

# PHA 5-Year and Annual Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0226  
Expires 4/30/2011

1.0	<b>PHA Information</b> PHA Name: <u>City and County of Honolulu</u> PHA Code: <u>HI003</u> 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): <u>07/2009</u>				
2.0	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>4291</u>				
3.0	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	<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
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.				
5.2	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. (SEE ATTACHMENT)				
6.0	<b>PHA Plan Update (SEE ATTACHMENT)</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.				
7.0	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable. (NOT APPLICABLE)				
8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. (NOT APPLICABLE)				
8.1	<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. (NOT APPLICABLE)				
8.2	<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. (NOT APPLICABLE)				
8.3	<b>Capital Fund Financing Program (CFFP).</b> (NOT APPLICABLE) <input 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.				
9.0	<b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (SEE ATTACHMENT)				

9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. (SEE ATTACHMENT)</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested. <b>(SEE ATTACHMENT)</b></p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note: Faxed copies of these documents will not be accepted by the Field Office.</b></p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

## PHA 5-Year and Annual Plan

### 5.2 Goals and Objectives

- 1) Goals and Objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years

Goal: Expand the supply of assisted housing

Objectives: Apply for additional rental vouchers (Implement the Family Unification Program--100 vouchers and Implement the Project Based Voucher Program (Based on availability of funding)

Goal: Improve the quality of assisted housing

Objectives: Improve voucher management (SEMAP score: 81% for 2008 - Obtain/Maintain "high performer" rating)

Increase customer satisfaction: (Conduct annual customer surveys of tenants and landlords; establish landlord council; continue Landlord Specialist services to outreach and assist hard-to-house and other tenants; provide rentals/home education via workshops and handouts)

Concentrate on efforts to improve specific management functions: (Continue to improve on automation, streamlining and monitoring in the areas of landlord payments/leasing/HQS inspections; accelerate fraud collections; provide staff with ongoing training opportunities.)

Goal: Increase assisted housing choices:

Objectives: Provide voucher mobility counseling (at each new voucher issuance briefing, at all annual re-exam interviews, on request)

Conduct outreach efforts to potential voucher landlords (conduct annual landlord workshop in coordination with Federal/State/local agencies; utilize Landlord Specialist in outreaching to and providing services to current and potential Section 8 landlords; open invitation to property management companies/community groups to provide Section 8 informational sessions.)

Increase voucher payment standards (when leasing and success rates decrease/market rents exceed existing payment standards/funding allocation can support the increase)

Implement voucher homeownership program: (HOP has been implemented; continue to provide staffing and supportive services, develop community partnerships to encourage and help families meet homeownership goals.)

Permit use of other Special Housing Types such as single room occupancy (SRO) housing; congregate housing; groups homes; and shared housing;

Implement the Project Based Voucher Program (based on availability of funding)

Goal: Promote self-sufficiency and asset development of assisted households

Objectives: Increase the number and percentage of employed persons in assisted families (Maintain the FSS Program at required level or higher per funding/staffing availability; FSS Program benefits included in all new family/annual re-exam meetings and interviews; publicize job fairs and other special employment opportunities to Section 8 families.);  
Provide or attract supportive services to improve assistance recipients' employability: (Enlist support of the Program Coordinating Committee; continue staff outreach to resource agencies; conduct/coordinate time management and other job readiness/life skills workshops.);  
Provide or attract supportive services to increase independence for the elderly or families with disabilities: (Enlist active support of advocate agencies for the elderly or families with disabilities; utilize existing support from agencies active in supporting voucher families under the Mainstream Program; utilize existing elderly services within the department.);  
Create and maintain asset-building initiatives through community collaborations with IDA, Home Start, Home Start Plus, OHA Programs, AUW, other Housing Agencies);  
Provide homeownership program preference to families based on financial readiness;  
Apply for renewal FSS funding.

Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: (Increase visibility of affirmative action information within the Section 8 office; schedule annual staff training related to affirmative action; participate in fair housing seminars);  
Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: (Provide information on housing availability within the entire PHA jurisdiction; provide fair housing information at annual Section 8 Landlord workshop(s); Form HUD-903.1 (Are you a Victim of Housing Discrimination? And Housing Information Form) enclosed in all Family Information Packets);  
Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required;  
Continue to provide language interpreter, signing, translation services to assisted households. Utilize department's LEP Plan to provide access to program services;  
Continue to affirmatively further fair housing initiatives under the Family Self-Sufficiency Program, including those stated in the Addendum to HUD and provide alternative options for discrimination complaints and information;  
Affirmatively further fair housing initiatives under the Family Unification

Program, including those stated in the Addendum to HUD.

