like ballpark, how many programs make up that 2.5 million.

**Mr. Fujimoto:** This year we have like eight projects.

**Mr. Paleka:** Thank you.

**Mr. Ilagan:** Thank you Mr. Paleka. Ms. Eoff.

**Ms. Eoff:** Thank you Mr. Chair and I just wanted to say thank you to all of the Housing staff that came here today to introduce yourselves to us and I'm getting a better understanding of all of the functions of the Housing Department. One thing I realize is that you are looking at everything from the very, very, very low income and homeless situation all the way up to just regular affordable housing projects that could benefit just moderate income families that are having a hard time affording the houses that are currently on the market. So I would like to just state that I feel that the, one of the most critical issues in our communities is the lack of affordable housing and not just for the very, very low, and I know we have to deal with that problem as well and I know that we are, but just for the moderate income, young people who have grown up here and who can't find anywhere to rent or possibly purchase, so I hope that we can do better with our affordable housing requirements as developers continue to develop. I'm very interested in working with all of you to see how we can make sure that we don't continue this trend towards not having any affordable options for people that live here.

**Mr. Fujimoto:** Yes, thank you.

**Ms. Eoff:** Thanks again for your overview.

**Mr. Ilagan:** Thank you Ms. Eoff. Ms. Poindexter.

**Ms. Poindexter:** I'm hoping that we'll start moving into the direction of encouraging our developers to look at independent living homes and assisted living homes type of projects in each of our communities. I have seen so much of our seniors or kupuna having to move away because they are unable to live at

home alone and their children are not willing to give up their jobs say on Oahu to come back and move back into the community to care for their parents and it was so stressful for them and it was so sad, if we had independent or assisted living homes within those communities they could still move into those communities and still receive the same type of services, they would continue to receive and the type of recreation where they have the senior, you know, when they get together as seniors, they'll still be around their community and still enjoying that last part of their lives and I think that's important for the quality of life for the remainder of what they have and I see too much of that happening and our people having to move out and either into Hilo, a lot of them are moving to the mainland or to Oahu because that's where their children are, I hope that will be part your encouragement as well.

**Mr. Fujimoto:** Yes, that's one of the priorities.

**Ms. Poindexter:** Thank you.

**Ms. Akiyama:** To apply for the CDBG and HOME program monies, we are required to do a five year consolidated plan so a lot of the projects, types of projects that you're mentioning are actually cited in our plan as high priority projects for us for the next five years so I'm glad to hear that.

**Ms. Poindexter:** We just need to find developers who are willing to come forward and do it.

**Ms. Akiyama:** Yes.

**Ms. Poindexter:** So I've been talking to a couple of developers in my district hoping that they will change their minds on building rich homes to make money and looking at how, if they're there to really help our community and look at our community development plans, I think we need to make sure and encourage and hold them accountable to our community development plans which should include those type of housing but thank you so much for that.

**Ms. Akiyama:** I also want to point out related to what you're saying, in Chapter 11, Affordable Housing code, when these developers come in to do or request for any type of zoning exemption, they are required to meet the requirements of the Affordable Housing code which forces them to do a portion of their development in the affordable category so I think we're slowly putting pieces into place that help drive that goal.

**Ms. Poindexter:** Right, and unfortunately what is affordable to the developer is really not affordable to our people here on the island. Unfortunately, we need to strictly monitor that because, you know, a 300, 400 thousand dollar home is not an affordable home for single family local person but anyway, so thank you for that.

