

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier HI 159999 - Hawaii State Program
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: State of Hawaii - Hawaii Housing Finance and Development Corporation		Organizational Unit: Department:	
Organizational DUNS: 80-441-2661		Division:	
Address: Street: 677 Queen Street, Suite 300 City: Honolulu County: Honolulu		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Karen Middle Name: Last Name: Seddon Suffix:	
State: Hawaii	Zip Code 96813	Email: karen.s.seddon@hawaii.gov	
Country: U.S.A.		Phone Number (give area code) (808) 587-0641	
		Fax Number (give area code) (808) 587-0600	

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
1 4 - 1 9 6 7 8 7 1

8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)	7. TYPE OF APPLICANT: (See back of form for Application Types) A. State Other (specify)
9. NAME OF FEDERAL AGENCY: U. S. Department of Housing & Urban Development	

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 4 - 2 5 7 TITLE (Name of Program): Homelessness Prevention and Rapid Re-housing Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Homelessness Prevention and Rapid Re-housing Program Under Title XII of Division A of the American Recovery and Reinvestment Act of 2009.
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12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
State of Hawaii

13. PROPOSED PROJECT Start Date: July 2, 2009	Ending Date: March 18, 2012	14. CONGRESSIONAL DISTRICTS OF: a. Applicant Congressional District 1	
		b. Project Congressional District 2	

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 2,166,888 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ ⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ ⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$ ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ ⁰⁰		
g. TOTAL	\$ 2,166,888 ⁰⁰		

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix Ms.	First Name Karen	Middle Name
Last Name Seddon		Suffix
b. Title Executive Director		c. Telephone Number (give area code) (808) 587-0641
d. Signature of Authorized Representative		e. Date Signed May 14, 2009

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> 	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

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)

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	Hawaii Public Housing Authority (HPHA)
Name of Entity or Department Administering Funds	Homeless Programs Branch (HPB)
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Sandra Miyoshi
Title	Homeless Programs Branch Administrator
Address Line 1	1002 North School Street
Address Line 2	Bldg. H
City, State, Zip Code	Honolulu, HI 96817
Telephone	(808)832-5930
Fax	(808)832-5932
Email Address	Sandra.Miyoshi@hawaii.gov
Authorized Official (if different from Contact Person)	Chad Taniguchi
Title	Hawaii Public Housing Authority, Executive Director
Address Line 1	1002 North School Street
Address Line 2	Bldg. E
City, State, Zip Code	Honolulu, HI 96817
Telephone	(808)832-4694
Fax	(808)832-4679
Email Address	chad.k.taniguchi@hawaii.gov
Web Address where this Form is Posted	www.hpha.hawaii.gov http://hawaii.gov/dbedt/hhfdc

Amount Grantee is Eligible to Receive*	\$2,166,888
Amount Grantee is Requesting	\$2,166,888

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The draft *HPRP Substantial Amendment* was made available for public review at regional libraries and posted on HPHA's website at www.hpha.hawaii.gov and Hawaii Housing Finance and Development Corporation's (HHFDC) website at <http://hawaii.gov/dbedt/hhfdc>. Copies were also available at the following offices:

County of Hawaii, Office of Housing and Community Development
50 Wailuku Drive, Hilo, Hawaii

County of Maui
Community Development Block Grant Office
David K. Trask Jr. Building, 2145 Kaohu Street, Suite 201, Wailuku, Maui
and
Department of Housing and Human Concerns
35 Lunalilo Street, Suite 102, Wailuku, Maui

County of Kauai, Kauai County Housing Agency
4444 Rice Street, Suite 330, Lihue, Kauai

Hawaii Public Housing Authority
Homeless Programs Branch
1002 North School Street, Bldg. H, Honolulu, Oahu

Hawaii Finance and Development Corporation
677 Queen Street, Suite 300, Honolulu, Hawaii 96813

The Notice of Public Comment was published in the following newspapers on April 23, 2009:
Honolulu Star-Bulletin
Hawaii Tribune-Herald
West Hawaii Today
The Maui News
The Garden Island

Public comment period was from April 23 – May 4, 2009.