Goal: Promote the Violence Against Women's Act (VAWA) that will enable the PHA to serve the needs of assisted household members who are child and adult victims of domestic violence, dating violence, sexual assault or stalking.

Objectives: Increase awareness of VAWA to all Section 8 families and landlords by notification of the new law;

Conduct activities, services, or programs that will: help victims obtain or maintain housing; enhance victim safety and prevention; and any other related activities, services, and program either directly or through referral or notification of community services.

2) Progress in Meeting Mission and Goals:

See Attachment 10.0 (a) Progress in Meeting Mission and Goals.

## PHA 5-Year and Annual Plan

### 6.0 PHA Plan Update

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

#### 5-Year Plan:

1) PHA Goal: Expand the supply of assisted housing  
Revisions include adding a) Implement the Family Unification Program and Implement the Project Based Voucher Program.

2) PHA Goal: Ensure equal opportunity and affirmatively further fair housing,

Revision includes adding: Affirmatively further fair housing initiatives under the Family Unification Program, including those stated in the Addendum to HUD.

#### PHA Plan Elements:

1) Financial Resources: Estimated resources updated. Following are the sources of financial resources for the PHA Plan Year: Annual Contributions for Section 8 Tenant-Based Assistance, FSS Coordinator Fees, and Family Unification Program:

#### Financial Resources

<u>Sources</u>	<u>Planned \$</u>
<u>Annual Contributions for Section 8 Tenant-Based Assistance</u>	<u>\$47,309,047</u>
<u>Family Self Sufficiency Coordinator Fees</u>	<u>\$126,976</u>
<u>Family Unification Program</u>	<u>\$916,800</u>
<u>Total resources</u>	<u>\$48,352,823</u>

2) Rent Determination: The PHA's payment standard was revised for the "0" BR to 100% of FMR.

3) Operation and Management: Only estimated statistics updated as follows:

#### HUD Programs Under PHA Management

<u>Program Name</u>	<u>Families Served at Yr Beginning</u>	<u>Expected Turnover</u>
<u>Section 8 Vouchers</u>	<u>3800</u>	<u>260</u>
<u>Section 8 Mod Rehab</u>	<u>39</u>	<u>4</u>
<u>Mainstream Vouchers</u>	<u>175</u>	<u>15</u>

4) Violence Against Women Act (VAWA)

a) Support resources provided for victims of domestic violence in the jurisdiction: The Hawaii Domestic Violence Crisis Support Resources includes the following resources: The Hawaii State Coalition Against Domestic Violence (HSCADV) and the Ohia Domestic Violence Shelter provides statewide services. The HSCADV coordinates efforts to end family violence in Hawaii by providing education and training on family violence to service providers, collects resource materials, and serves as a clearinghouse, provides technical assistance on family violence matters, and provides facilitation for member agencies. On Oahu, HSCADV member agencies providing resources and support are: DV Services, Child & Family Service, DV Clearinghouse/Legal Hotline, Victim/Witness Services, Committee on Family Violence, Family Peace Center, and the Joint Military Family Shelter. Other resources include: Child Abuse Hotline, Parent Line, Windward Spouse Abuse Center, Women In Need, Catholic Charities, Legal Aid Society of Hawaii and Volunteer Legal Services Hawaii

b) The PHA provides support and resources by providing information about VAWA and making referrals to resource agencies. The PHA has also initiated meetings with resource agencies to learn more about services in the community that are available to child or adult victims of domestic violence, dating violence, sexual assault or stalking.

c) The PHA continues to provide information by notifying families and landlords about VAWA. Landlords are also provided information about VAWA at the annual Section 8 Landlord workshop. The PHA also continues to seek out resources that can be distributed to Section 8 families. In addition through its CDBG Program, the PHA provides funding for the Domestic Violence Action Center to support victims of domestic violence.

6.0 (b) Specific locations where the public may obtain copies of the 5-Year and Annual PHA Plan:

- 1) Main administrative office of the PHA
- 2) PHA local offices
- 3) PHA website
- 4) Municipal Reference and Records Center

## **PHA 5-Year and Annual Plan**

### 7.0 Homeownership and Project-based Vouchers

#### 1) Homeownership

The PHA administers a Section 8 Homeownership Program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 983. The PHA limits the number of families participating in the Section 8 Homeownership Option Program to 26-50 participants. The PHA will not have eligibility criteria for participation in its Section 8 Homeownership Option Program in addition to HUD criteria. There are currently 8 HOP families receiving Section subsidy.