**Mr. Ilagan:** Thank you Ms. Poindexter. Any other members wishing to speak? Ms. Wille.

**Ms. Wille:** Thank you all and thank you, Susan, for coming around to the council members and helping us get a better in-depth understanding of what all of your programs are. I certainly, you know, I want to stress your program, the HOME program with the, promoting different job training and job opportunities and that, I mean I think the ideal would be that we enable people that they can afford things rather than more and more subsidizing and how can we possible do that given the economy here on this island. You know, I really think what Ms. Poindexter was talking about, the assisted living homes is really an area, I know I met with someone this past week just talking about if we could maybe do that around North Kohala, North Hawai'i Community Hospital, you know, we may all get pushed into these places one of these days, some sooner than later. But one of my things that I spoke to you about is just given our limited funds, where, what should be our priorities and whether we should review some of those and perhaps look at whether it's, how can we, we have so many people in need and yet each single family home is just so few limited that we can do that for and I'm not sure what the answers are but whether it would be more rental assistance, more helping people get more job opportunities to do things, I actually think that if we spent more money on mass transit and really upgraded that, we wouldn't necessarily be needing to move some many people to another part of the island if they really felt secure, particularly people that come over to my district when they live in Hilo and Puna and they say to me, you know, if I rather be there where aunty is and all of this, if I really knew I could travel and have that be, you know, we are doing a lot of that but I'm just trying to look at all these different systems that play together that provide for the people to afford housing where they want to be and have job opportunities. The one question I wanted to ask is, the whole question of requiring a developer to do a certain number of houses at what supposedly is affordable but as you and Ms. Poindexter were pointing out, isn't necessarily affordable but the whole idea of in lieu fee

where we would be doing it and then the equivalent amount of money and then figuring out where we think those resources could be dedicated there or elsewhere and you know, it's a pro and con thing but I just wanted to hear any thoughts you have on that issue.

**Ms. Akiyama:** Well, the affordable...

**Ms. Wille:** And can you talk about...

**Ms. Akiyama:** Well, the affordable housing code and that chapter, I think, would probably take a whole other separate discussion maybe and meeting but I would certainly, would like to participate if you have input on any ideas on how we can further develop our code to make it more usable.

**Ms. Wille:** You don't have any thoughts off the top of your head.

**Ms. Akiyama:** As far as?

**Ms. Wille:** Right now, okay.

**Ms. Akiyama:** As far as the use of the funds?

**Ms. Wille:** Yeah, just as how we sort of eliminated that in lieu of thing, I think past council did and...

**Ms. Akiyama:** Well the code also specifically defines what we can use that fund for so it is defined and it is housing related. Any use of that pot of money it has to be housing related, affordable housing related and that piece is written in the code.

**Ms. Wille:** I'm aware of what's generally in the code, I'm just looking at evaluating that program. The code can be changed.

**Ms. Akiyama:** Oh, okay. Well we could certainly have a separate conversation about that, no, I don't have any specific thoughts, I wasn't prepared to have that discussion today.

**Ms. Wille:** I just wanted to raise the issue and that we re-look at our plan and whether we should adjust things or not adjust things. Thank you.

**Ms. Akiyama:** Okay.

**Mr. Ilagan:** Thank you Ms. Wille for raising that issue. Is any other members who wishes to speak? Mr. Onishi.

**Mr. Onishi:** Thank you. I just wanted to make a comment about, you know, about the CDBG funding that, you know, like the County is required or mandated to do the ADA updates or renovations at our facilities so lot of this CDBG money goes to like Parks and Rec, right, and to Public Works to get this upgrade so that's where lot of this fundings also go to, so I just wanted to kind of make that aware. Thank you.

**Mr. Ilagan:** Thank you Mr. Onishi. Any other members?

**Ms. David:** One more question.

**Ms. Akiyama:** Sure.

**Ms. David:** The median income, who sets that, is that state, sets the median income amount.

**Ms. Akiyama:** No, HUD sets that.

**Ms. David:** HUD sets that. And it's based overall, it's not specific to the area, what I'm getting at is along the lines that Ms. Poindexter and Ms. Eoff was talking that, you know, the formula really does not apply to some of the areas in our districts because of the type of districts we have and communities we have, I was just wondering whether if that was set and is it general.

**Mr. Fujimoto:** Yeah, it's set by counties, actually, so each county has different median incomes but for the Big Island they just take an overall average for the Big Island so they don't go specifically for each district.