Interested persons were invited to provide written comments on the *HPRP Substantial Amendment* draft by mail, email or fax to HPHA no later than May 4, 2009 at 4:30 p.m. All written comments were considered in preparing the final *HPRP Substantial Amendment*. Access and communication assistance were made available to persons with special needs through special requests to HPHA.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- Grantee did not receive public comments.
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

Will summarize after public comment period.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation

X Other (Specify): RFI (see below)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

The Hawaii Housing Authority (HPHA), Homeless Programs Branch (HPB) posted a Request for Information (RFI-HPB-2009-14) on the State Procurement Notice (PNS) website: <http://www4.hawaii.gov/bidapps/FilterNotices.cfm>, and the Request for Proposal (RFP) website: <http://hawaii.gov/spo2/health/rfp103f/> on March 27, 2009. Applications were requested from qualified organizations to provide homeless prevention and rapid re-housing services to individuals and families in the Counties of Hawaii, Kauai and Maui. The HPRP RFI notice was emailed to each County's Continuum of Care (CoC)

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

chairperson and County representative to publicize the notice to the CoC general membership, and faxed to all service providers who have contracts with HPB. Proposal submission deadline was April 3, 2009.

The evaluation team consisted of one representative from each County who has experience in, knowledge of, and/or responsibility for program services and financing. Each reviewer was selected by the respective CoC chairperson and County representative.

The proposals were evaluated on the following categories: 1) Experience and Capability; 2) Project Organization and Staffing; 3) Service Delivery; and 4) Financial, for a possible total of 100 points. The proposals were ranked based on the number of points accrued through the evaluation process, then classified as acceptable, potentially acceptable or unacceptable. Each of the county evaluators individually reviewed and scored all applicants, then conferred as a group to determine the final awardees and award amounts. Each reviewer and the Homeless Programs Branch Administrator signed a concurrence form to signify agreement with the selections.

Proposed awardees and funded amounts listed in Exhibit A.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

The Hawaii Public Housing Authority (HPHA) Homeless Programs Branch (HPB) will work with each sub-grantee to complete the scope of services and work plan for the goals and objectives to be accomplished; and finalize the three (3) year budget. HPB will obtain from the sub-grantee, the required documents necessary to execute the contract. HPB will submit the scope of services, completed work plan and the required documents to HPHA's Contract and Procurement Office (CPO).

CPO will prepare the contract in its entirety and submit the draft contract to the State of Hawaii Attorney Generals' Office (AG) for review and approval. The AG has a minimum of 10 days to review the draft and provide comment to CPO. CPO will incorporate any AG comments, and return the scope of services and work plan to HPB for revisions as applicable.

CPO will submit a second draft to the AG for review and approval. AG has a minimum of 10 days to provide comment on the revisions to the contract to the CPO. CPO will then prepare the contract in final form and send out to the sub-grantee for signing.

Upon the receipt of the three (3) original signed contracts from the sub-grantee, CPO will route the signed contracts to the AG, HPHA Financial Management Office to verify availability of funds, then to the Office of the Executive Director, and Acting Procurement Officer for the execution of the contract.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

In order to meet the statutory requirement to expend at least 60% of HPRP grant amounts within 2 years of the date of the grant agreement; 100% within 3 years; and to ensure the appropriate use of HPRP funds on eligible activities, HPB plans to implement a monitoring strategy which combines the following components:

Site Visits:

HPHA will conduct on-site visits to provider agencies which will be administering the HPRP grant. Half of the agencies will be visited during the first year of the program, and the other half during the second year. (Schedule to be determined.) Third year site visits will be "as needed" to those agencies which are having difficulty with the timely and effective use of the HPRP grant. The site visits will include an inspection of randomly selected client files, interviews with the HPRP lead manager, and a review of agency's program guide to ascertain compliance with HPRP rules, health and safety regulations, ADA requirements, Fair Housing laws, and other regulations as required by HUD. After the site visit, the HPHA monitor will complete a Program Compliance Review (PCR), which will detail any deficiencies revealed during the site visit. The PCR will be sent to the provider agency, which will then be required to develop a Corrective Action Plan (CAP) to address the concerns. Included in the CAP will be the specific actions to resolve the problems; the timeline to implement the resolution; the person responsible for the implementation; and the method in which the agency staff will be informed of the plans. The HPHA monitor will review the CAP, and if acceptable, will notify the agency of HPHA's approval.

Remote Monitoring:

HPHA will provide continuous oversight of subgrantees through remote monitoring by requiring them to submit quarterly activity reports (details to follow HUD's requirements pursuant to direction by the Office of Management and Budget) and entering data in the Homeless Management Information System (HMIS). HPHA staff will report accomplishments and draw down payment requests in the Integrated Disbursement and Information System (IDIS). HPHA staff will run PR 20 reports regularly through IDIS to keep updated on the percentage spent by each agency. HPHA staff will be available to agency representatives through email, fax, mail and phone contacts.