#### 2) Project-based Vouchers

The PHA plans to implement a Project-based Voucher Program to help meet its goals of expanding the supply of assisted housing and increasing assisted housing choices, provided funding and vouchers are available to support this new program. It is estimated The projected number and locations within the jurisdiction is still to be determined pending availability of funding and interest from developers and landlords.

## PHA 5-Year and Annual Plan

### 9.0 Housing Needs

#### Housing Needs of Families in the Jurisdiction by Family Type

Rating the impact of the factors listed below on the housing needs for each family type.

1 = no impact to 5 = severe impact

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
<u>Income &lt;=30% of AMI</u>	<u>23,945</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>Income &gt;30% but &lt;=50% of AMI</u>	<u>20,238</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>Income &gt;50% but &lt;=80% of AMI</u>	<u>28,104</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>Elderly</u>	<u>24,170</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>Families with Disabilities</u>	<u>4,553</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>4</u>	<u>3</u>	<u>4</u>
<u>Hispanic</u>	<u>5,061</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>4</u>
<u>White, non Hispanic</u>	<u>16,371</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>4</u>
<u>Black, non-Hispanic</u>	<u>1,611</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>4</u>
<u>Other Households</u>	<u>49,245</u>	<u>5</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>4</u>

Information is from the Consolidated Plan of the Jurisdiction (2006-2010)

According to new census survey from September 2008, for the third straight year, rental housing costs were higher in Hawaii than in any other state. The last time that Hawaii's median rent wasn't the highest in the country was in 2005. In a more recent rental survey of Oahu rents, while rents have declined, the drop has been mild at 6.8%. However, the report indicated that rents are not expected to drop much greater because the supply of new rental housing isn't growing significantly as demand increases.

In view of the continuing high rents and lack of increased supply of rental housing, affordability and supply remain the characteristics with the greatest impact on housing need, regardless of the family type. Location also has an impact on the housing needs of all family types as higher rental costs in certain parts of the jurisdiction affects housing opportunities for the family.

Other characteristics as the quality, size, and accessibility have less of an impact on the housing needs of the various family types, except for accessibility for the housing needs of families with disabilities. Except for high-rise elevator units, accessibility to rental units has an impact for this population of renters.

#### Housing Needs of Families on the Section 8 tenant-based Waiting List

	# of families	% of total families
<u>Waiting list total</u>	<u>5499</u>	
<u>Extremely low income &lt;=30% AMI</u>	<u>5061</u>	<u>92%</u>
<u>Very low income (&gt;30% but &lt;=50% AMI)</u>	<u>331</u>	<u>6%</u>
<u>Low income (&gt;50% but &lt;80% of AMI)</u>	<u>0</u>	
<u>Families with children</u>	<u>2957</u>	<u>53%</u>
<u>Elderly families</u>	<u>616</u>	<u>11%</u>
<u>Families with Disabilities</u>	<u>1693</u>	<u>31%</u>
<u>White</u>	<u>880</u>	<u>16%</u>
<u>Black</u>	<u>157</u>	<u>3%</u>

<u>American Indian/Alaska Native</u>	<u>42</u>	<u>1%</u>
<u>Asian</u>	<u>1220</u>	<u>22%</u>
<u>Native Hawaii/Other Pacific Islander</u>	<u>1765</u>	<u>32%</u>
<u>Other</u>	<u>1435</u>	<u>26%</u>

The Section 8 waiting list has been closed for 48 months and is not expected to reopen in the PHA Plan year. Families on the Section 8 waiting list wait an average of five (5) years on the waiting list. The vast majority (92%) of wait list applicants are extremely-low income with the remaining applicants, very low income. About 50% of the wait list consists of families with children and there are three times more applicants who are families with disabilities vs. elderly families. That may be because there is a good supply of elderly public housing, other state and federally subsidized elderly housing projects as well as Low Income Housing Tax Credit Projects for the elderly while very few (public housing) designated housing for families with disabilities. There is no majority ethnic group (i.e. 50%>) on the waiting list.

