



Hawaii Public Housing Authority  
 Annual and Five-Year Plan  
 Fiscal Year 2016

<b>1. PHA 5-Year and Annual Plan</b>		<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>			<b>OMB No. 2577-022 Expires 4/30/2011</b>	
<b>1.0</b>	<b>PHA Information</b> PHA Name: Hawaii Public Housing Authority <span style="float: right;">PHA Code: HI001</span> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2016					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of Public Housing Units: 5,332                      Number of Housing Choice Voucher units: 3,420					
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<b>Mission.</b> The Hawaii Public Housing Authority (HPHA) is committed to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.					



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

A. Expand the supply of assisted housing:

1. Apply for and lease up additional rental vouchers if available.
2. Public housing vacancies: Not to exceed 5% vacancy rate.
3. Leverage private or other public funds to create additional housing opportunities: Assess the feasibility of mixed-use public/private partnerships in the redevelopment for all properties.
4. Assess the feasibility of acquiring or developing more properties to create additional housing opportunities on all islands.
5. Pursue inclusion in Rental Assistance Demonstration (RAD) for select public housing properties to convert to the housing choice voucher program.
6. Pursue VASH development opportunities and additional funding.
7. Assess and pursue various TOD and non-TOD the mixed income/mixed use/mixed finance/project based and higher density redevelopment projects, such as Mayor Wright Homes and other HPHA public housing properties, and create public/private partnerships by utilizing various HUD programs including but not limited to Rental Assistance Demonstration and Choice Neighborhood Initiative (CNI), and will utilize various financing tools including but not limited to federal grants, state appropriations and low-income housing tax credits to rehabilitate and redevelop federal and state low-income housing and other properties.
8. Assess the need to establish policies to minimize the number of over-income families in public housing, including possible termination of tenancy for such families.

B. Improve the quality of assisted housing:

1. Improve public housing management: (PHAS score)
  - PHAS Physical Condition (REAC) – Achieve a high performer score of 90 out of 100 points for each property.
  - PHAS Financial Condition – Maintain rent collection rate of 95% or better at all properties.
  - PHAS Management Operations – With the conversion of the UPCS form to PDF file format that can be utilized by iPad or laptop, the inspection process should be streamlined and made more efficient. Continue to implement upgrades of PHA computer software to increase the efficiency of programs agency-wide.
  - Continue to improve the tenant rent collection system through timely evictions for non-payment of rents.
  - Enter into a cooperative agreement with the State Department of Human Services and the State Department of Health to exchange program and client information to streamline operations and to combat fraud in the public housing and the Section 8 programs.
  - In determining income from assets for purposes of eligibility and subsidy determination in the Public Housing program and the Section 8 program, update the policy determining the value of a checking account to be consistent with the policy determining the value of a savings account, by using the current balance, or average monthly balance for the last six months, to reduce administrative burden and excessive paperwork and added expense for the applicant.



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

- Adopt policy requiring live-in aides to establish legal residency in the United States to receive subsidy for an additional bedroom in the Section 8 program, and to occupy an additional bedroom in the public housing program.
  - Update the Admissions and Continued Occupancy Policy to revise the “one-strike” admissions and termination policy to conform to the HUD Screening and Eviction Final Rule.
  - Extend the length of time an applicant may be denied admissions after drug-related criminal activity or convictions over the minimum of 3 years as required by HUD regulations.
  - Update the Admissions and Continued Occupancy Policy to implement the requirements of Act 148, Session Laws of Hawaii 2013, restricting the number of available units that may be for applicants with preferences, and eliminating the elderly and disabled singles preference, which is considered obsolete.
  - Establish a multi-skilled worker program to promptly repair and maintain units that become vacant on a regular basis for faster and more efficient turnover of units, including establishment of a highly skilled force account for capital repairs.
2. Improve voucher management: (SEMAP score)
- Maintain “High Performer” status.
  - Maintain lease-up to 98% of budget utilization.
  - Maintain an effective reporting system to improve operational efficiency.
  - Continue to develop relationships with more partners in the recruitment and retention of landlords.
  - Increase efforts to lease up VASH vouchers for qualifying veterans by pursuing operational efficiencies.
  - Absorb VASH vouchers once veteran has completed his/her service plan.
  - When there is a veteran participating under the VASH project based voucher program for one year (i.e., eligible to “voucher-out”) who is discharged by the Veterans Administration, the HPHA may allow the veteran to receive a housing choice voucher in place of the VASH project based voucher.
  - Update policy on additions to the household after admission into the Housing Choice Voucher program to deny additions of an additional household consisting of more than one member to the Housing Choice Voucher except by birth, adoption, or court-awarded custody, or marriage, when the addition would increase the subsidy to the family.
  - Adopt policy on changes to household composition when a family member who is 18 and over remove themselves from the household; and to establish the following policies when such individuals seek readmission to the household:
    - A. They are prohibited from readmission to the household.
    - B. They are required to apply as new applicants for placement on the waitlist.
    - C. The HPHA may consider medical hardship or other extenuating circumstances, and if determined necessary or as a reasonable accommodation, may allow such family members to be added to the household as a live-in-aide
  - Adopt administrative rules to implement Hawaii Revised Statutes §356D-13.5 regarding remaining members of assisted tenant families to allow only the original household members at the time of voucher issuance to retain the voucher where other



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

members of the family have left the unit; and to provide for the automatic return of the voucher to the HPHA once all original household members are no longer in the household; and to provide an exception for families where the original parents in the household are survived by minors who were subsequently added to the household, until the youngest minor reaches the age of 21 years, or reaches the age of 23 if the youngest minor is a full-time student at a business school, technical school, college, community college, or university.