HPHA Administrative funds:

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

HPHA anticipates using its HPRP Admin funds for HPRP/HUD Technical Assistance seminars; travel and associated costs of attending these seminars; audit costs for each of the three years of the contract; pre-award activities; and data collection. HPHA will monitor its spend-down percentage through IDIS.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

HPHA has an established network of resources with local agencies through its many years of involvement with housing and homeless services, and continues to cultivate collaborative partnerships. The Hawaii Housing Finance and Development Corporation (HHFDC) and HPHA executed a Memorandum of Understanding in 2007, which established the responsibilities of each party. HPHA continues a close collaboration with HHFDC which administers the HOME funds for the Counties of Hawaii, Kauai and Maui, including the American Dream Down Payment Initiative (ADDI) funds. The HOME funds are used for capital investments in low-income housing projects. HHFDC also administers the Neighborhood Stabilization Program (NSP) grant for all counties of the State of Hawaii which provide targeted emergency assistance to state and local governments to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight.

HPHA works cooperatively with the City and County of Honolulu (City). The latest collaborative effort was the 2009 Point In Time (PIT) Count, which is conducted every two years as required by HUD. Subpopulation data was collected for sheltered and unsheltered households; input into the Homeless Management Information System (HMIS); and analyzed to determine trends in homelessness. HPHA anticipates future collaboration with the City to enhance HMIS data collection capability to aid in HPRP reporting.

HPHA also maintains close affiliations with other local agencies by attending quarterly Coordinator's meeting with HUD Field Office, Honolulu and Rural County representatives, and HHFDC, to discuss program concerns and updates; housing and homeless initiatives; regulatory changes and compliance; and other pertinent issues. The rural counties also administer their own Community Development Block Grant (CDBG) funds.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response:

HPHA will hold bi-monthly Statewide CoC meetings with government representatives of the Counties of Hawaii, Kauai and Maui and the respective CoC chairpersons. These meetings will provide a forum for on-going discussions to work toward the ultimate goal of preventing and ending homelessness; the sharing of news and information between counties; updating each other on prospective funding sources; and other pertinent issues. Agenda items will also be planned for each CoC chair to take back to their general membership for localized discussions.

HPHA will also participate in the bi-monthly meetings with the Interagency Council, which consists of CoC members from the rural counties, and the Oahu CoC (Partners In Care). These meetings provide an opportunity to discuss statewide, rather than just localized issues. Partnering with each County's CoC is vital to better strategic planning and maximizing the impact of available resources.

Each county CoC is required to hold regular meetings with its members, many of whom will have received HPRP funding, to assess community needs and discuss the impact of this grant to address those needs. Through these meetings, members will be able to share resources; plan and design successful programs through the implementation of shared ideas; and coordinate with other local organizations that are also involved in programs related to homelessness prevention and rapid re-housing. Homeless persons are eligible to receive HPRP assistance so the impact of these funds will also be reported by CoC members through point-in-time counts and through other data collected by HUD.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The State anticipates receiving \$2,166,888 in HPRP funds. These funds will be awarded to agencies in the Counties of Hawaii, Kauai and Maui to provide financial assistance and housing relocation/stabilization services that meet the 2005-2010 Consolidated Plan objectives of promoting decent, affordable housing and strengthening communities.

Promote decent, affordable housing

Temporary financial assistance will be provided to individuals and families who are homeless or would be homeless if not for this assistance. Short and medium-term rental assistance will allow individuals and families to remain in their existing rental units, or will help them obtain and remain in rental units they select. Other financial help through HPRP will come in the form of security and utility deposits;

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

temporary utility payments; moving cost assistance; and reasonable and appropriate hotel/motel vouchers for up to 30 days.