### 9.1 Strategy for Addressing Housing Needs

To address the continuing shortage of affordable housing for wait list applicants, but also mindful of maximizing funding/leasing limitations, this Agency plans to issue vouchers to cover attrition and increase Section 8 lease-up rates as funding limits allow; maintain its current payment standards that enable families to lease throughout the jurisdiction; market the program to owners by continuing annual landlord informational workshops and utilizing the PHA's Landlord Specialist to focus on helping hard-to-house families locate suitable housing and also offer special support workshops to new voucher holders to increase their opportunities to utilize their vouchers successfully. The Housing Agency will also apply for any vouchers made available in the coming year. HA staff will continue to counsel families on portability and deconcentration and provide fair housing information to landlords and tenants, including VAWA. The Housing Agency has applied for Family Unification Program vouchers and will administer the FUP if the grant is approved. Finally, with available funding/vouchers and community availability of eligible projects, the HA also plans to implement its Project Based HCV Program. Reasons for selecting its strategy are based on funding and staffing constraints, extent housing needs are already being met, information on housing needs from the Consolidated Plan and consultation from a variety of sources such as state government, RAB and advocacy groups and community organizations.

## PHA 5-Year and Annual Plan

### 10.0 (a) Progress in Meeting Mission and Goals

PHA Goal: Expand the supply of assisted housing

- Apply for additional rental vouchers (250 vouchers 2005-2009)  
Applied for: HUD FY2008 FSS Program Coordinator renewal funding for two (2) positions (Approved)  
Applied for 100 vouchers under the Family Unification Program during  
FY 2008 – awaiting notice of grant approval  
Applied and approved for one (1) DHAPtoHCV Program voucher.

PHA Goal: Improved the quality of assisted housing

- Improve voucher management:  
Obtained "standard" rating after HUD Consolidated Monitoring Review completed. The PHA made immediate corrections and continues its ongoing training efforts to improve staff performance. The standard rating allowed the HA to apply for additional vouchers.
- Increase customer satisfaction:  
An annual landlord workshop will be conducted on May 29, 2009 (this fiscal year); a tenant customer survey was not conducted due to other workload priorities. The format of the Landlord Workshop will include a HUD speaker, Fair Housing Issues, Overview of the Section 8 Program, HAP/HQS, Loan Program information for landlords, and "benefits of being a Section 8 landlords" and HQS videos. The Landlord Specialist continued to focus on landlord outreach including conducting group workshops to property management firms upon request, attending a group meeting for real estate investors (potential landlords) and assisting hard-to-house families with their rental search while the FSS staff continued to connect families to community resources for both FSS/HOP and Section 8 families in general. The Landlord Specialist and FSS Coordinator initiated "Get Ready to Lease-Up with Section 8" workshops to prospective voucher holders to prepare them in successfully utilizing their vouchers. Small group or one-on-one meetings are also held with voucher holders who need extensions to provide them with counseling and resources to help secure a rental unit.
- Concentrate on efforts to improve specific management functions:  
Landlord payments: Payment processing has improved since the implementation of the City's new financial software in 2007 and interfacing of the Section 8 software payments data. Fiscal deadlines have been extended about a week that has decreased the number of retroactive payments. Management staff is increasing monitoring of HAP and administrative fee expenses to ensure that HAP and Admin Fee funding is being utilized within budgetary limits and to minimize possibility of an Off-Set for the following calendar year. HUD's "HCV

Leasing and Spending Projection” spreadsheets and NRA “Off-Set” worksheet are used to help in the HA’s monitoring.

Provide staff with ongoing training opportunities: The PHA continues to participate (for the 5th year) in monthly “Lunch ‘n Learn” teleconference training which covered a wide variety of Section 8 Occupancy & Management topics including HCV sessions on: Homeownership; Managing Portability; Reasonable Accommodation; EIV; Assets & Asset Income; How to Handle Hearings; The HAP Contract, the Lease, the RFTA; Managing the FSS Program, and Effective Interviewing & Fraud Prevention. In addition, the PHA arranged to have on-site training on HQS in 8/08 and comprehensive training on Rent Calculations, Eligibility, and Occupancy in 2/09 that also allowed other PHAs in Hawaii, the Marianas, and 2 smaller PHAs from New Hampshire and Arkansas to attend at substantial savings.

