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| --- |
| For DHHL’s Use: |

**NATIVE HAWAIIAN HOUSING PLAN/ANNUAL PERFORMANCE REPORT**

(NAHASDA §§ 803(b)(1), 803(c)(1) and 820(a)(2))

This form meets the requirements for a Native Hawaiian Housing Plan (NHHP) and Annual Performance Report (APR) required by the United States Department of Housing and Urban Development. The information requested does not lend itself to confidentiality.

Regulatory and statutory citations are provided throughout this form as applicable. The Department of Hawaiian Home Lands (DHHL) is encouraged to review these citations when completing the NHHP and APR sections of the form.

Under Title VIII of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) (25 U.S.C. 4101 et seq.), HUD will provide grants under the Native Hawaiian Housing Block Grant (NHHBG) program to DHHL to carry out affordable housing activities for Native Hawaiian families who are eligible to reside on the Hawaiian Home Lands. To be eligible for the grants, DHHL must submit a NHHP that meets the requirements of the Act. To align the NHHBG program with recent improvements made to the Indian Housing Block Grant program, HUD is requiring DHHL to submit the NHHP to HUD at least 75 days prior to the start of its 12-month fiscal year. The APR is due no later than 60 days after the end of DHHL’s fiscal year (24 CFR § 1006.410).

The NHHP and the APR (previously two separate forms) are now combined into one form. The sections pertaining to the NHHP are submitted **before** the beginning of the 12-month fiscal year, leaving the APR (shaded) sections blank. If the NHHP has been updated or amended, use the most recent version when preparing the APR. After the 12-month fiscal year, enter the results from the 12-month fiscal year in the shaded sections of the form to complete the APR. More details on how to complete the NHHP and APR sections of the form can be found in the body of this form. In addition, DHHL may find it helpful to refer to the IHP/APR form guidance available at <http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/ih/codetalk/nahasda/guidance> until a guidance specific to the NHHP/APR form is made available.

**FORM COMPLETION OPTIONS:** The NHHP/APR form may be completed either in hard copy or electronically. Hard copy versions may be completed either by hand or typewriter. Alternatively, the form may be completed electronically as it is a Word document. It is recommended that the form be completed electronically because it is more efficient to complete, submit, and review the form. Furthermore, electronic versions of the form may be submitted to HUD as an email attachment. To document official signatures on the electronic version, you should sign a hard copy of the pages and either fax (808-457-4694) that signed page or email ([claudine.c.allen@hud.gov](mailto:claudine.c.allen@hud.gov)) it as an attachment to the Office of Native American Programs – Attention: Claudine Allen in the HUD Honolulu Field Office. The sections of the NHHP that require an official signature are the Cover Page and Sections 13 and 14, if applicable. For the APR, the Cover Page requires an official signature.

The NHHP data is used to verify that planned activities are eligible, expenditures are reasonable, and DHHL certifies compliance with related requirements. The APR data is used to audit the program accurately and monitor DHHL’s progress in completing approved activities, including reported expenditures, outputs, and outcomes. This form is exempt from OMB Approval pursuant to 5 CFR 1320.3(4)(c).

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# COVER PAGE

1. Grant Number:
2. Recipient Fiscal Year:
3. Federal Fiscal Year:
4. Initial Plan (Complete this Cover Page then proceed to Section 1)

1. Amended Plan (Complete this Cover Page and Section 14)

1. Annual Performance Report (Complete items 24-27 and proceed to Section 3)

|  |  |  |
| --- | --- | --- |
| 1. **Name of Recipient**: | | |
| 1. **Contact Person**: | | |
| 1. **Telephone Number with Area Code**: | | |
| 1. **Mailing Address**: | | |
| 1. **City**: | 1. **State**: | 1. **Zip Code**: |
| 1. **Fax Number with Area Code (if available)**: | | |
| 1. **Email Address (if available)**: | | |

|  |
| --- |
| 1. **Tax Identification Number**: |
| 1. **DUNS Number**: |
| 1. **CCR/SAM Expiration Date**: |
| 1. **NHHBG Annual Grant Amount:** |
| 1. **Name of Authorized NHHP Submitter**: |
| 1. **Title of Authorized NHHP Submitter**: |
| 1. **Signature of Authorized NHHP Submitter**: |
| 1. **NHHP Submission Date**: |
| 1. **Name of Authorized APR Submitter**: |
| 1. **Title of Authorized APR Submitter**: |
| 1. **Signature of Authorized APR Submitter**: |
| 1. **APR Submission Date**: |

***Certification:*** The information contained in this document is accurate and reflects the activities actually planned or accomplished during the program year. Activities planned and accomplished are eligible under applicable statutes and regulations.

***Warning:*** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under 18 U.S.C 1001. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional disclosure, is subject to a civil money penalty not to exceed $10,000 for each violation.

# SECTION 1: FIVE YEAR PLAN

The Five Year Plan is intended to cover the Department of Hawaiian Home Lands’ (DHHL) long range plans for affordable housing. Each housing plan must contain, for the five-year period beginning with the fiscal year for which the plan is first submitted, the following information.