**Ms. David:** Thank you very much. I just needed clarification on that. Mahalo.

**Mr. Ilagan:** Thank you Ms. David. Any other members wishing to speak. Thank you Mr. Fujimoto. I just want to also take this time that, let the members know it's 9:42 and chair for the Governmental Relations and Economic Development, Dennis "Fresh" Onishi, has a committee meeting at 9:30 so wanted to ask you if we could provide some leeway to...

**Mr. Onishi:** Oh yeah, sure, go ahead.

**Mr. Ilagan:** Thank you. Administrator Akiyama, is there any other points that you wanted to mention on the overview for your agency.

**Ms. Akiyama:** No, that's it. Thank you very much.

**Mr. Ilagan:** Okay, thank you. We're going to vote at this time. All in favor say aye.

All said aye.

**Mr. Ilagan:** Any opposed? I think the ayes have it. Business for the overview of the Office of Housing and Community Development programs have been filed. Moving on to New Business. May I have a motion to approve the Public Housing Agency Plan for the Housing Choice Voucher (Section 8) Program for the County of Hawai'i.

**Mr. Paleka:** So moved.

**Mr. Ilagan:** Thank you. Moved by Mr. Paleka and seconded by Ms. David. Any discussion, members? Administrator, did you want to say anything before.

**Ms. Akiyama:** For that action item D, I'd like to defer that program and the description of that plan to Sharon please.

**Mr. Ilagan:** Okay, thank you.

**Ms. Hirota:** Good morning. I included in your packet, we're requesting approval of the Public Housing Agency Plan for the Housing Choice Voucher (Section 8) Program for the fiscal year beginning July 1<sup>st</sup>, 2015. It is a HUD document that the County is required to complete that details out its plans for the next year in terms the Section 8 program. Our March 31<sup>st</sup>, as required, step back a little bit, on February 10<sup>th</sup>, the Office of Housing published a public notice informing the general public, both in East and West Hawai'i, that we were having the plan available for public review, on March 31<sup>st</sup> as required, we also had a public hearing in Kona and telecast via videoconferencing into our Hilo office. We had one public comment that requested that we continue to work with developers in using the Project Based Voucher Program to develop additional affordable housing within the County. And so we are today requesting for your approval so that we may meet the deadline in submitting the documents to HUD by the April 17<sup>th</sup> deadline.

**Mr. Ilagan:** Thank you Ms. Hirota. Any members have any questions? Mr. Kanuha.

**Mr. Kanuha:** Thank you Mr. Chair. Just a question on the housing needs of families on the Section 8 program waiting list, you know, it specifies the, you know, White, Black, African American, American Indian, Asian and then Native Hawaiian/Pacific Islander. Is that part of the application that it already says Native Hawaiian/Pacific Islander or you guys, you know, what I'm trying to get to is that is there a section there that just is specifically Native Hawaiian, instead of just including all of the Pacific Islands.

**Ms. Hirota:** These are HUD defined categories and so it is defined as Native Hawaiian/Pacific Islander and then these are also self-declared on their application so it's based on what people provide to us on their application.

**Mr. Kanuha:** Okay, thank you, 'cause I know that was a, not a problem, but, you know, in a lot of the, these applications for federal monies, you know, they even have Asian/Pacific Islander and so that becomes a big problem too when you try to see where the needs are, yeah.

**Ms. Hirota:** Exactly.

**Mr. Kanuha:** But just wanted to make a point, thank you.

**Mr. Ilagan:** Thank you Mr. Kanuha. Any other members have any questions? Thank you. Let's move to the vote and may I have a, all in favor say aye.

All said aye.

**Mr. Ilagan:** Any opposed? Looks like we have eight ayes (Mr. Chung stepped out), I just want to let all the members know that the Public Housing Agency Plan for the Housing Choice Voucher (Section 8) Program for the County of Hawai'i has been approved. Moving on, looks like, may I have a motion to adjourn. Moved by Ms. David, second by Mr. Paleka, all in favor say aye.