PHA Goal: Increase assisted housing choices

- Provide voucher mobility counseling: Ongoing
- Conduct outreach efforts to potential voucher landlords: HUD, State, and City and County of Honolulu Section 8 Offices are collaborating to conduct a Landlord workshop on May 29, 2009. The PHA along with its State counterpart participated in a Real Estate Investor’s meeting as speakers as well as to network with potential landlords.
- Increase voucher payment standards: The payment standard was increased to 100% of FMR for 0-BR and 95% of FMR for 1-5 BR. This increases housing opportunities for voucher holders to seek housing throughout the jurisdiction and has also increased the voucher success rate to approximately 80%.
- Implement voucher homeownership program. Section 8 Homeownership Option Program (HOP) was implemented in 2004 and during FY2008, one family achieved their dream of homeownership. A total of twenty (20) families have become homeowners since 2004 (of the 20, 8 are receiving HOP subsidy). The City’s Loan Branch continues to fully support the Section 8 HOP with ADDI grants of up to \$1,000 and Down Payment loans of up to \$35,000 (an increase of \$5,000 since 2007). Together, the HOP/Loan staff has found community supporters who are actively assisting to locate affordable homes for sale and rentals. The City Section 8 FSS/HOP Program and City Rehab Loan Program are key partners in hosting the annual Community Homebuyer Fair on Oahu where hundreds of families learn about homeownership opportunities. The HOP staff met with a neighbor-island PHA in April 2009, at their requests, to assist them with the implementation of their HO Program. Another PHA has requested technical assistance from the City’s HOP staff and will meet in May 2009.

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

- Increase number and percentage of employed persons:
  - Continue case management of FSS participants – 151 Section 8 families are now participating in the FSS Program.
  - 140 secured employment in part and full-time jobs;
  - 36 graduated from the FSS program, all continue to maintain employment;

- 35 of the 36 graduates received escrow savings totaling \$408,406.00;
- 139 families accrued escrow savings and 19 families started savings accounts;
- 4 Graduates became subsidy free from cash welfare, rent subsidies, and other types of governmental assistance.
- Invited over 1,345 families to FSS Handbook Informational Sessions and will continue to invite Section 8 families on a monthly basis and from the date based on their annual or interim re-examinations and the FSS Wait List;
- Continue to provide or attract supportive services
  - In Financial Literacy and Budget Management workshops for both FSS and HOP participants and Section 8 families that need emergency budgeting assistance;
  - Continue outreach services and resources by FSS staff to obtain Certification of Support from community resource agencies
  - FSS case managers continued to provide assistance to voucher holders in preparing a Personal Portfolio to help in their housing search and approach to landlords.
  - FSS staff again provided referrals for annual “Ready to Learn” program that provides school supplies to low-income children. We expect to serve over 150 children whose parents are in the FSS program;
  - FSS staff also referred FSS families to the LensCrafters program that provides free eye exam and glasses to low income individuals.
  - FSS staff sent out LIHEAP Utility Assistance flyers to FSS and HOP families and also distributed to Section 8 offices in Honolulu and Kapolei.
- Provide or attract supportive services for elderly and families with disability
  - Obtained Agreements with agencies who serve the disabled through the PCC and Mainstream Program for Persons with Disabilities
  - Scheduled special needs and limited English speaking FSS informational meetings
  - Provided additional reasonable accommodation for services as needed.
- Other: Actively participated in asset building initiatives such as the IDA funding, financial literacy education and outreach, and homeownership collaboratives, EITC Tax Preparation & Information Program. FSS staff has assisted in conducting IDA informational session and actively participated with the planning and promoting of the annual EITC events/free tax preparation sites. FSS participants have over \$600,000 in escrow savings and approximately \$400,000 was awarded this past fiscal year.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

- Undertake affirmative measures to ensure access for assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
  - Locally produced “Housing discrimination is against the law!” posters sponsored by the City and County of Honolulu and Legal Aid Society prominently displayed throughout the Section 8 office
  - 38<sup>th</sup> Anniversary Fair Housing posters in various languages posted at all Section 8 offices.
  - Staff will be attending Fair Housing workshops in May2009, conducted by

- the City Fair Housing Officer at the annual landlord workshop.
  - All Section 8 staff will be attending Fair Housing training conducted by the City Fair Housing Officer in May and June 2009.
  - City's Fair Housing Officer has been utilized as a resource to staff for all Fair Housing issues.
- Undertake affirmative measures to provide suitable living environment for all regardless of unit size required
  - Ongoing at briefings by providing information on housing availability within the entire PHA jurisdiction and providing information on how to take action on discrimination
- Other: Provided language interpreter and signing services to assisted households. The City's Department of Community Services also prepared its Limited English Proficiency (LDP) plan which included the Section 8 Program's applicants and assisted households: Offered alternative options (in addition to the City's Fair Housing Officer) to families for discrimination complaints or information such as: HUD's Civil Rights Analyst, Legal Aid Society of Hawaii, Hawaii Civil Rights Commission, Disability & Communication Access Board, Hawaii Disability Rights Center, and Hawaii Centers for Independent Living.