Five Year Period:  through

MISSION STATEMENT (NAHASDA § 803(b)(2)(A))

A Mission Statement describes the mission of the DHHL to serve the needs of Native Hawaiian low-income families.

|  |
| --- |
| Enter the DHHL’s Mission Statement here: |

GOALS, OBJECTIVES AND PROGRAMS/ACTIVITIES (NAHASDA § 803(b)(2)(B) and (C))

DHHL must provide a statement of the goals, objectives, and programs/activities planned for the beneficiaries over the five year period. The goals are the intended result of the NHHBG activity and are based on the types of outcomes that the DHHL will report in the APR. The objectives are the means or approach that the DHHL will use to reach the goal. The programs/activities are the specific programs/activities that will be funded in order to achieve the goal and the objective.

**Goals May Include:**

|  |  |
| --- | --- |
| (1) Reduce over-crowding | (6) Assist affordable housing for college students |
| (2) Assist renters to become homeowners | (7) Provide accessibility for disabled/elderly persons |
| (3) Improve quality of substandard units | (8) Improve energy efficiency |
| (4) Address homelessness | (9) Reduction in crime reports |
| (5) Create new affordable rental units | (10) Other |

**Objectives May Include:**

|  |  |
| --- | --- |
| (1) [RESERVED – DO NOT USE THIS NUMBER] | (14) Lending subsidies for homebuyers |
| (2) [RESERVED – DO NOT USE THIS NUMBER] | (15) Other homebuyer assistance activities |
| (3) Acquisition of rental housing | (16) Rehabilitation assistance to existing homeowners |
| (4) Construction of rental housing | (17) Tenant based rental assistance |
| (5) Rehabilitation of rental housing | (18) Other Housing Service |
| (6) Acquisition of land for rental housing development | (19) Housing Management Services |
| (7) Development of emergency shelters | (20) Operation and maintenance of NHHBG units |
| (8) Conversion of other structures to affordable housing | (21) Crime Prevention and Safety |
| (9) Other rental housing development  (10) Acquisition of land for homebuyer unit development | (22) Model Activities  (23) [RESERVED – DO NOT USE THIS NUMBER] |
| (11) New construction of homebuyer units | (24) Infrastructure to support housing |
| (12) Acquisition of homebuyer units | (25) [RESERVED – DO NOT USE THIS NUMBER] |
| (13) Downpayment/Closing cost assistance |  |

Use the sections below to describe the DHHL’s goals, objectives, and programs/activities during the five year period.

|  |  |
| --- | --- |
| **Goal(s)**  **Number:** |  |

*Select from the goals listed above.*

|  |  |
| --- | --- |
| **Objective(s)**  **Number:** |  |

*Select from the objectives listed above.*

|  |  |
| --- | --- |
| **Program/Activity**  **Description:** |  |

*Sescriptionvity goals listed above.m the list above.he five year period.h the goal. THe port in the APRended.is prescribed by Describe the planned program/activity and indicate how it will enable DHHL to meet its mission, goals, and objectives.*

|  |  |
| --- | --- |
| **Goal(s)**  **Number:** |  |

*Select from the goals listed above.*

|  |  |
| --- | --- |
| **Objective(s)**  **Number:** |  |

*Select from the objectives listed above.*

|  |  |
| --- | --- |
| **Program/Activity**  **Description:** |  |

*Sescriptionvity goals listed above.m the list above.he five year period.h the goal. THe port in the APRended.is prescribed by Describe the planned program/activity and indicate how it will enable DHHL to meet its mission, goals, and objectives.*

|  |  |
| --- | --- |
| **Goal(s)**  **Number:** |  |

*Select from the goals listed above.*

|  |  |
| --- | --- |
| **Objective(s)**  **Number:** |  |

*Select from the objectives listed above.*

|  |  |
| --- | --- |
| **Program/Activity**  **Description:** |  |

*Sescriptionvity goals listed above.m the list above.he five year period.h the goal. THe port in the APRended.is prescribed by Describe the planned program/activity and indicate how it will enable DHHL to meet its mission, goals, and objectives.*

|  |  |
| --- | --- |
| **Goal(s)**  **Number:** |  |

*Select from the goals listed above.*

|  |  |
| --- | --- |
| **Objective(s)**  **Number:** |  |

*Select from the objectives listed above.*

|  |  |
| --- | --- |
| **Program/Activity**  **Description:** |  |

*Sescriptionvity goals listed above.m the list above.he five year period.h the goal. THe port in the APRended.is prescribed by Describe the planned program/activity and indicate how it will enable DHHL to meet its mission, goals, and objectives.*

***ONE YEAR PLAN & ANNUAL PERFORMANCE REPORT***

SECTION 2: HOUSING NEEDS

(NAHASDA § 803(c)(2)(B))

1. **Type of Need:** Check the appropriate box(es) below to describe the estimated types of housing needs and the need for other assistance for low-income Native Hawaiian families (columns B and C) and non-low-income Native Hawaiian families, including non-Native Hawaiian essential families [809(a)(2)(B) and (C)] (column D) eligible to be served by DHHL.