- Adopt administrative rules to allow the HPHA to implement a lottery system to:
  - A. Randomly choose families (excluding the elderly, disabled, and victims of domestic violence) to terminate from the Housing Choice Voucher Program if the HPHA must terminate Housing Assistance Payments contracts due to insufficient funding ; and
  - B. Randomly choose families (considering all adopted preferences) to process for participation in the Housing Choice Voucher Program.
- In determining the amount of allowances for purposes of rent and subsidy determination in the Housing Choice Voucher program, establish policy to cap the amount of child care expenses that can be claimed at the amount of the lower wage earned by working family members, unless the child care expenses incurred is obviously to enable another family member with higher wages to work.
- Update policy regarding the designation of the head of household, spouse, and co-head of the family in the event of marriage of the head or co-head individuals who may not be related by blood, marriage, adoption, or other operation of law, subsequent to admission to the program, to clarify as follows:
  - A. If the head marries, the head's spouse automatically replaces the original co-head as the spouse. The original co-head automatically becomes an authorized family member.
  - B. If the co-head marries, as a family can only have a spouse or co-head, but not both, the family determines whether the co-head's spouse will become the head of household, or an authorized household member.
- Adopt policy in the Section 8 program to determine which household will include a minor's unearned income into the household's income, in determining unit size, and eligible deductions where two households in the assisted housing programs share custody of minors.
- Adopt revisions to the Section 8 policy in shortening the length of time for a temporary absence from, other than students and foster care.
- Adopt rules to conduct Home Quality Standards (HQS) inspections every other year, except in circumstances where HPHA may determine a need for an annual inspection (e.g., tenant complaint).
- Prepare for administrative rule updates to comply with HUD change from HQS inspections to the Uniform Physical Conditions Standards-Voucher (UPCS-V) when appropriate.
- Adopt rules allowing families that exceed the largest public housing unit size to receive Section 8 Housing Choice Voucher, rather than splitting the household to fit into existing unit sizes.



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

- Adopt rules where the HPHA may award Section 8 Housing Choice Vouchers to public housing residents for the following reasons in the following order and not equal priority:
    1. Involuntarily displaced such as for relocation due to modernization activity, or based on an emergency where conditions of the public housing dwelling unit, building, or project pose an immediate, verifiable threat to life, health or safety of the family, and the family cannot be relocated to another public housing unit in the same program, meeting their needs.
    2. Approved for a transfer as a reasonable accommodation for a unit with special features, and have not been offered a unit in the public housing program that meets the family's needs and have waited over one year.
    3. Victims of domestic violence, or stalking, or reprisals, or hate crime, and cannot be safely transferred to another public housing unit in the same program.
    4. Homeless families, provided "Homeless" is defined by HUD.
  - 3. Increase customer satisfaction:
    - Automate more functions to provide increased quality of service such as web-based applications, increase web capabilities, and interactive voice response systems.
    - Increase face to face meetings to improve customer satisfaction.
  - 4. Concentrate on efforts to improve specific management functions:
    - Revise and implement plan to have Tenant Monitors or other resident participation programs to address issues when managers are not available.
  - 5. Continue to renovate or modernize public housing units with priority to health, safety, accessibility, end of useful life and energy conservation.
  - 6. Demolish or dispose of obsolete public housing and provide replacement housing.
  - 7. Provide replacement vouchers.
  - 8. Leverage Capital Funds to accelerate modernization projects, study the feasibility of utilizing public/ private partnerships for the redevelopment of public housing and pursue mixed finance redevelopment opportunities with various HUD programs such as RAD and CNI.
  - 9. Continue to refer criminal cases to the eviction board in an expeditious manner to maintain the health and safety of the public housing community.
- C. Increase assisted housing choices:
1. Conduct outreach efforts to potential voucher landlords.
  2. Provide Section 8 voucher mobility counseling.
  3. Assess voucher payment standards.
  4. Maintain voucher homeownership program.
  5. Maintain public housing or other homeownership programs.
  6. Utilize Geographical Wait Lists.
  7. Pursue designated housing for elderly-only project(s).
- D. Provide an improved living environment:



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

1. Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments.
  2. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
  3. Implement public housing security improvements, such as increased lighting, video surveillance, resident identification cards, utilizing after hour quiet time, tenant participation with Resident Associations, and crime prevention through environmental design features.
  4. Designate developments or buildings for particular resident groups (e.g., elderly or persons with disabilities) and/or pursue designated housing under HUD's definition of designated housing.
  5. Pursuing a due process determination from HUD to expedite criminal activity cases that involve assault, terroristic threatening, firearms, dangerous weapons, harassment, kidnapping, sexual assault, extortion, forgery, burglary, unauthorized entry into a dwelling, unauthorized entry into a motor vehicle, criminal property damage, criminal trespass on HPHA property, disorderly conduct, child pornography, and consuming liquor on HPHA property, which is considered as reasonably likely to adversely affect the health, safety, right to peaceful enjoyment of the premises by other tenants, the HPHA and its staff.
  6. Installing adaptable design elements to allow elderly tenants to age in place.
  7. De-Concentration Summary reveals 2 AMP sites are below the 85% threshold and 7 AMP site is above 115% threshold. Applicants will be placed accordingly.
  8. With a public/private partnership and Master Development agreement with Michaels Development, income mixing is present at Kuhio Park Terrace.
  9. Through public/private partnerships, the redevelopment of public housing and other properties will enhance communities with updated or new amenities for residents, such as public spaces and parking.
  10. Adopt rules to provide greater security for tenants and staff, including no trespassing 24 hours a day at some or all of the HPHA properties.
  11. Adopt rules to efficiently remove abandoned property from HPHA units to provide quicker turnaround of units.
- E. Promote self-sufficiency and asset development of assisted households:
1. Increase the number and percentage of employed persons in assisted families by conducting annual activities such as job fairs and job training events.
  2. Engage supportive service providers to improve assistance recipients' employability.
  3. Engage supportive service providers to increase independence for the elderly or families with disabilities by continually attracting and providing supportive services.
  4. Provide measures and opportunities to increase the income of residents to complement de-concentration and income targeting.
  5. Improve Section 3 plan to expand resident employment opportunities.
  6. Evaluate the need and the feasibility of the HUD "Step Up" program to provide jobs and job training opportunities on HUD-assisted construction projects to residents of public housing and other low-income people.
  7. Pursue grant opportunities to fund self-sufficiency coordinator positions through HUD grants or other available and appropriate sources.
- F. Ensure equal opportunity and affirmatively further fair housing:



