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 **PHA Information**

PHA Name: **HAWAII COUNTY HOUSING AGENCY** PHA Code: **HI002**

PHA Type: ☐ Small ☐ High Performing ☐ Standard ☒ HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): **JULY 1, 2010**

2.0 **Inventory** (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: _____ Number of HCV units: **1796**

3.0 **Submission Type**

☒ 5-Year and Annual Plan ☐ Annual Plan Only ☐ 5-Year Plan Only

4.0 **PHA Consortia** ☐ 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:					

5.0 **5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 **Mission.** 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 provide for the development of viable communities in Hawai`i County by providing decent housing, suitable living environments and expanding economic opportunities.

5.2 **Goals and Objectives.** 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 A

6.0	**PHA Plan Update** (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: ***See attached PHA Plan Elements section.*** (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. Office of Housing and Community Development 50 Wailuku Drive Hilo, Hawai`i 96720  Office of Housing and Community Development Existing Housing Division 1990 Kino`ole Street, Suite 105 Hilo, Hawai`i 96720 Office of the Mayor 75-5722 Hanama Place, Suite 102 Kailua-Kona, HI 96740

7.0	**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.* Homeownership Program *The Office of Housing and Community Development (OHCD) administers a Section 8 Homeownership Option Program. The purpose of the program is to provide an option for eligible participants to apply their Housing Choice Voucher (Section 8) assistance towards homeownership assistance rather than for rent. The OHCD's objectives are to expand homeownership opportunities for its Section 8 participants by assisting them in transition from rental to homeownership using all available resources under the Homeownership Option Program or other available resources. As of December 31, 2009, the OHCD has completed two homeownership closings.* *The OHCD policies for the Homeownership Option Program are established in Rule 6 of the Administrative Plan.* Project Based Voucher Program *In order to better serve the elderly, persons with disability and other special needs populations, the Authority will continue to research the feasibility and viability of "project-basing" tenant-based Section 8 Vouchers.* *For 2010 – 2014, t he OHCD anticipates that it will Project Base approximately 80 vouchers. The use of the rental assistance vouchers through the Project Based Voucher Program is consistent with the County of Hawaii's Consolidated* *The OHCD policies for the Project Based Voucher Program are established in Rule 4 of the Administrative Plan.*
8.0	**Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable. ***Not applicable to Hawai`i County Housing Agency.***
8.1	**Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit **t**he *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing. ***Not applicable to Hawai`i County Housing Agency***.
8.2	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, 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 to Hawai`i County Housing Agency***.

8.3	**Capital Fund Financing Program (CFFP).** ☐ 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. ***Not applicable to Hawai`i County Housing Agency.***

9.0

Housing Needs. 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.

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Housing Needs of Families on the Section 8 Program Waiting List		
	# of Applicants	**% of total Applicants**
Waiting List Total		
Extremely Low Income <=30% AMI		
Very Low Income (>30% but <=50% AMI)		
Low Income (>50% but <80% AMI)		
Families with Children		
Elderly Families		
Families with Disabilities		
White		
Hispanic		
Black		
American Indian, etc		
Asian / Pacific Islander		

9.1	**Strategy for Addressing Housing Needs**. 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.** **(1) Strategies** **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 by: • *Maintain or increase Section 8 lease-up rates by establishing 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* • *Participate in the Consolidated Plan development process to ensure coordination with broader community strategies* Strategy 2: Increase the number of affordable housing units by: • *Apply for additional Section 8 vouchers should they become available* • *Pursue housing resources other than public housing or Section 8 tenant-based assistance.* • *The Hawai`i County Housing Agency projects that it will Project-Based approximately 80 units. The Project-basing of units under the Housing Choice Voucher (Section 8) Program is consistent with the Agency's Consolidated and PHA Plans.* **Need: Specific Family Types: Families at or below 30% of median** Strategy 1: 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 tenant-based section 8 assistance* **Need: Specific Family Types: The Elderly and Families with Disabilities** Strategy 1: Target available assistance to the elderly and the disabled: • *Apply for special-purpose vouchers targeted to the elderly, should they become available* • *Affirmatively market to local non-profit agencies that assist families with disabilities* **Strategy 2: Conduct activities to affirmatively further fair housing** • *Participate in Annual Fair Housing Seminar. Provide information to all attendees about Housing Choice Voucher Program.*