|  |  |  |  |
| --- | --- | --- | --- |
| **(A)**  **Type of Need** | **Check All That Apply** | | |
|  | **(B)**  **Low-Income Native Hawaiian Families on Hawaiian Home Lands** | **(C)**  **Low-Income Native Hawaiian Families on Wait List** | **(D)**  **Non-Low-Income Native Hawaiian Families** |
| 1. Overcrowded Households |  |  |  |
| 1. Renters Who Wish to Become Owners |  |  |  |
| 1. Substandard Units Needing Rehabilitation |  |  |  |
| 1. Homeless Households |  |  |  |
| 1. Households Needing Affordable Rental Units |  |  |  |
| 1. College Student Housing |  |  |  |
| 1. Disabled Households Needing Accessibility |  |  |  |
| 1. Units Needing Energy Efficiency Upgrades |  |  |  |
| 1. Infrastructure to Support Housing |  |  |  |
| 1. Other (specify below) |  |  |  |

|  |
| --- |
| 1. **Other Needs.** *(Describe the “Other” needs below. Note: this text is optional for all needs except “Other.”):* |

|  |
| --- |
| 1. **Planned Program Benefits.** *(Describe below how your planned programs and activities will address the needs of low income families identified above. Also describe how your planned programs will address the various types of housing assistance needs*. *NAHASDA § 803(c)(2)(B)):* |

|  |
| --- |
| 1. **Geographic Distribution.** (*Describe below how the assistance will be distributed throughout the geographic area and how this geographic distribution is consistent with the needs of low income families, including the needs for various categories of housing assistance. NAHASDA § 803(c)(2)(B)(i)):* |

# SECTION 3: PROGRAM DESCRIPTIONS

(NAHASDA § [803(c)(2)(A)], [802(c)], [820(b)], 24 CFR §1006.410(b)(2) and (3)])

**Planning and Reporting on Program Year Activities**

For the NHHP, the purpose of this section is to describe each program that will be operating during the 12-month fiscal year.  Each program must include the eligible activity, its planned outputs, intended outcome, who will be assisted, and types and levels of assistance.  Each of the eligible activities has a specific, measurable output.  The first column in the table below lists all eligible activities, the second column identifies the output measure for each eligible activity, and the third column identifies when to consider an output as completed for each eligible activity.  Copy and paste text boxes 1.1 through 1.10 as often as needed so that all of your planned programs are included.

For the APR, the purpose of this section is to describe your accomplishments, actual outputs, actual outcomes, and any reasons for delays.

**Eligible Activities May Include** (citations below reference sections in NAHASDA)

|  |  |  |
| --- | --- | --- |
| **Eligible Activity** | **Output Measure** | **Output Completion** |
| RESERVED – DO NOT USE THIS NUMBER |  |  |
| RESERVED – DO NOT USE THIS NUMBER |  |  |
| (3) Acquisition of Rental Housing [810(b)(1)] | Units | When recipient takes title to the unit |
| (4) Construction of Rental Housing [810(b)(1)] | Units | All work completed and unit passed final inspection |
| (5) Rehabilitation of Rental Housing [810(b)(1)] | Units | All work completed and unit passed final inspection |
| (6) Acquisition of Land for Rental Housing Development [810(b)(1)] | Acres | When recipient takes title to the land |
| (7) Development of Emergency Shelters [810(b)(1)] | Households | Number of households served at any one time, based on capacity of the shelter |
| (8) Conversion of Other Structures to Affordable Housing [810(b)(1)] | Units | All work completed and unit passed final inspection |
| (9) Other Rental Housing Development [810(b)(1)] | Units | All work completed and unit passed final inspection |
| (10) Acquisition of Land for Homebuyer Unit Development [810(b)(1)] | Acres | When recipient takes title to the land |
| (11) New Construction of Homebuyer Units [810(b)(1)] | Units | All work completed and unit passed final inspection |
| (12) Acquisition of Homebuyer Units [810(b)(1)] | Units | When recipient takes title to the unit |
| (13) Down Payment/Closing Cost Assistance [810(b)(1)] | Units | When binding commitment signed |
| (14) Lending Subsidies for Homebuyers (Loan) [810(b)(1)] | Units | When binding commitment signed |
| (15) Other Homebuyer Assistance Activities [810(b)(1)] | Units | When binding commitment signed |
| (16) Rehabilitation Assistance to Existing Homeowners [810(b)(1)] | Units | All work completed and unit passed final inspection |
| (17) Tenant Based Rental Assistance [810(b)(2)] | Households | Count each household once per year |
| (18) Other Housing Service [810(b)(2)] | Households | Count each household once per year |
| (19) Housing Management Services [810(b)(3)] | Households | Count each household once per year |
| (20) Operation and Maintenance of NHHBG-Assisted Units [810(b)(3)] | Units | Number of units in inventory at Fiscal Year End |
| (21) Crime Prevention and Safety [810(b)(4)] | Dollars | Dollars spent (report in Uses of Funding Table only) |
| (22) Model Activities [810(b)(5)] | Dollars | Dollars spent (report in Uses of Funding Table only) |
| (23) RESERVED – DO NOT USE THIS NUMBER |  |  |
| (24) Infrastructure to Support Housing [810(b)(1)] | Dollars | Dollars spent (report in Uses of Funding Table only) |
| (25) RESERVED – DO NOT USE THIS NUMBER |  |  |