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

1. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sexual orientation, gender identity, marital status, familial status, and disability.
  2. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, ancestry, national origin, age, sex, sexual orientation, gender identity, marital status, familial status, HIV/AIDS infection and disability.
  3. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
  4. Continue on-going efforts to educate and provide information to the general population and to landlords.
  5. Conduct on-going training to educate staff.
  6. Continue to implement the Section 504 and ADA transition plans.
  7. Maintain the Limited English Proficiency (LEP) Provide training to non-English speaking and/or Limited English Proficiency speaking groups with an interpreter available on federal and state fair housing laws.
  8. Build community ties with private and non-profit organizations to affirmatively further fair housing.
  9. Implement the action plan set forth in the Fair Housing Analysis of Impediments to be updated in 2015, subject to the availability of funds.
  10. Review policies to ensure compliance with HUD's equal access rule.
- G. Improve the housing delivery system through cost-effective management of federal government programs and resources:
1. Implement project based accounting and management for federal public housing.
  2. Improve the tenant rent collection system by updating policies and procedures, timely evictions for non-payment of rents, and timely write offs.
  3. Implement energy efficient cost saving measures in all properties.
  4. Work with the University of Hawaii including but not limited to the development of a database system to inventory all properties.
  5. Study the feasibility of creating energy farms to generate power for all properties.
  6. Pursue prosecution for criminal property damage.
  7. Continue to automate major operation components of the PHA computer software such as work order processing and tracking, materials, inventory, and fixed assets to improve the efficiency and accuracy of financial accounting and reporting.
  8. Continue to upgrade the computer network infrastructure with faster, more reliable, and redundant connections to increase overall productivity.
  9. Upgrade computers and servers with newer models to provide faster response time for users, and standardize all versions of office software.
  10. Implement a content management system for more efficient retrieval of documents stored electronically on the HPHA network.
  11. Use recently acquired video conferencing equipment to further better communication between all HPHA properties on all islands.
  12. Make available not less than fifty per cent of available federal and state low-income housing units for applicants without preference and up to fifty per cent of available federal and state low-income housing units for applicants with preference as mandated by ACT148 – 2013.
  13. Implement recently adopted Hawaii Administrative Rule (HAR) revisions to prohibit smoking in public housing, and provide tenants with revised lease addenda outlining



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

- enforcement strategies for the “No Smoking” policy, including reviewing and amending the HAR based on HUD’s forthcoming rules.
14. Adopt changes to Admissions and Continued Occupancy Policy and applicable administrative rules for the Federally Assisted Low-income Public Housing program to ensure compliance with HUD regulations and policies.
  15. Update occupancy guidelines to allow two people per living space, and single person families shall be allocated a studio. (ACOP pg. 5-1 and Section 8 Admin Plan pg. 5-12)
  16. Work with any and all departments and agencies to combat the community goal of homelessness.
  17. Strengthen internal controls and rectify audit findings.
  18. Adopt rules for tenants that enter public housing by way of citizen sponsorship into the State of Hawaii, to include the income of the sponsor when calculating the rent for the tenants.
  19. Adopt rules regarding remaining members of assisted tenant families to allow only the original household members at the time of placement in federal public housing program to retain the unit and public housing assistance where other members of the family have left the unit; and to provide for the termination of the rental agreement/assistance or nonrenewal of the rental agreement once all household members are no longer in the household; and to provide an exception for families where the original parents in the household are survived by minors who were subsequently added to the household, until the minors reach a certain age (e.g., 21 years of age).
  20. Revise the Admissions and Continued Occupancy Policy and applicable administrative rules to allow additions of more than one family member as long as the addition does not require the family to be transferred to a larger unit and as long as the addition would not cause overcrowding of the unit in accordance with county occupancy standards.
  21. Consider converting some or all geographical waitlists to site-based waitlists.
  22. Review updated HUD rules and adopt administrative rule changes meant to reduce administrative costs, increase program efficiency, improve tenant benefits, or foster self-sufficiency.
- H. Evaluate the current administration of HPHA’s Section 8 Housing Choice Voucher Program (Due to the recent change in funding levels for the Section 8 HCV Program by HUD, HPHA will be exploring options to maximize the number of voucher participants within the current HUD funding level):
1. Increase the current number of active vouchers by leveraging HPHA’s “High Performer” status to participate in any current or future HUD programs and/or create and implement new programs in conjunction with the local HUD office. Close the Palolo Project Based Voucher wait list except for four bedroom units.
  2. Open the wait list in 2016 for a limited time.
  3. Conduct a utility usage study to determine whether the utility allowance is more efficiently used based on the unit size or the voucher size.

**6.0a PHA Plan Update**



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

- Housing Choice Voucher and Public Housing Administration:
  1. Adopted a Violence Against Women Reauthorization Act (VAWA) Policy covering the administration of public housing and Section 8 programs, consistent with the Violence Against Women Act of 1994 and the Reauthorization Act of 2013.
  2. Adopted changes to the Admissions and Continued Occupancy Policy for Federally Assisted Public Housing regarding its pet policy, consistent with CFR procedures.

(b) Identify the specific location(s) where the public may obtain copies of the Annual PHA Plan.

The PHA Plan and all supporting documents are available on the internet:  
[www.hpha.hawaii.gov/](http://www.hpha.hawaii.gov/)

Hawaii Public Housing Authority  
1002 North School Street, Bldg. E  
Honolulu, Hawaii 96817

Lanakila Homes  
600 Wailoa Street  
Hilo, Hawaii 96720

Ka Hale Kahaluu  
78-6725 Makolea Street  
Kailua-Kona, Hawaii 96740

Kapaa  
4726 Malu Road  
Kapaa, Hawaii 96746

Kahekili Terrace  
2015 Holowai Place  
Wailuku, Hawaii 96793

THE FOLLOWING POLICIES ARE ALSO AVAILABLE AT THE LOCATIONS ABOVE:

Note: ACOP refers to the Admissions and Continued Occupancy Policy document

1. Eligibility, Selection and Admissions. and Wait List Policies: ACOP Chapters 2 and 3
2. De-concentration Policy
3. ACOP Chapter 4
4. Statement of Financial Resources
5. Rent Determination policy: ACOP Chapter 6
6. Operation and Management
7. Grievance Procedures: ACOP Chapter 13
8. Designated Housing for Elderly and Disabled Families
9. Community Service and Self-Sufficiency



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

10. Safety and Crime Prevention
11. Pets and Assistance Animals Policy: ACOP Chapter 10
12. Civil Rights Certification
13. Fiscal Year Audit
14. Asset Management
15. Violence Against Women Act (VAWA) activities



## Section 7.0

The Housing Choice Voucher (Section 8) Administrative Plan and the Hawaii Administrative Rules § 17-2000, et. al., governing the HPHA's federal housing programs, as well as any amendments thereto, are available at the HPHA School Street location, Bldg. E, and on the HPHA's website. They are hereby incorporated by reference.