10.0	**Additional Information**. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.** PHA Goal: Expand the supply of assisted housing. *In January 2009, the OHCD submitted an application to HUD for the 50 vouchers offered by the 2008 Family Unification Program.* PHA Goal: Improve the quality of assisted housing *For the Fiscal Year ending June 30, 2008, the OHCD received a overall performance rating of "Standard". The OHCD has implemented internal audit procedures to work towards meeting it's goal of meeting HUD's requirements of a "High" performer.* *The OHCD will continue to meet with at least four (4) interested organizations per year to explain the Housing Choice Voucher Program. Conduct Landlord Forums at least annually to explain the Housing Choice Voucher Program and Housing Quality Standards.* PHA Goal: Increase assisted housing choices *The OHCD will continue to provide voucher mobility counseling, conduct outreach efforts to potential voucher landlords.* *As of June 30, 2008, the OHCD has completed tow (2) Section 8 Homeownership Option Program transactions. The OHCD will continue to work withy eligible program participants.* **HUD Strategic Goal: Improve community quality of life and economic vitality** PHA Goal: Provide an improved living environment *The OHCD will continue to meet at least four (4) times annually with landlords and tenants to discuss improvements to rental units.* **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals** PHA Goal: Promote self-sufficiency and asset development of assisted households *The OHCD will continue to promote the Section 8 Family Self-Sufficiency Program to all participants and will continue to conduction quarterly informational meetings.* *The Special Programs Coordinators will work with FSS program participants to accomplish the following:* • *Increase the number and percentage of employed persons in assisted families:* • *Provide or attract supportive services to improve assistance recipients' employability:* • *Provide or attract supportive services to increase independence for the elderly or families with disabilities.* **HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans** PHA Goal: Ensure equal opportunity and affirmatively further fair housing • *Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familiar status and disability.*

	(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" *In accordance with Notice PIH 99-51, PHAs are required to explain "substantial deviations" from the 5-Year Plan in the Annual Plan. PHAs may change or modify their plans or policies described in them but any "significant amendment or modification" requires the PHA to submit a revised PHA Plan that has met full public process requirement.* *A "<u>substantial deviation</u>" or a "<u>significant amendment or modification</u>" is defined by OHCD as substantive change to the OHCD's method of doing business. HUD rules govern many of the procedures used by any PHA, including OHCD. Where HUD rules require OHCD to state its policies regarding its procedures, those policies are contained in the Rules and Regulations of the Office of Housing and Community Development (Rules). Substantive changes in those Rules require a Public Hearing according to Hawaii Revised Statutes Chapter 91. Some examples of substantial deviations or significant amendments or modifications to the Rules of OHCD would be:* *1) Changes to rent or admissions policies* *2) Changes to Waiting List policies;* *3) Changes in the eligibility criteria for participants;* *4) Changes in the grievance settlement policies.* *OHCD will also explain in the Annual Plan when there is a substantive change in OHCD's policies as stated in the 5-Year Plan. That change will meet public process requirements.*

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. *The following documents are applicable to the Hawai`i County Housing Agency:* **(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)** **(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.** *Public Hearing for the PHA Plan is scheduled for Friday, March 29, 2010 as follows:* *9am Office of Housing and Community Development* *Existing Housing Division – Conference Room* *1990 Kino`ole Street, Suite 104, Hilo* *-OR- Mayor's Kona Office – Conference Room* *75-5706 Kuakini Highway, Suite 103, Kailua-Kona* *Comments from the Resident Advisory Board and the General Public will be included in the final version submitted electronically to HUD before April 16, 2010.* *The following documents are not applicable to the Hawai`i County Housing Agency:* (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) (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)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information
Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory
Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type
Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia
Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan
Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan**.**

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

(a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.

(b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central off ice of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1**) development name and number; **2**) designation type; **3**) application status; **4**) date the designation was approved, submitted, or planned for submission, and; **5**) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (**1**) Any programs relating to services and amenities provided or offered to assisted families; (**2**) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

(a) Hope VI or Mixed Finance Modernization or Development. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm

(b) Demolition and/or Disposition. With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

(c) Conversion of Public Housing. With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm

(d) Homeownership. A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) Project-based Vouchers. If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

(a) To submit the initial budget for a new grant or CFFP;

(b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and

(c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;

2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and

3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

(a) Progress in Meeting Mission and Goals. PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan**. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

(b) Significant Amendment and Substantial Deviation/Modification. PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

(c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*

(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.

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

(h) Form HUD-50075.1**, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.1.

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.2.

Goals and Objectives. 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.