**Outcome May Include:**

|  |  |
| --- | --- |
| (1) Reduce over-crowding | (7) Create new affordable rental units |
| (2) Assist renters to become homeowners | (8) Assist affordable housing for college students |
| (3) Improve quality of substandard units | (9) Provide accessibility for disabled/elderly persons |
| (4) Improve quality of existing infrastructure | (10) Improve energy efficiency |
| (5) Address homelessness | (11) Reduction in crime reports |
| (6) Assist affordable housing for low income households | (12) Other – must provide description in boxes 1.4 (NHHP) and 1.5 (APR) |

**NHHP: PLANNED FISCAL YEAR ACTIVITIES** (NAHASDA § 803(c)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

* + - One way to number your programs is chronologically. For example, you could number your programs 2014-1, 2014-2, 2014-3, etc.
    - Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2, etc. This type of numbering system might be appropriate if you have many programs that last over several years.
    - Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2., 2.3, etc.

**APR: REPORTING ON PROGRAM YEAR PROGRESS** (NAHASDA § 820(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month fiscal year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133\* audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month fiscal year.

\*DHHL should note that new Federal government regulations on Administrative Requirements, Cost Principles, and Audit Requirements were promulgated on December 26, 2013 at 2 C.F.R. Part 200.  HUD intends to update its regulations by December 26, 2014 to implement these new requirements in its programs.  In the meantime, applicable OMB Circulars and the regulations at 2 C.F.R. Part 225 will continue to apply to existing grants.  After HUD implements the new requirements in 2 C.F.R. Part 200 (after December 26, 2014), all grants will be subject to 2 C.F.R. Part 200, as implemented by HUD.

|  |
| --- |
| **1.1 Program Name and Unique Identifier:** |
| **1.2 Program Description** *(This should be the description of the planned program.)*: |
| **1.3 Eligible Activity Number** *(Select one activity from the Eligible Activity list.  Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):* |
| **1.4 Intended Outcome Number** *(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):* |
| **Describe Other Intended Outcome** *(Only if you selected "Other" above.):* |
| **1.5 Actual Outcome Number** (*In the APR identify the actual outcome from the Outcome list.)*: |
| **Describe Other Actual Outcome** *(Only if you selected "Other" above.):* |
| **1.6 Who Will Be Assisted** *(Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes exceed 80 percent of the median should be included as a separate program within this section.):* |
| **1.7 Types and Level of Assistance** *(Describe the types and the level of assistance that will be provided to each household, as applicable.*)**:** |
| **1.8 APR:** *(Describe the accomplishments for the APR in the 12-month fiscal year in accordance with 24 CFR § 1006.410(b)(2) and (3)):* |

**1.9: Planned and Actual Outputs for 12-Month Fiscal Year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Planned Number of **Units** to be Completed in Year Under this Program | Planned Number of **Households** To Be Served in Year Under this Program | Planned Number of **Acres** To Be Purchased in Year Under this Program | APR: Actual Number of **Units** Completed in Fiscal Year | APR: Actual Number of **Households** Served in Fiscal Year | APR: Actual Number of **Acres** Purchased in Fiscal Year |
|  |  |  |  |  |  |

|  |
| --- |
| **1.10: APR:** If the program is behind schedule, explain why.(24 CFR § 1006.410(b)(2)) |

|  |
| --- |
| **1.11: APR:** Describe the manner in which DHHL would change its housing plan as a result of its experiences.(24 CFR § 1006.410(b)(4)). NOTE: It is sufficient to provide one response to this item rather than an individual response for each NHHBG-funded program. |

**NOTE: Remember to complete all the text boxes in Section 3 for each NHHBG-funded program. If you are completing an electronic version of this form, you may copy and paste text boxes 1.1 through 1.11 as needed to describe each of your programs. If you are completing this form in hard copy, you may photocopy Section 3 as needed to describe each of your programs.**

# SECTION 4: AFFORDABLE HOUSING RESOURCES

This section of the NHHP is designed to provide the public with basic background information on the characteristics shaping DHHL’s affordable housing programs. Each portion of the text below has several required components that must be discussed. DHHL is encouraged to carefully review the instructions for each section and provide text covering all required elements.

|  |
| --- |
| **Housing Market** (NAHASDA § 803(c)(2)(D)(i) and (ii)) *(Describe the key characteristics of the housing market in the State of Hawaii, currently, and in the period of time covered by the plan. Include a description of the availability of housing from other public sources and private market housing, and how this supply of housing affected the DHHL’s program/activity choices.):* |

|  |
| --- |
| **Cooperation** (NAHASDA § 803(c)(2)(D)(iii) *(Describe the structure, coordination, and means of cooperation between DHHL and other relevant partners and organizations [including private nonprofit organizations experienced in the planning and development of affordable housing] in the development, submission, or implementation of its housing plan. In addition, DHHL must indicate if it plans to use loan guarantees under Section 184A of the Housing and Community Development Act of 1992 and any other housing assistance provided by the Federal Government.):* |