### **Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.**

- **Mayor Wright Homes Redevelopment**

HPHA released a Request for Qualifications (RFQ) on July 11, 2014 for a developer/partner to complete a mixed income/mixed finance/mixed use-redevelopment project at Mayor Wright Homes in the near future, and the inclusion of mixed uses pursuant to ACT 90, SLH 2011. Hunt Companies has been selected, and a Master Development Agreement is being negotiated.

- **Kuhio Park Terrace, Kuhio Homes and Kuhio Park Terrace Low-Rise Redevelopment**

HPHA received a \$300,000 Choice Neighborhoods Initiative (CNI) planning grant in 2012 and is developing a comprehensive Transformation Plan with input from community members, stakeholders and partners to revitalize the Kuhio Park Terrace, Kuhio Homes, Kuhio Park Terrace Low-Rise and Kalihi neighborhood area. The HPHA will explore options to either seek a Choice Neighborhoods Initiative (CNI) implementation grant and invest into realizing a future Transformation Plan submitted to HUD in October 2014, or progress through the approved redevelopment plan for the community which involves the construction of new mid/high-rise dwelling structures for low-income family and elderly public housing tenants, and the inclusion of mixed uses pursuant to Act 90, SLH 2011. A Regulatory and Operating Agreement is being negotiated for the second phase.

- **Mixed Finance Redevelopment**

HPHA will evaluate and identify additional properties, on all islands, in its portfolio that have potential for public-private, mixed finance, mixed income redevelopment opportunities through Section 18 of the Housing Act of 1937 and various HUD programs including but not limited to the Rental Assistance Demonstration program, Choice Neighborhoods Initiative, VASH and any other federal, state, or local source such as the issuance of PHA bonds pursuant to Chapter 356D, Hawaii Revised Statutes.

- **Homeownership Programs:**

1. HPHA will investigate the possibility of reopening this program and committing Section 8 vouchers through SHOP with future redevelopment projects.



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

**Section 7.0 (cont.)**

**Project-based Vouchers.**

1. HPHA plans to evaluate the property inventory for potential sites that might benefit from the use of project-based vouchers in addition to the properties listed below. The agency will also evaluate potential application for participation in the new HUD Rental Assistance Demonstration program.
2. 150 Project-based vouchers are part of the Kuhio Park Terrace Towers redevelopment, and the HPHA will be looking to add additional Project-based vouchers for the Kuhio Homes and Kuhio Park Terrace Low-Rise redevelopment. (HPHA is seeking additional replacement housing vouchers for public housing units that will be temporarily removed from inventory while the Kuhio Homes and Kuhio Park Terrace Low-Rise are redeveloped. Those units will be restored in future phases when redevelopment has been completed.)
3. 305 units at Palolo Homes I and II. The Palolo Homes I and II site-based waiting list shall be closed by the Section 8 Branch upon approval of this plan in order to better serve the current families in the program and reduce application processing costs except for 4 bedroom units. The list may be reopened at a later date upon notice by the HPHA.

**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. (continued)**

1. Consistent with the HPHA's efforts to sustain and increase the availability of decent, safe, and affordable housing, HPHA plans to continue its utilization of rent subsidy vouchers through the Federal Project-Based Certificate/Voucher Program. The HPHA will earmark up to the maximum allowable vouchers as specified in 24 CFR 983 and will utilize project basing on the counties of Oahu, Kauai, Maui, and Hawaii in accordance with program guidelines and objectives.
2. To maximize utilization and to encourage tenant development, HPHA applied for and received HUD approval on August 8, 2001 to exceed the 25 percent cap for dwelling units in any building to be assisted under a housing assistance payment (HAP) by requiring owners to offer supportive services. To minimize the loss of existing housing inventories, HPHA applied for and received HUD approval on October 4, 2001 to attach Project Based Assistance to State-owned public housing projects in areas, which exceed the 20 percent poverty rate limitation.



Hawaii Public Housing Authority  
 Annual and Five-Year Plan  
 Fiscal Year 2016

<p>8.0</p>	<p><b>Capital Improvements.</b></p> <p>HPHA is focusing capital improvements funding on protecting residents and the physical housing assets. In addition to the annual federal Capital Funding Program (CFP) grant, we are seeking state Capital Improvements Program (CIP) funds from the State Legislature in order to make needed repairs and modernize existing housing stock. In planning the use of funds, priority is being given to those needs that protect the health and safety of residents, such as ADA/Section 504 modifications, hot water systems and repairing sidewalks; and those that prevent further deterioration of housing, such as roof and spalling repairs, termite treatment and repairs, and other site repairs.</p> <p>Further, due to recent changes in PHAS Scoring factors, priority is also given to capital projects that restore previously vacant, uninhabitable units to rentable status. Due to the unpredictability of such capital projects, such as locations of such units and cause of un-inhabitability, the HPHA will be unable to maintain complete advance plans regarding these projects. This will result in slight modifications to the Capital Fund Program Five-Year Action Plan and the Capital Fund Program Annual State/Performance and Evaluation Reports; any such deviation shall not be considered by the HPHA to be a Substantial Deviation or Significant Amendment/Modification necessitating amendment of the HUD Approved PHA 5-Year and Annual Plan unless the amount of funds being required exceeds \$10 Million, comprises more than 15% of a developments ACC unit count, or requires the relocation of more than two neighboring occupied units in accordance with the HPHA's definition section in 10.0 infra.</p> <p>For the Capital Fund Program Five-Year Action Plan and the Capital Fund Program Annual State/Performance and Evaluation Reports, where work is not specifically budgeted, monetary placeholders will be provided in lieu of specific development language, subject to Section 10.0 infra.</p>
<p>8.1</p>	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p><b>SEE ATTACHED</b></p>
<p>8.2</p>	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><b>SEE ATTACHED</b></p>
<p>8.3</p>	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p><b>SEE ATTACHED</b></p>