All said aye.

**Mr. Ilagan:** Any opposed? Alright, looks like we are adjourned. Thank you.

Meeting adjourned at 9:47 a.m.

4. NEW BUSINESS

- A. Approval of the Public Housing Agency ("PHA") Plan for the Housing Choice Voucher (Section 8) Program for the County of Hawai'i.

4A. Approval of the Public Housing Agency (PHA) Plan for the Housing Choice Voucher (Section 8) Program for the County of Hawai`i.

With the passage of the Quality Housing and Work Responsibility Act of 1999, Congress required that Public Housing Agencies file a five-year (5) plan and a one-year (1) plan with the U.S. Department of Housing and Urban Development (HUD).

The Office of Housing and Community Development (OHCD) is seeking approval of the one (1) year plan for fiscal year beginning July 1, 2016. This request follows the requirement set forth by HUD.

On February 10, 2016, the OHCD published Public Notices in the Hawai`i Tribune-Herald and West Hawai`i Today announcing that the PHA Plan would be available for public review at the Office of Housing and Community Development in Hilo and Kona. Written comments were welcomed and interested persons could testify at the public hearings.

Public Hearings, as required by 24 CFR (Code of Federal Regulations) Part 903, were held on Thursday, March 31, 2016, in Hilo at the OHCD Conference Room, 50 Wailuku Drive, and in Kona at the OHCD Conference Room, West Hawaii Civic Center, Building B, 2<sup>nd</sup> Floor at 9:00 a.m.

Comments from the general public will be included in the final version of the PHA plan submitted electronically to HUD before April 15, 2016.

**ACTION:**

That the Hawai`i County Housing Agency approve the attached PHA Plan of the Office of Housing and Community Development.

# **DRAFT**

**For Public Review and Comment  
2016 Public Housing Agency (PHA) Plan  
Annual Plan  
July 1, 2016 – June 30, 2017**

**Public Comment Period  
February 10, 2016 – March 31, 2016**

**Public Hearing  
9AM, Thursday, March 31, 2016**

**Office of Housing and Community Development  
Conference Room A  
50 Wailuku Drive, Hilo**

**West Hawaii Civic Center  
74-5044 Ane Keohokalole Highway  
Building B, 2<sup>nd</sup> Floor  
Kailua-Kona**

**PUBLIC NOTICE  
COUNTY OF HAWAII  
ANNUAL PLAN for FISCAL YEAR 2016  
HOUSING CHOICE VOUCHER PROGRAM**

The Office of Housing and Community Development administers the Housing Choice Voucher (Section 8) Program for the County of Hawai'i through the Existing Housing Division. As required by the U.S. Department of Housing and Urban Development (HUD) and the Section 8 Program, the County of Hawai'i has completed a proposed Public Housing Agency (PHA) Plan for the fiscal year beginning July 1, 2016. The County is providing affected citizens an opportunity to examine the PHA Plan contents and to submit comments in writing or in person at public hearings on:

**9:00AM, Thursday, March 31, 2016**

Office of Housing and Community Development  
50 Wailuku Drive (Conference Room A)  
Hilo, Hawai'i

**-OR-**

Office of Housing & Community Development  
West Hawai'i Civic Center  
74-5044 Ane Keohokalole Highway  
Building B., 2<sup>nd</sup> Floor  
Kailua – Kona, HI 96740

The purpose of the County's PHA Plan is to describe the mission of the County's Section 8 housing plans and the agency's goals and objectives for achieving its mission. The Annual Plan provides details about the agency's immediate operations, program participants, programs and services and strategy for handling operational concerns, participant concerns, programs and services for the upcoming fiscal year.