|  |
| --- |
| **Demolition and Disposition** (NAHASDA § 803(c)(2)(D)(viii), 24 CFR 1006.101(b)(4)(viii)) *(Describe any planned demolition or sale of NHHBG-assisted housing units, or any other demolition or disposition that will be carried out with NHHBG funds.  Be certain to include a financial analysis of the proposed demolition, the timetable for any planned demolition or disposition and any other information that is required by HUD with respect to the demolition or disposition.):* |

|  |
| --- |
| **Coordination** (NAHASDA § 803(c)(2)(D)(ix) *(Describe how DHHL will coordinate with partners to promote employment and self-sufficiency opportunities for residents of affordable housing.):* |

|  |
| --- |
| **Safety** (NAHASDA § 803(c)(2)(D)(x)) *(Describe how DHHL will promote crime prevention and resident involvement in affordable housing.):* |

|  |
| --- |
| **Capacity** (NAHASDA § 803(c)(2)(D)(xi)) *(Describe the structure, capacity, and key personnel of the entities that will carry out the program/activities of the housing plan.):* |

# SECTION 5: BUDGETS

**(1) Sources of Funding** (NAHASDA § 803(c)(2)(C)(i) and 820(b)(1)) *(Complete the* ***non-shaded*** *portions of the chart below to describe your estimated or anticipated sources of funding for the 12-month fiscal year.* ***APR Actual Sources of Funding -- Please complete the shaded portions of the chart below to describe your actual funds received. Only report on funds actually received and under a grant agreement or other binding commitment during the 12-month fiscal year.)***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **NHHP** | | | | | **APR** | | | | | |
| **SOURCE** | **Estimated amount on hand at beginning of fiscal year** | **Estimated amount to be received during 12-month fiscal year** | **Estimated total sources of funds**  **(A + B)** | **Estimated funds to be expended during 12- month fiscal year** | **Estimated unexpended funds remaining at end of fiscal year**  **(C minus D)** | **Actual amount on hand at beginning of fiscal year** | **Actual amount received during 12-month fiscal year** | **Actual total sources of funding**  **(F + G)** | **Actual funds expended during 12-month fiscal year** | **Actual unexpended funds remaining at end of 12-month fiscal year (H minus I)** | **Actual unexpended funds obligated but not expended at end of 12-month fiscal year** |
| 1. **NHHBG Funds** |  |  |  |  |  |  |  |  |  |  |  |
| 1. **NHHBG Program**   **Income** |  |  |  |  |  |  |  |  |  |  |  |
| **LEVERAGED FUNDS** |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Other Federal**   **Funds** |  |  |  |  |  |  |  |  |  |  |  |
| 1. **LIHTC** |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Non-Federal**   **Funds** |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |

**Notes:**

1. For the NHHP, fill in columns A, B, C, D, and E (non-shaded columns). **For the APR, fill in columns F, G, H, I, J, and K (shaded columns).**
2. Total of Column D should match the total of Column N from the **Uses Table** on the following page.
3. **Total of Column I should match the Total of Column Q from the Uses Table on the following page.**
4. For the NHHP, describe any estimated leverage in Line 3 below. For the APR, describe actual leverage in Line 4 below (APR).
5. **Uses of Funding** (NAHASDA § 803(c)(2)(C)(ii)) *(Note that the budget should not exceed the total funds on hand (Column C) and insert as many rows as needed to include all the programs identified in Section 3.*  ***Actual expenditures in the APR section are for the 12-month fiscal year*.)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **NHHP** | | | **APR** | | |
| **PROGRAM NAME**  (tie to program names in  Section 3 above) | **Unique Identifier** | **Prior and current year NHHBG (only) funds to be expended in 12-month fiscal year** | **(M)**  **Total all other funds to be expended in 12-month fiscal year** | **(N)**  **Total funds to be expended in 12-month fiscal year**  **(L + M)** | **(O)**  **Total NHHBG (only) funds expended in 12-month fiscal year** | **(P)**  **Total all other funds expended in 12-month fiscal year** | **(Q)**  **Total funds expended in 12-month fiscal year**  **(O+P)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| Planning and Administration |  |  |  |  |  |  |  |
| Loan Repayment – describe in 3 and 4 below. |  |  |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |  |  |

**Notes:**

1. Total of Column L cannot exceed the NHHBG funds from Column C, Row 1 from the Sources Table on the previous page.
2. Total of Column M cannot exceed the total from Column C, Rows 2-10 from the Sources Table on the previous page.
3. **Total of Column O cannot exceed total NHHBG funds received in Column H, Row 1 from the Sources Table on the previous page.**
4. **Total of Column P cannot exceed total of Column H, Rows 2-10 of the Sources Table on the previous page.**
5. **Total of Column Q should equal total of Column I of the Sources Table on the previous page.**

|  |
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| 1. **Estimated Sources or Uses of Funding** *(NAHASDA § 803(c)(2)(C))***.** *(Provide any additional information about the estimated sources or uses of funding, including leverage (if any). You must provide the relevant information for any planned loan repayment. The text must describe which specific loan is planned to be repaid and the NAHASDA-eligible activity and program associated with this loan):* |

|  |
| --- |
| **(4) APR** (NAHASDA § 820(b)(1)) *(Enter any additional information about the actual sources or uses of funding, including leverage (if any).* |