PHA Goal: Promote the Violence Against Women's Act that will enable the PHA to serve the needs of assisted household members who are child and adult victims of domestic violence, dating violence, sexual assault or stalking.

- Increase awareness of VAWA to all Section 8 families and landlords by notification of the new law.
  - Notices were sent to all landlords to inform them about VAWA.
  - Handouts will be provided about VAWA to landlords at the annual Landlord workshop.
  - Tenants are also receiving information at their annual reexamination.
- Conduct activities, services, programs that will: help victims obtain or maintain housing; enhance victim safety and prevention; and other related activities, services, and programs either directly or through referral or notification of community resources.
  - The Agency has taken action to ensure that victims under VAWA have had their Section 8 assistance continued.
  - The Agency has partnered with the State Section 8 Program in organizing meetings with the Legal Aid Society of Hawaii and the Domestic Violence Clearinghouse to discuss VAWA and each agency's role in assisting victims covered by the Act.
  - The Agency's staff including our Family Support Section and Landlord Specialist is available to assist in seeking out appropriate resources and provide referrals to resource agencies.
  - The City, through its CDBG Program to provide funding for the Domestic Violence Action Center to support victims of domestic violence.

## 10.0 (b) Significant Amendment and Substantial Deviation/Modification

### DEFINITION OF "SUBSTANTIAL DEVIATION" AND "SIGNIFICANT AMENDMENT OR MODIFICATION"

The City and County of Honolulu has, in conjunction with the Resident Advisory Board, developed the following definitions as required by 24 CFR 903.7(r)(2).

"Substantial deviation" from the Agency's Five Year Plan will include:

- Any change to the Agency's Mission Statement
- Any changes to a goal or objective that is included in the Agency's Five Year Plan that would have an effect on Section 8 participants.

"Significant Amendment or Modification" to the Agency's Five Year or Annual Plan is defined as follows:

- Changes to eligibility, selection, and admissions policies;
- Additions of significant modifications to strategies and policies;
- Changes to the current Grievance or Informal Hearing Procedures;
- Changes to the current Community Services Program (Family Self Sufficiency Program).

## **PHA 5-Year and Annual Plan**

### 11.0 (f) Resident Advisory Board (RAB) Comments and Narrative

#### Comments:

- 1) Agree with most of the Plan;
- 2) Recommend creating pamphlets of the HA's different services, e.g. Money Smart or other classes, trainings, information for new participants;
- 3) Recommend workshops or information about: parenting, basic life skills resources, self-esteem;
- 4) Recommend a newsletter for tenants and landlord (hard copies or online)
- 5) Staff is very professional – helpful and knowledgeable;
- 6) During application process, felt discriminated against but resolved satisfactorily with supervisor;
- 7) Recommend more flexible hours for meetings, interviews – difficult for single working parent;
- 8) Verification process very difficult – need better explanations as to how to obtain verifications, wants to get it done but lots of hoops and hurdles;
- 9) Likes the idea of FSS and HOP and wants to participate;
- 10) Agree with the Plan;
- 11) Learned a lot from being on the RAB and details of the program
- 12) Good customer services from staff overall, but has had experience with “attitude” when all she wanted was some information to be better prepared;
- 13) Use technology like fax, scan, email to make greater use that may help;
- 14) No complaints – accommodating staff; good experience, patient;
- 15) How funding be increased to help large waiting list?

#### Narrative – Analysis of the recommendations and decisions made on these recommendations:

Due to several major changes to the Administrative Plan in January 2008, there were no recommendations from this year's RAB meetings that would require a revision to the PHA Plan or Administrative Plan. This year's comments seemed to focus on finding ways to keep participants better informed about the program by creating simple pamphlets on various services, a newsletter, simplifying procedures for quicker and less cumbersome & complicated responses, and improving customer services, including use of technology such as fax, scan, email. .

Therefore, while the recommendations were considered and will be acted after cost and staffing constraints are considered, no changes to the PHA Plan were necessary.

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ~~X~~ 5-Year and/or ~~X~~ Annual PHA Plan for the PHA fiscal year beginning 7/1/09, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

City and County of Honolulu  
 PHA Name

HI003  
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2005 - 2009

Annual PHA Plan for Fiscal Years 2009 - 2010

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  DEBORAH KIM MORIKAWA	Title  Director, Department of Community Services
Signature 	Date  5/15/09