**Public Comment Period**

The proposed 2016 PHA Plan will be available for public review and comment from February 10, 2016 to March 31, 2016, at the Office of Housing and Community Development, Monday through Friday, 7:45 a.m. to 4:30 p.m. except holidays. The OHCD office locations are:

Hilo: 50 Wailuku Drive or 1990 Kino'ole Street, Suite 105,  
Kona: West Hawai'i Civic Center, 74-5044 Ane Keohokalole Highway, Bldg B., 2<sup>nd</sup> Floor

The Plan will also be available on-line at: <http://www.hawaiicounty.gov/office-of-housing/>

Persons, particularly those who are of very low and low income, are encouraged to submit their comments regarding the PHA Plan objectives and activities. The OHCD will consider any comments and views expressed by citizens on the proposed PHA Plan and may modify the Plan if it deems appropriate.

Citizens who wish to comment on the proposed plan may submit their comments in writing or by fax (959-9308) to the OHCD by 4PM, March 31, 2016, in order for them to be considered. Citizens may also testify at the hearing on the above dates.

Duly submitted by Susan K. Akiyama  
Housing Administrator  
**February 10, 2016**



**B. Annual Plan.**

**B.1 Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

- Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Informal Review and Hearing Procedures.
- Homeownership Programs.
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- Substantial Deviation.
- Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

**B.2 New Activities**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- Project Based Vouchers.

(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

*For 2016-2017, the OHCD may Project Base up to fifty (50) vouchers. The use of the rental assistance vouchers through the Project Based Voucher Program is consistent with the County of Hawaii's Consolidated Plan.*

*The OHCD policies for the Project Based Voucher Program are established in Rule 4 of the Administrative Plan.*

<b>B.3</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?  Y   N   N/A  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>B.4</b>	<p><b>Civil Rights Certification</b></p> <p><i>Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</i></p>
<b>B.5</b>	<p><b>Certification by State or Local Officials.</b></p> <p><i>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.</i></p>
<b>B.6</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p><i>See attachment.</i></p>
<b>B.7</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?  Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(a) 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>

**Instructions for Preparation of Form HUD-50075-HCV  
Annual PHA Plan for HCV Only PHAs**

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**A. PHA Information.** All PHAs must complete this section. (24 CFR §903.23(4)(e))

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

**B.1 Revision of 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."

**Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA's jurisdiction and other families who are on the Section 8 tenant-based waiting list. 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 and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1) and 24 CFR §903.7(a)(2)(i)). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (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)(3)(4)).

**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 under section 3 of the Housing and Community Development Act of 1968 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. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

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

**B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark "yes" for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark "no." (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.

**Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**B.3 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 §903.11(c)(3), 24 CFR §903.7(p))

**B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, 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 AFFH Certification if: it can document that it examines its programs and proposed programs to identify any 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))

**B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

**B.6 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.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to 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)

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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 4.5 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

Hawaii County Housing Agency  
HUD Form 50075 – HCV  
Fiscal Year beginning July 1, 2016  
Goals and Objectives

A. Expand the supply of assisted housing

1. Apply for additional Section 8 Program vouchers should they become available.  
*The Office of Housing and Community Development (OHCD) will continue to look for additional funding opportunities made available by the US Department of Housing and Urban Development.*
2. Adopt strategies and options that maintain the maximum program size of the Housing Choice Voucher (HCV) Program  
*The OHCD will continue to monitor its payment standards in relation to rent burden on the program participants and funding availability. Payment standards are used to calculate the housing assistance payment (HAP). The level at which the payment standard amount is set can affect the amount of the subsidy a family receives, whether they pay more than thirty (30) percent of their adjusted income to rent, it is important that the OHCD monitors its payment standard.*
3. Explore ways to expand service delivery to all housing markets  
*The OHCD estimates that in 2016-2017, it may Project-Based up to fifty (50) vouchers. The Project-basing of units under the Section 8 Program is consistent with the Agency's Consolidated and PHA Plans.*