# SECTION 6: OTHER SUBMISSION ITEMS

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| --- |
| 1. **Useful Life/Affordability Period(s)** (NAHASDA § 813, 24 CFR § 1006.305) *(Describe your plan or system for determining the useful life/affordability period of the housing assisted with NHHBG funds. A record of the current, specific useful life/affordability period for housing units assisted with NHHBG funds must be maintained in DHHL’s files and available for review for the useful life/affordability period.):* |

|  |
| --- |
| 1. **Model Housing and Over-Income Activities** (NAHASDA § 810(b)(5) and 809(a)(2)(B), 24 CFR § 1006.225 and 1006.301(b))*(If you wish to undertake a model housing activity or wish to serve non-low-income households during the 12-month fiscal year, those activities may be described here. Each approved model activity must be included as a separate program in Section 3 (Program Descriptions) and the APR portions of Section 3 must be completed in the APR submission for any approved model activity.):* |

1. **Anticipated Planning and Administration Expenses** (NAHASDA § 802(d), 24 CFR § 1006.230)

Do you intend to exceed your allowable spending cap for Planning and Administration? Yes  No

|  |
| --- |
| If yes, describe why the additional funds are needed for Planning and Administration. |

1. **Actual Planning and Administration Expenses** (NAHASDA § 802(d), 24 CFR § 1006.230)

Did you exceed your spending cap for Planning and Administration? Yes  No

If yes, did you receive HUD approval to exceed your spending cap on Planning and Administration? Yes  No

|  |
| --- |
| If you did not receive approval for exceeding your spending cap on Planning and Administration costs, describe the reason(s) for exceeding the cap. |

SECTION 7: NATIVE HAWAIIAN HOUSING PLAN CERTIFICATION OF COMPLIANCE

(NAHASDA § 803(c)(2)(E))

By signing the NHHP, you certify that you have all required policies and procedures in place in order to operate any planned NHHBG programs.

1. In accordance with applicable statutes, the recipient certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) or with the Fair Housing Act (42 U.S.C. 3601 et seq.) in carrying out the NHHBG program, to the extent that such Acts are applicable, and other applicable federal statutes.

Yes  No

The following certifications will only apply where applicable based on program activities.

**(2)** The recipient will require adequate insurance coverage for housing units that are owned and operated or assisted with grant amounts provided under NAHASDA, in compliance with such requirements as may be established by HUD.

Yes  No   Not Applicable

**(3)** Policies are in effect and are available for review by HUD and the public governing the eligibility, admission, and occupancy of families for housing assisted with grant amounts provided under NAHASDA.

Yes  No  Not Applicable

**(4)** Policies are in effect and are available for review by HUD and the public governing rents charged, including the methods by which such rents or homebuyer payments are determined, for housing assisted with grant amounts provided under NAHASDA.

Yes  No  Not Applicable  and

**(5)** Policies are in effect and are available for review by HUD and the public governing the management and maintenance of housing assisted with grant amounts provided under NAHASDA.

Yes  No  Not Applicable

# SECTION 8: SELF-MONITORING

(NAHASDA § 819(b), 24 CFR § 1006.401)

1. Do you have a procedure and/or policy for self-monitoring?

Yes  No

1. Did you conduct self-monitoring, including monitoring sub-recipients?

Yes  No

|  |
| --- |
| **(3) Self-Monitoring Results.** *(Describe the results of the monitoring activities, including inspections for this program year.):* |

# SECTION 9: INSPECTIONS

(NAHASDA § 819(b))

1. **Inspection of Units** *(Use the table below to record the results of recurring inspections of assisted housing.)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  | **Results of Inspections** | | | |
| **(A)**  **Activity** | | **(B)**  **Total number of units**  **(Inventory)** | **(C)**  **Units in standard condition** | **(D)**  **Units needing rehabilitation** | **(E)**  **Units needing to be replaced** | **(F)**  **Total number of units inspected** |
| **NAHASDA-Assisted Units:** | |  |  |  |  |  |
| a. | Rental |  |  |  |  |  |
| b. | Homeownership |  |  |  |  |  |
| c. | Rental Assistance |  |  |  |  |  |
| d. | Other |  |  |  |  |  |
| **Total** | |  |  |  |  |  |

**Note:** *Total of column F should equal the sum of columns C+D+E.*

1. Did you comply with your inspection policy: Yes  No:

|  |
| --- |
| 1. **If no, why not:** |

# SECTION 10: AUDITS

(24 CFR § 1006.375(d))

This section is used to indicate whether an Office of Management and Budget Circular A-133\* audit is required, based on a review of your financial records.

Did you expend $500,000\* or more in total Federal awards during the APR reporting period?

Yes  No

If Yes, an audit is required to be submitted to the Federal Audit Clearinghouse and the Office of Native American Programs.

If No, an audit is not required.

\*DHHL should note that new Federal government regulations on Administrative Requirements, Cost Principles, and Audit Requirements were promulgated on December 26, 2013 at 2 C.F.R. Part 200.  HUD intends to update its regulations by December 26, 2014 to implement these new requirements in its programs.  Audits covering recipients’ fiscal years that begin in January 2015 will be subject to the revised audit requirements.  In the meantime, applicable OMB Circulars and the regulations at 2 C.F.R. Part 225 will continue to apply to grants until implementation of the new requirements.