PHA Goal: Expand the supply of assisted housing
Objectives:

1. Pursue new targeted and untargeted Voucher funding, when made available by HUD, in order to assist additional families, thus expanding program opportunities to low-income, very low-income, extremely low-income and special needs populations.
2. Leverage private or other public funds to create additional housing opportunities

PHA Goal: Increase assisted housing choices
Objectives:

1. Provide voucher mobility counseling.
2. Develop and enhance partnerships with Agencies to leverage resources and coordinate affordable housing activities.
3. Conduct ongoing public relations outreach with affordable housing advocates, social service agencies and landlords concerning program availability and participation requirements.
4. Continue the Project Based Voucher Program. The OHCD projects that it will Project-Based approximately 80 units. The Project-basing of units under the Housing Choice Voucher (Section 8) Program is consistent with the Agency's Consolidated Plan and PHA Plans. Project basing of the assistance for this number of units, rather than tenant basing of the same amount of assistance is an appropriate option for the County of Hawai`i because the supply of units for tenant-based assistance at this time is limited.
5. Actively seek new and innovate ideas to improve affordable housing opportunities.

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

1. Actively promote and market the benefits of the Family Self-Sufficiency and Section 8 Homeownership Programs to increase participation. Conduct quarterly informational meetings to eligible participants.
2. Provide self-sufficiency planning support services to the required number of Family Self Sufficiency (FSS) participants.
3. Continue to work with "partners" in providing Financial Literacy and Credit Counseling services.
4. Enroll new clients in the Individual Development Account (IDA) program when funds are available
5. Apply for additional program funding as they become available.

PHA Goal: Customer Service
Objectives:

1. Ensure a commitment to customer service is at the forefront of all activities while enforcing established law, regulations, policies and procedures.
2. Enhance quality control and data collection procedures that track performance and ensure accurate data submission to HUD. The system will promote the maximization of fees earned and the number of families assisted with available resources.
3. Maintain a 95% or better family record (HUD 50058) submission rate to HUD. Achieve a Section Eight Management Assessment Program (SEMAP) score of 90% or better thereby being recognized by HUD as a "High Performer".
4. Leverage software and technology to streamline and enhance internal operations, to maximize regulatory compliance and minimize findings during reviews and audits, and to facilitate on-line customer access to affordable housing resources.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

1. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familiar status and disability.
2. Implement the Limited English Proficiency (LEP) plan for applicants and participants of the Section 8 Program.
3. Provide training to non-English speaking and /or Limited English Proficiency speaking groups with an interpreter available on federal and state fair housing laws.
4. Build community ties with private and non-profit organizations to affirmatively further fair housing.
5. Conduct on-going training to educate staff.

PHA Goal: Comply with the Violence Against Women Act to support and assist victims of domestic violence, dating violence, sexual assault, or stalking. To protect certain victims as well as members of the victims' immediate families – from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim.

PHA Plan Elements. (24 CFR 903.7)

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

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.

No changes

2. Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

Sources	Planned $
Federal Grant (CY 2010 Grants)	
Annual Contributions for Section 8 Tenant Based Assistance *(estimate only)*	$
Family Self-Sufficiency Grant	$
Total Resources	$

3. Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

a. What is the PHA's payment standard? (select the category that best describes your standard)

☒ At or above 90% but below100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☒ The PHA has chosen to serve additional families by lowering the payment standard
☒ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ Reflects market or submarket
☐ To increase housing options for families

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

Not applicable to Hawai`i County Housing Agency.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

*No changes***.**

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1**) development name and number; **2**) designation type; **3**) application status; **4**) date the designation was approved, submitted, or planned for submission, and; **5**) the number of units affected.

Not applicable to Hawai`i County Housing Agency.

7. **Community Service and Self-Sufficiency.** A description of: (**1)** Any programs relating to services and amenities provided or offered to assisted families; (**2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

Not applicable to Hawai`i County Housing Agency.

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

Not applicable to Hawai`i County Housing Agency.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

Not applicable to Hawai`i County Housing Agency.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

*No changes***.**

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

The audit for fiscal year 2009-2010 is being prepared.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

Not applicable to Hawai`i County Housing Agency.

13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

No changes.

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.

Public Hearing for the PHA Plan is scheduled for Friday, March 29, 2010 as follows:

9am *Office of Housing and Community Development*
Existing Housing Division – Conference Room
1990 Kino`ole Street, Suite 104, Hilo

Mayor's Kona Office – Conference Room
75-5706 Kuakini Highway, Suite 103, Kailua-Kona

Comments from the Resident Advisory Board and the General Public will be included in the final version submitted electronically to HUD before April 16, 2010.