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

**Housing Needs.**

Housing Needs of Families on the Public Housing Waiting List as of July 1, 2015

<b>Total Families on Waiting List = 11,134</b>	<b># of families</b>	<b>% of total families</b>
<b>Income Levels</b>		
Extremely low income <=30% AMI	10,552	94.77%
Very low income (>30% but <=50% AMI)	458	4.11%
Low income (>50% but <80% AMI)	81	0.73%
Average income	43	0.39%
Families with children	4,473	40.17%
Elderly families	2,270	20.39%
Families with Disabilities	2,146	19.27%
Single	2,245	20.16%
<b>Racial Distribution</b>		
Asian/Pacific Islander/Other	8,290	69.32%
White	2,202	18.41%
Hispanic	921	7.70%
Black	382	3.19%
American Indian, etc.	164	1.38%
<b>Bedrooms Needed</b>		
1BR and Studio	5,658	49.77%
2 BR	3,535	31.09%
3 BR	1,626	14.30%
4 BR	500	4.39%
5 BR	50	0.45%

9.0



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

9.0

**Housing Needs (continued)**

**Housing Needs of Families on the Section 8 Waiting List as of July 1, 2015**

<b>Total Families on Waiting List = 4,306</b>		
	<b># of families</b>	<b>% of total families</b>
<b>Income Levels</b>		
Extremely low income <=30% AMI	2,075	93.81%
Very low income (>30% but <=50% AMI)	103	4.65%
Low income (>50% but <80% AMI)	13	0.59%
Average income	21	0.95%
Families with children	1,181	53.39%
Elderly families	303	13.70%
Families with Disabilities	488	22.06%
Single	240	10.85%
<b>Racial Distribution</b>		
Asian/Pacific Islander/Other	1,522	73.92%
White	296	14.38%
Hispanic	147	7.14%
Black	70	3.40%
American Indian, etc.	24	1.16%
<b>Bedrooms Needed</b>		
1BR and Studio	991	44.56%
2 BR	626	28.15%
3 BR	471	21.18%
4 BR	114	5.53%
5 BR	22	0.58%
5+ BR	0	0.00%



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

**Housing Needs (continued)**

The following data is drawn from the Hawaii Consolidated Plan PY 2015 – 2019 by the Hawaii Housing Finance and Development Corporation (HHFDC):

Projected Housing Need, 2014-2020					
% Area Median Income	Honolulu	Maui	Hawaii	Kauai	State
≤30%	4,076	1,377	2,355	330	8,138
30-50%	3,808	1,402	2,017	221	7,448
60%	2,415	748	1,003	462	4,629
60-80%	3,710	1,330	1,657	312	7,009
<b>Sub-total affordable rental</b>	<b>14,008</b>	<b>4,857</b>	<b>7,033</b>	<b>1,325</b>	<b>27,224</b>
80-100%	3,217	1,087	1,422	526	6,252
100-120%	2,950	956	1,292	433	5,631
120-140%	2,448	890	924	361	4,623
<b>Sub-total affordable for-sale</b>	<b>8,615</b>	<b>2,933</b>	<b>3,638</b>	<b>1,320</b>	<b>16,506</b>
>140%	8,573	6,204	4,041	1,555	20,373
<b>TOTAL</b>	<b>31,197</b>	<b>13,994</b>	<b>14,712</b>	<b>4,200</b>	<b>64,103</b>

\*Source: Ricky Cassidy, Rental Housing Study, 12/30/14

**Summary of Housing Needs**

Demographics	Base Year: 2000	Most Recent Year: 2011	% Change
Population	1,211,537	1,346,554	11%
Households	403,572	445,513	10%
Median Income	\$49,820.00	\$67,116.00	35%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2000 Census (Base Year), 2007-2011 ACS (Most Recent Year)

9.0

**Number of Households Table**

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households *	59,400	51,995	83,300	54,850	195,970
Small Family Households *	16,530	17,890	34,125	23,635	102,605
Large Family Households *	4,695	5,605	10,680	8,165	27,755
Household contains at least one person 62-74 years of age	10,970	10,090	16,625	11,280	45,730
Household contains at least one person age 75 or older	10,725	10,195	12,675	7,235	21,730
Households with one or more children 6 years old or younger *	10,415	9,935	15,935	10,835	20,960

\* the highest income category for these family types is >80% HAMFI

Table 6 - Total Households Table

Data Source: 2007-2011 CHAS



**Housing Needs (continued)**

**Housing Market Analysis**

**HOUSING MARKET AREA:** The Hawaii Housing Market Area (HMA) is defined as the State of Hawaii which is comprised of the City & County of Honolulu and Counties of Hawaii, Maui, and Kauai. The following housing market analysis is based primarily on information from the following sources: DBEDT, “Measuring Housing Demand in Hawaii, 2015-2025”, April 2015; Ricky Cassidy, “Affordable Rental Housing Study Updates, 2014” for Honolulu, Hawaii, Kauai, and Maui, December 2014; and U.S. Census, 2010-2014 American Community Survey 5-Year Estimates.

**HOUSING DEMAND:**

Housing demand is impacted by population growth, the military presence, domestic migration and immigration, and foreign investment in Hawaii real estate. In 2010-2014, Hawaii had a total population of 1.4 million.

The resident population of Hawaii, which includes active-duty military personnel and their dependents, is projected to increase an average growth rate of 0.8% per year over the projection period. The Neighbor Island counties are projected to have higher population growth than Honolulu. The resident population of Honolulu is projected to increase at an annual rate of 0.4% from 2010 to 2040, while Hawaii is projected to grow at 1.6% annually, Maui County at 1.4%, and Kauai County at 1.1%. As a result, the Neighbor Island population as the share of the state total will increase from 29.9% in 2010 to 36.4% in 2040, while the corresponding share of the City and County of Honolulu is projected to decrease from 70.1% to 63.6%.

9.0

Migration is one of the most important contributors to the state’s population growth. Foreign immigration to Hawaii has been steady, increasing from 5,400 people per year on average in the 1990s to about 6,600 people per year over the past decade. However, domestic migration had a stronger increase, from about 32,000 people per year in the 1990s to above 43,000 people per year on average since 2002.