# SECTION 11: PUBLIC AVAILABILITY

(NAHASDA § 820(d), 24 CFR § 1006.410(c))

1. Did you make this APR available to the beneficiaries of the Hawaiian Homes Commission Act before it was submitted to HUD?

Check one: Yes  No

|  |
| --- |
| 1. If you answered “No” to question #1, provide an explanation as to why not and indicate when you will do so. |

|  |
| --- |
| 1. Summarize any comments received from the beneficiaries (NAHASDA § 820(d)(2)). |

SECTION 12: JOBS SUPPORTED BY NAHASDA (NAHASDA § 820)

Use the table below to record the number of jobs supported with NHHBG funds each year (including DHHL staff, Subrecipient staff, Contractors, etc.).

|  |  |
| --- | --- |
| **Native Hawaiian Housing Block Grant Assistance (NHHBG)** | |
| **(1)** Number of **Permanent** Jobs Supported |  |
| **(2)** Number of **Temporary** Jobs Supported |  |

|  |
| --- |
| 1. Narrative *(optional):* |

# SECTION 13: NHHP WAIVER REQUESTS

(NAHASDA § 802(b)(2), 24 CFR 1006.20(b))

THIS SECTION IS ONLY REQUIRED IF DHHL IS REQUESTING A WAIVER OF A NHHP SECTION OR A WAIVER OF THE NHHP SUBMISSION DUE DATE. Fill out the form below if you are requesting a waiver of one or more sections of the NHHP. **NOTE**: This is NOT a waiver of the NHHBG program requirements but rather a request to waive some of the NHHP submission items because DHHL cannot comply due to circumstances beyond its control.

|  |
| --- |
| 1. List below the sections of the NHHP where you are requesting a waiver and/or a waiver of the NHHP due date.   (*List the requested waiver sections by name and section number):* |

|  |
| --- |
| 1. Describe the reasons that you are requesting this waiver (*Describe completely why you are unable to complete a particular section of the NHHP or could not submit the NHHP by the required due date.):* |

|  |
| --- |
| Describe the actions you will take in order to ensure that you are able to submit a complete NHHP in the future and/or submit the NHHP by the required due date. (*This section should completely describe the procedural, staffing or technical corrections that you will make in order to submit a complete NHHP in the future and/or submit the NHHP by the required due date.):* |

|  |  |
| --- | --- |
| 1. Recipient: |  |
| 1. Authorized Official’s Name and   Title: |  |
| 1. Authorized Official’s Signature: |  |
| 1. Date (MM/DD/YYYY): |  |

# SECTION 14: NHHP AMENDMENTS

(24 CFR § 1006.101(d))

**Use this section for NHHP amendments only.**

Fill out the text below to summarize your NHHP amendment. Copy and paste Section 14 for each amendment. This amendment is only required to be submitted to the HUD Office of Native American Programs when the recipient is adding a new activity that was not described in the current One-Year Plan that has been determined to be in compliance by HUD. All other amendments will be reflected in the APR and do not need to be submitted to HUD.

NOTE:  A Cover Page is strongly recommended but not required with a NHHP Amendment submission.

**APR: REPORTING ON PROGRAM YEAR PROGRESS** (NAHASDA § 820(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month fiscal year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133\* audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month fiscal year.

\*DHHL should note that new Federal government regulations on Administrative Requirements, Cost Principles, and Audit Requirements were promulgated on December 26, 2013 at 2 C.F.R. Part 200.  HUD intends to update its regulations by December 26, 2014 to implement these new requirements in its programs.  In the meantime, applicable OMB Circulars and the regulations at 2 C.F.R. Part 225 will continue to apply to existing grants.  After HUD implements the new requirements in 2 C.F.R. Part 200 (after December 26, 2014), all grants will be subject to 2 C.F.R. Part 200, as implemented by HUD.

|  |
| --- |
| 1. **Program Name and Unique Identifier:** |
| **Program Description (***This should be the description of the planned program.)*: |
| **Eligible Activity Number (***Select one activity from the Eligible Activities list in Section 3. Do not combine homeownership and rental housing in one activity, so that when units are reported in the APR they are correctly identified as homeownership or rental.)*: |

|  |
| --- |
| **Intended Outcome Number** (*Select one Outcome from the Outcome list in Section 3.)*: |
| **Describe Other Intended Outcome** *(Only if you selected "Other" above.):* |
| **Actual Outcome Number** (*Select one Outcome from the Outcome list in Section 3.)*: |
| **Describe Other Actual Outcome** *(Only if you selected "Other" above.):* |
| **Who Will Be Assisted** (*Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes exceed 80 percent of the median income should be included as a separate program within this Section.)*: |
| **(7). Types and Level of Assistance** *(Describe the types and the level of assistance that will be provided to each household, as applicable.):* |
| **APR:** *(Describe the accomplishments for the APR in the 12-month fiscal year. In accordance with 24 CFR § 1006.410(b)(2) and (3), provide an analysis and explanation of cost overruns or high unit costs.):* |