B. Improve the quality of assisted housing

1. Maintain a "High Performer", Section Eight Management Assessment Program (SEMAP) Score.  
*The OHCD achieved "High Performer" rating for the certification period July 1, 2014 – June 30, 2015.*
2. Maximize utilization of available vouchers  
*For the funding period January 1, 2015 through December 31, 2015, the OHCD expended 99.5% of its funding available, providing monthly housing assistance to over 1,800 program participants.*  
  
*The OHCD will continue its partnership with community organizations to gather and share information with program participants on the availability of funding for security deposits, utility deposits and first month's rent and other leasing barriers.*

3. Explore new and existing ways to fund, coordinate and link supportive services to housing.  
*The OHCD will continue to work with community partners and linking program participants to the services available. The OHCD is the coordinator of the Ho`owaiwai Initiative – a collaboration of government agencies and community partners who work together on various projects that promote self-sufficiency.*

*The OHCD, in partnership with Hawaiian Community Assets, connect program participants to financial education and literacy programs.*

*The OHCD plans to participate in the Landlord Summit scheduled in Hilo on February 9, 2016 and in Kona on March 9, 2016*

*In 2016, the OHCD will launch the mobile delivery of services to rural communities.*

C. Increase Housing Choices

1. Continue the Homeownership Option Program (HOP)  
*The OHCD will continue to promote the HOP to all eligible program participants.*

*The OHCD will continue to connect program participants the local Self-Help Program and the Habitat for Humanity Housing Program organizations.*

2. Develop strategies for providing training and outreach to landlords  
*The OHCD will continue to participate in community events to promote the benefit of participating with the Section 8 Program.*

*The OHCD will continue to participate in the annual Fair Housing Workshops held in April of each year.*

*The OHCD will continue to assist with planning the Landlord Summit and similar types of events.*

D. Promote Self-Sufficiency

1. Increase the number of families enrolled in the Family Self-Sufficiency (FSS) program.  
*The OHCD will continue its monthly informational meeting that provides eligible individuals to learn about the benefits of the FSS and HOP Programs.*
2. Identify and facilitate supportive services  
*In 2015, the OHCD launched the Resources Match Program – an on-line portal that connects individuals with community services and programs.*  
  
*The OHCD merged the Program Coordinating Committee with its Ho`owaiwai Network Weaver's Group – providing an increase in the network opportunities to collaborate on new strategies and form new partnerships.*

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

1. Partner with other Local, State and Federal Agencies  
*The OHCD has always fostered open communication with other housing agencies within the State of Hawaii to share best practices with similar challenges.*
2. Provide leadership, support and enhance partnership with Local, State and Federal agencies to address affordable housing and supportive services issues  
*The OHCD will continue its active participation in the following:*
  - *Ho`owaiwai Network Weavers Group*
  - *Community Alliance Partners / Mayor's Task Force on Homelessness*
  - *Landlord Summit Planning Committee*
  - *Fair Housing Workshop*
  - *Cities for Financial Empowerment*

F. Ensure equal opportunity and affirmatively further fair housing

1. Continue to improve the distribution of Fair Housing information  
*Provide informational packets and access to information.*

G. Improve housing delivery system

1. Evaluate the current administration of the HCV Program.  
*The OHCD will continue to look at opportunities to improve the delivery of services to all program participants.*

*In 2015, the OHCD received a grant from the Cities for Financial Empowerment Fund, providing incentives to individuals who enroll to have their monthly utility reimbursement checks electronically deposited into a bank account, attend financial education workshops and sign up to have their utility payment paid directly from a savings or checking account.*

2. Provide on-going staff training  
*The OHCD will continue to provide individual and group training on various housing topics to housing staff.*
3. Provide utility allowance schedule annually  
*The calendar year 2016 schedule was updated in November 2015.*
4. Maintain and develop effective reporting systems to improve operation efficiency  
*The OHCD continue to use the HAPPY Software Program to administer and manage the Section 8 Program. Periodic updates are installed to ensure compliance with changes in federal program regulations.*