Another important driver of housing demand is the increase in the number of residential rental units being used as vacation rentals. There is evidence that local residential housing units are increasingly catering to visitors, either full or part time. According to the Hawaii Tourism Authority, “...the popularity and demand for alternative accommodations have grown rapidly over the years. If all of the identified units were available for visitor use at the same time, these units would account for up to 25% of Hawaii’s total lodging inventory....”

Foreign buyers are yet another source of increased demand for housing in the local real estate market. The National Association of Realtors estimates that foreign buyers of properties in Hawaii accounted for



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

**Housing Needs (continued)**

3.6% of all homes sold in 2012. Furthermore, in 2013, Hawaii properties were the second most popular for the Japanese buyers and the fourth most popular for the Canadian buyers. This increased demand from foreign buyers exerts additional price pressures on the housing sector, since often foreign buyers are not income-constrained and, in many cases, buy properties with cash.

**DBEDT forecasts a long-range demand for a total of about 64,700 new housing units in Hawaii by the year 2025.** This is based largely on the assumed increase in the number of households and is dependent on changes in social and economic factors, expected migration and immigration, and expected changes in the size and age distribution of the adult population. Forecasted demand by county is as follows:\

**Honolulu, 25,847 units; Hawaii, 19,610 units; Maui, 13,949 units; and Kauai, 5,287 units.**

**Number of Housing Units**

In 2014, Hawaii had a total of 530,118 housing units, 15% of which were vacant. Of the total housing units, 62% were single-unit structures, 38% were in multi-unit structures, and less than 0.5% was mobile homes. An estimated 29% of the housing units were built since 1990.

The 2010-2014 ACS 5-Year Estimate reports that Hawaii had 450,300 occupied housing units - 257,300 (57 percent) owner occupied and 193,000 (43 percent) renter occupied. An estimated 63 percent of householders of these units had moved in since 2000. An estimated 68 percent of the owner occupied units had a mortgage. An estimated 2 percent of the households did not have telephone service. An estimated 9 percent had no vehicles available and another 21 percent had three or more.

The median monthly housing costs for mortgaged owners was \$2,291, nonmortgaged owners \$509, and renters \$1,417. An estimated 47 percent of owners with mortgages, 12 percent of owners without mortgages, and 57 percent of renters in Hawaii spent 30 percent or more of household income on housing.

9.0

**All residential properties by number of units**

Property Type	Number	%
1-unit detached structure	282,060	53.7%
1-unit attached structure	43,361	8.3%
2-4 units	37,869	7.2%
5-19 units	60,337	11.5%
20 or more units	100,336	19.1%
Mobile Home, boat, RV, van, etc.	889	0.1%
<b>Total</b>	<b>524,852</b>	<b>100%</b>

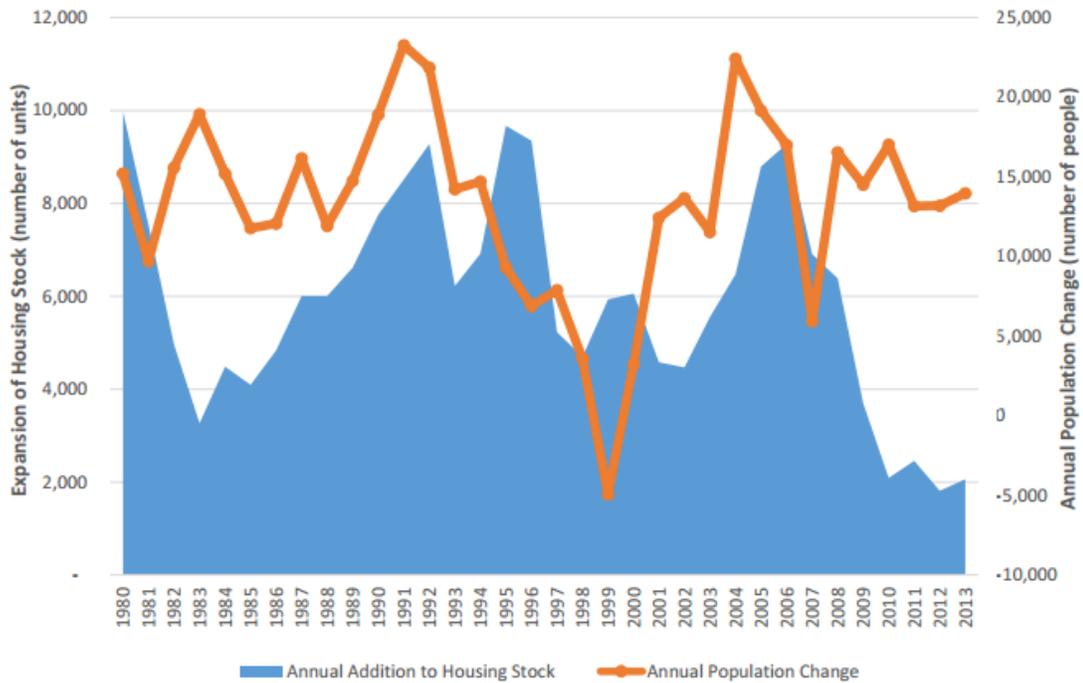


Hawaii Public Housing Authority  
 Annual and Five-Year Plan  
 Fiscal Year 2016

**Housing Needs (continued)**

The increase in Hawaii’s housing stock needs to be compared with the population increase over time. The figure below highlights the expansion of housing supply in the late 1980s and early 2000s, compared with annual population growth. There is an increasing gap between annual population growth and housing supply growth. The result of this increasing gap has been continued housing price increases, leading to an unbalanced housing market.

**Figure 2.2: Annual Increase in Housing Units and Population Change in Hawaii, 1980 – 2013**



9.0



**Housing Needs (continued)**

**Cost of Housing**

The median monthly housing costs for mortgaged owners in 2013 was the highest in Honolulu County at \$2,362 per month, followed by Maui County at \$2,261 per month, Kauai County at \$2,022, and Hawaii County at \$1,637 per month.

Oahu renters paid the highest median rent in 2013 at \$1,535 per month, followed by Maui County renters at \$1,292 per month, Kauai County rents at \$1,281, and Hawaii County renters with the lowest rent at \$1,017 per month.

An estimated 48% of owners with mortgages, 12% of owners without mortgages, and 56% of renters in Hawaii spent 30% or more of household income on housing.