* 1. **Planned and Actual Outputs for 12-Month Fiscal Year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Planned Number of **Units** to be Completed in Year Under this Program | Planned Number of **Households** To Be Served in Year Under this Program | Planned Number of **Acres** To Be Purchased in Year Under this Program | APR: Actual Number of **Units** Completed in Fiscal Year | APR: Actual Number of **Households** Served in Fiscal Year | APR: Actual Number of **Acres** Purchased in Fiscal Year |
|  |  |  |  |  |  |

|  |
| --- |
| * 1. **APR:** If the program is behind schedule, explain why.(24 CFR § 1006.410(b)(2)) |

**(11) Amended Sources of Funding** (NAHASDA § 803(c)(2)(C)(i)) *(Complete the* ***non-shaded*** *portions of the chart below to describe your estimated or anticipated sources of funding for the 12-month fiscal year.* ***APR Actual Sources of Funding -- Please complete the shaded portions of the chart below to describe your actual funds received. Only report on funds actually received and under a grant agreement or other binding commitment during the 12-month fiscal year.)***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **NHHP** | | | | | **APR** | | | | | |
| **SOURCE** | **Estimated amount on hand at beginning of fiscal year** | **Estimated amount to be received during 12-month fiscal year** | **Estimated total sources of funds**  **(A + B)** | **Estimated funds to be expended during 12- month fiscal year** | **Estimated unexpended funds remaining at end of fiscal year**  **(C minus D)** | **Actual amount on hand at beginning of fiscal year** | **Actual amount received during 12-month fiscal year** | **Actual total sources of funding**  **(F + G)** | **Actual funds expended during 12-month fiscal year** | **Actual unexpended funds remaining at end of 12-month fiscal year (H minus I)** | **Actual unexpended funds obligated but not expended at end of 12-month fiscal year** |
| 1. **NHHBG Funds** |  |  |  |  |  |  |  |  |  |  |  |
| 1. **NHHBG Program**   **Income** |  |  |  |  |  |  |  |  |  |  |  |
| **LEVERAGED FUNDS** |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Other Federal**   **Funds** |  |  |  |  |  |  |  |  |  |  |  |
| 1. **LIHTC** |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Non-Federal**   **Funds** |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |

**Notes:**

1. For the NHHP, fill in columns A, B, C, D, and E (non-shaded columns). **For the APR, fill in columns F, G, H, I, J, and K (shaded columns).**
2. Total of Column D should match the total of Column N from the **Uses Table** on the following page.
3. **Total of Column I should match the Total of Column Q from the Uses Table on the following page.**

**(12) Amended Uses of Funding** (NAHASDA § 803(c)(2)(C)(ii)) *(Note that the budget should not exceed the total funds on hand and insert as many rows as needed to include all the programs identified in Section 3.*  ***Actual expenditures in the APR section are for the 12-month fiscal year*.)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **NHHP** | | | **APR** | | |
| **PROGRAM NAME**  (tie to program names in  Section 3 above) | **Unique Identifier** | **(L)**  **Prior and current year NHHBG (only) funds to be expended in 12-month fiscal year** | **(M)**  **Total all other funds to be expended in 12-month fiscal year** | **(N)**  **Total funds to be expended in 12-month fiscal year**  **(L + M)** | **(O)**  **Total NHHBG (only) funds expended in 12-month fiscal year** | **(P)**  **Total all other funds expended in 12-month fiscal year** | **(Q)**  **Total funds expended in 12-month fiscal year**  **(O+P)** |
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| Planning and Administration |  |  |  |  |  |  |  |
| Loan repayment |  |  |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |  |  |

**Notes:**

1. Total of Column L cannot exceed the NHHBG funds from Column C, Row 1 from the Sources Table on the previous page.
2. Total of Column M cannot exceed the total from Column C, Rows 2-10 from the Sources Table on the previous page.
3. **Total of Column O cannot exceed total NHHBG funds received in Column H, Row 1 from the Sources Table on the previous page.**
4. **Total of Column P cannot exceed total of Column H, Rows 2-10 of the Sources Table on the previous page.**
5. **Total of Column Q should equal total of Column I of the Sources Table on the previous page.**

|  |
| --- |
| 1. **Estimated Sources or Uses of Funding** *(NAHASDA § 803(c)(2)(C))***.** *(Provide any additional information about the estimated sources or uses of funding, including leverage (if any). You must provide the relevant information for any planned loan repayment listed in the Uses Table on the previous page. The text must describe which specific loan is planned to be repaid and the NAHASDA-eligible activity and program associated with this loan):* |

|  |
| --- |
| **(14) APR** (NAHASDA § 820(b)(1)) *(Enter any additional information about the actual sources or uses of funding, including leverage (if any). You must provide the relevant information for any actual loan repayment listed in the Uses Table on the previous page. The text must describe which loan was repaid and the NAHASDA-eligible activity and program associated with this loan.):* |

|  |  |
| --- | --- |
| 1. Recipient: |  |
| 1. Authorized Official’s Name and   Title: |  |
| 1. Authorized Official’s Signature: | I certify that all other sections of the NHHP approved on       are accurate and reflect the activities planned. |
| 1. Date (MM/DD/YYYY): |  |