Hawaii's median housing value increased from \$496,600 in 2012 to \$500,000 in 2013. This increase, however, was not statistically different. Hawaii remained #1 in the ranking with the highest median housing value in the U.S.

**Cost of Housing**

	Base Year: 2000	Most Recent Year: 2011	% Change
Median Home Value	249,300	529,500	112%
Median Contract Rent	721	1,185	64%

**Table 32 – Cost of Housing**

Data Source: 2000 Census (Base Year), 2007-2011 ACS (Most Recent Year)

9.0

Rent Paid	Number	%
Less than \$500	30,266	16.5%
\$500-999	48,753	26.5%
\$1,000-1,499	47,181	25.6%
\$1,500-1,999	28,852	15.7%
\$2,000 or more	28,974	15.7%
<b>Total</b>	<b>184,026</b>	<b>100.0%</b>

**Table 33 - Rent Paid**

Data Source: 2007-2011 ACS

**Housing Affordability**

% Units affordable to Households earning	Renter	Owner
30% HAMFI	13,800	No Data
50% HAMFI	32,945	3,220
80% HAMFI	92,885	10,830
100% HAMFI	No Data	26,325
<b>Total</b>	<b>139,630</b>	<b>40,375</b>

**Table 34 – Housing Affordability**

Data Source: 2007-2011 CHAS



## 9.0 Strategy for Addressing Housing Needs.

### A. Need: Shortage of affordable housing for all eligible populations

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line.
- Reduce turnover time for vacated public housing units by use of the Multi Skilled Worker pilot program, special teams and/or outsourcing where appropriate.
- Seek replacement of public housing units lost to the inventory through mixed finance development on all islands, including rural areas.
- Maintain or increase section 8 lease-up rates by maintaining or increasing payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.
- Seek additional Federal grant funds and State Capital Improvement Project funding.
- Work with HUD to restore Faircloth limit unit count at Lanakila Homes.

#### **Strategy 2: Increase the number of affordable housing units:**

- Apply for additional section 8 units should they become available.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing.
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

### B. Need: Specific Family Types: Families at or below 30% of median

#### **Strategy: Target available assistance to families at or below 30 % of AMI**

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing.
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance.
- Adopt rent policies and assess any programs that support and encourage work.

### C. Need: Specific Family Types: Families at or below 50% of median

#### **Strategy: Target available assistance to families at or below 50% of AMI**

- Adopt rent policies and assess any programs that support and encourage work.



## 9.0 Strategy for Addressing Housing Needs. (cont.)

### D. Need: Specific Family Types: The Elderly

**Strategy: Target available assistance to the elderly:**

- Seek designation of public housing for the elderly.
- Apply for special-purpose vouchers targeted to the elderly, should they become available.

### E. Need: Specific Family Types: Families with Disabilities

**Strategy: Target available assistance to Families with Disabilities:**

- Carry out the modifications needed in public housing based on the Needs Assessment for public housing.
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available.
- Affirmatively market to local non-profit agencies that assist families with disabilities.

### F. Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

**Strategy: Conduct activities to affirmatively further fair housing**

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
- Market the section 8 program to owners outside of areas of poverty /minority concentrations.
- Provide training of fair housing laws to housing providers and to tenants with limited English proficiency.

### Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Evidence of housing needs as demonstrated in the Consolidated Plan and the 2011 Hawaii Housing Policy Study and other information available to the PHA.
- Influence of the housing market on PHA programs.
- Community priorities regarding housing assistance.
- Results of consultation with local or state government.
- Results of consultation with residents and the Resident Advisory Board.
- Results of consultation with advocacy groups.



## 10.0 Additional Information

**Additional Information.** (a) Progress in Meeting Mission and Goals in the previous 5- Year Plan (FY 2009-2014)

### 1. PHA Goal: Expand the supply of assisted housing

- Apply for additional rental subsidies: Applications for HUD Specific Section 8 Housing Choice Vouchers will be submitted provided that HUD specific funding is available and HPHA meets the criteria for the specific funding.
- Reduce public housing vacancies, not to exceed 5% vacancy rate.
- As of June 30, 2015, there were 128 vacant units.
- HPHA will aim to maintain this 5% vacancy rate into the future.
- Current occupancy rate is approximately 94%, with approved modernization and Type C units included the adjusted occupancy rate is 96%.

### 2. PHA Goal: Improve the quality of assisted housing

- Improve public housing management: (PHAS score) HPHA currently maintains a 97% rent collection rate. HPHA completes 100% of emergency work orders within 24 hours and has met its goal to inspect 100% of units and systems using the Uniform Physical Condition Standard (UPCS). HPHA has completed system-wide upgrades to its network and computer software to increase the efficiency of administered programs. Additionally, HPHA’s staff received HUD-provided training on rent calculation and internal PHAS training.
- Improve voucher management: Attained a SEMAP score of 95%: The 2014-2015 final assessment SEMAP score ranks HPHA as a “High Performer.”
- Increase customer satisfaction: HPHA has begun the development process to automate certain functions geared at enhancing customer service delivery and customer satisfaction including the redesign of the agency website and development of web-based applications. HPHA has implemented a no-smoking policy throughout all public housing properties.
- Renovate or modernize public housing units: As of June 30, 2015, HPHA has federal dollars in the amount of \$33,375,345 CFP funds and \$172,979,000 State CIP funds appropriated and budgeted for a total of \$206,354,345. HPHA has expended \$29,096,219 in CFP and \$34,020,601 in State CIP for a total of \$63,116,820. Additionally, HPHA partnered with HUD to offer a workshop on federal relocation requirements for staff and local partners.

- |  |  |
|--|--|
| • Kau’iokalani Fire Damage Repair                | Des: \$6,500, Const: \$39,037 CIP              |
| • Maili II Type C Vacant Unit                    | Des: <i>in-house</i> , Const: \$124,932 CIP    |
| • Hale Nana Kai O Kea Site & Dwelling / ADA      | Des: \$240,330 CIP, Const: \$2,458,082 CFP/CIP |
| • Puahala Homes Site Repairs                     | Des: \$4,500 CIP, Const: \$44,020 CIP          |
| • Kauhale O Hanakahi Exterior Painting           | Des: <i>in-house</i> , Const: \$99,890 CIP     |
| • HPHA Campus Electrical Connections Repair      | Des: <i>in-house</i> , Const: \$5,970 CIP      |
| • Mayor Wright Homes Security Camera System      | Des: <i>in-house</i> , Const: 136,005 CIP      |
| • Palolo Valley Homes Modernize Bldg. 16,17 & 20 | Des: \$676,508 CFP, Const: \$6,120,750 CFP/CIP |



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

- Paoakalani Repavement / ADA Des: \$17,189 CIP, Const: \$141,885 CFP
  - Makua Alii Repavement / ADA Des: \$50,810 CIP, Const: \$422,473 CFP
  - Kalakaua Homes Repavement / ADA Des: \$29,230, Const: \$229,305 CFP/CIP
  - Kauhale Ohana Replace Sewage Lift Station Des: \$9,000 CIP, Const: \$72,272 CIP
  - Kalihi Valley Reroofing Bldg. 20,21 & 30 Des: \$51,930 CIP, Const: \$611,524 CFP
  - Kalihi Valley Reroofing Bldg. 32, 36, 37, 41 & 42 Des: \$51,930 CIP, Const: \$1,214,572 CFP
  - Wahiawa Terrace Type C Vacant Unit Des: \$140,901 CIP, Const: \$1,377,309 CFP
  - Puuwai Momi Electrical Upgrade Des: \$180,928, Const: \$2,442,167 CFP
  - Kauhale Nani Exterior Lighting Upgrade Des: *in-house*, Const: \$49,326 CIP
  - Lanakila Homes—Exterior Paint Comm. Ctr. Des: *in-house*, Const: \$48,300 CIP
- Leverage capital funds to accelerate modernization projects. HPHA leveraged State funding, through the use of state CIP funds, in order to offset decreases in federal program funding.
  - Provide replacement public housing: Under the Master Development Agreement, HPHA will redevelop Kuhio Homes and Kuhio Park Terrace Low-Rise with Michaels Development with an estimated 400 units.

## 10.0 Additional Information (cont.)

### 3. PHA Goal: Increase assisted housing choices

- Geographical Wait List: Administrative rules implemented in December 2001.
- Conduct ongoing outreach efforts to potential voucher landlords: Outreach activities to attract new voucher landlords began in March, 2005, including owners of accessible units, and is ongoing on an annual basis.

### 4. PHA Goal: Provide an improved living environment

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
- HPHA added increased lighting, surveillance cameras and 24-hour security patrols at selected properties with high crime activity. Efforts at Mayor Wright Homes have reduced overall crime by half.

### 5. PHA Goal: Promote self-sufficiency and asset development of assisted households

- HPHA continues to operate the Tenant Aide Program for federal public housing residents.
- HPHA continues to fill vacant positions in the Property Management and Maintenance Services Branch to assist tenants in accessing resident services and case management.

### 6. PHA Goal: Asset Management

- HPHA has a HUD Technical Assistance consultant team reviewing the current AMP structure. When their report is final, AMP structure changes might be made based on the findings.



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

**7. PHA Goal: Evaluate the current administration of HPHA's Section 8 Housing Choice Voucher Program**

- 2013, 2014, 2015 – rated as “High Performer”.
- 2015 – 95% SEMAP score designated as High Performer.
- Began the process of removing local preferences to lease up people off the waitlist by date and time to ensure fairness.
- Purged waitlist to remove non-responsive applicants
- Adopted temporary compliance measures proposed by HUD
- Completing re-certifications, inspections and disbursing timely payments to landlords.

**8. PHA Goal: Ensure equal opportunity and affirmatively further fair housing**

- HPHA evaluated agency-specific limited English proficiency (LEP) needs in order to supplement the HPHA's LEP plan and update procedures accordingly.
- HPHA provided training to staff on applicable laws, regulations, policies and procedures on the following topics: reasonable accommodations, assistance animals, limited English proficiency, and fair housing.
- HPHA offered a full day fair housing training for all employees and residents.
- HPHA evaluated the proposed rule on affirmatively furthering fair housing to identify changes to the analysis of fair housing impediments planning process.

**10.0 Additional Information (cont.)**

- HPHA continues to participate in the fair housing consortium with Hawaii Civil Rights Commission, Legal Aid Society of Hawaii, Department of Hawaiian Home Lands, local county fair housing coordinators, and HUD FHEO to discuss impediments to fair housing.

**9. PHA Goal: Improve the housing delivery system through cost-effective management of federal and State government programs and resources:**

- Continue to automate major operation components of the PHA computer software such as work order processing and tracking, materials, inventory, and fixed assets. Section 8, Low income public housing, wait list and financial modules were recently upgraded.
- Continue to upgrade the computer network infrastructure with faster, more reliable, and redundant connections to increase overall productivity. Upgrade computers with newer models, to provide faster response time for users, and standardize versions of office software.
- Ongoing SEMAP and PHAS training is being provided to HPHA staff.

**Additional Information.** (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of “significant amendment” and “substantial deviation/modification”

In accordance with 24 CFR §903.7(r)(2) which requires public housing authorities to identify the basic criteria the agency will use to determine a substantial



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

deviation from its 5-Year Plan and significant amendments or modification to the 5-Year Plan and Annual Plan, the following definitions are used:

Substantial Deviation: A substantial change in the goals identified in the Five-Year Plan. For example, making a formal decision not to pursue a listed goal; or substituting an entirely different set of activities to achieve the goal.

Significant Amendment/Modification: Adding or eliminating major strategies to address housing needs and to major policies (e.g., policies governing eligibility, selection or admissions and rent determination) or programs (e.g., demolition or disposition, designation, homeownership programs or conversion activities); or modifying a strategy such that a substantial transfer of resources away from others is necessary in order to carry it out.

For Capital Fund Program projects that deviate from the Capital Fund Program Five-Year Action Plan and the Capital Fund Program Annual State/Performance and Evaluation Reports, only projects that meet the following criteria shall require 5-Year and Annual Plan Amendment: the amount of funds being required exceeds \$10 Million; number of units being worked on comprises more than 15% of a developments ACC unit count; or work requires the relocation of more than two neighboring occupied units. Where work is not specifically budgeted, monetary placeholders will be provided in lieu of specific development language.



Hawaii Public Housing Authority  
Annual and Five-Year Plan  
Fiscal Year 2016

**11.0 Required Submission for HUD Field Office Review.**

In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)