Strengthening Communities

The State of Hawaii jobless rate is the highest since 1978, with the rural counties experiencing the most dramatic increase. Kauai and Maui jobless rates more than tripled in the past 12 months; and the Big Island's rate more than doubled. HPRP funds will provide much needed services to these communities experiencing the tremendous hardships of high unemployment. Housing relocation and stabilization services will include case management to help develop individual housing and service plans; secure and coordinate services; and monitor participants' progress. Other services will include outreach and engagement services to help publicize the availability of the HPRP program; legal aid; and credit repair. Funds will also be used for data collection through HMIS to better analyze homeless trends for strategic planning and program development; for the purposes of collecting and reporting data under HPRP; and for analyzing patterns of use for HPRP funds.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$856,602	\$561,094	\$1,417,696
Housing Relocation and Stabilization Services ²	\$344,605	\$276,914	\$621,519
Subtotal (add previous two rows)	\$1,201,207	\$838,008	\$2,039,215

Data Collection and Evaluation ³	\$19,329
Administration (up to 5% of allocation)	\$108,344
Total HPRP Amount Budgeted⁴	\$2,166,888

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title

DRAFT

Appendix A
List of Proposed Awardees
And Grant Amounts

County of Hawaii:

Office for Social Ministry (OSM)

Award Amount: \$707,850.00

For the past six years, OSM has adopted a “Housing First” approach that requires using a set of strategies to rapidly re-house homeless families who are experiencing a housing crisis. These strategies include immediate financial assistance to prevent families from becoming homeless, outreach to landlords, landlord mediation, upfront rental and utility assistance, and home-based transitional case management services immediately following housing placement. Case management is a vital component intended to promote housing stability and ensure the family is linked with the appropriate support systems and services to meet their long-term goals. Infrastructure and capacity is already in place to implement the Homeless Prevention and Rapid Re-housing Program (HPRP) activities immediately.

Proposed budget and work plans forthcoming.

County of Kauai:

Kauai Economic Opportunity (KEO)

Amount: \$341,425.00

Since 1965, KEO has provided a wide range of health, social service, educational, and employment services that help alleviate the conditions of poverty and allow disadvantaged individuals and families to attain social and economic self sufficiency. KEO currently administers over 20 programs, including homeless outreach services, emergency shelter, transitional housing, permanent supportive housing, mediation, employment services, life skills training and emergency assistance that targets Kauai’s low-income individuals and families. HPRP funds will be used for financial assistance by providing security deposits to obtain housing, short-term and/or medium-term rental costs, or past due rent payments to prevent eviction and to assist clients in maintaining their permanent rental housing.

Proposed budget and work plans forthcoming.

YWCA of Kauai

Award Amount: \$141,425.00

The YWCA of Kauai Family Violence Shelter provides short-term emergency housing for female victims of domestic violence and their qualified children. Clients are provided a safe and secure shelter, meals, and clothing for up to 90 days. Clients also receive comprehensive counseling and education provided by staff skilled on issues relating to domestic violence, and assisted with appropriate referrals to other community assistance programs. The YWCA also

provides a 24/7 crisis hotline to address domestic violence issues with callers. For victims of domestic abuse, providing financial assistance to prevent homelessness is critical since a partner's withdrawal of financial support frequently destabilizes the household and creates an imminent risk of homelessness. The YWCA proposes to use HPRP funds to provide short and medium-term rental assistance, security and utility deposits, utility payments and hotel/motel vouchers; and housing relocation and stabilization services through counseling, developing individual progress plans, advocacy on behalf of the client to assure rights, safety planning, healthy relationship development and problem solving. Case management services will also include links to community housing resources and access to services; how to resolve prior housing problems; and support and tracking during the course of the HPRP assistance.

Proposed budget and work plans forthcoming.

County of Maui:

Family Life Center (FLC)

Award Amount: \$300,000.00

Since 1982, Family Life Center's mission has been to stabilize and empower families and individuals by developing and implementing programs to meet the physical, spiritual and emotional needs of those who are vulnerable, primarily targeting the homeless and at-risk homeless. Their plan of action includes providing access to basic necessities: food, clothing and shelter, through outreach services, an emergency shelter, rental assistance, housing placement services and an outpatient drug treatment program. FLC proposes to utilize HPRP funds by providing a combination of services to either prevent individuals and families from becoming homeless, or helping those who are experiencing homelessness to be quickly re-housed and stabilized. Housing placement services will include financial assistance with security and utility deposits, rental assistance, and utility payments. Since case management is an important component in the delivery of services, FLC will increase its staff to handle the additional workload, thus also creating jobs under HPRP. All other systems are already in place to allow for the expeditious delivery of HPRP services. This new funding will give FLC the opportunity to increase the scope of services currently offered and increase the numbers of individuals served.

Proposed budget and work plans forthcoming.

Maui Economic Concerns of the Community (MECC)

Award Amount: \$135,950.00

MECC operates Maui's only continuum of care facilities for homeless persons: Ka Hale A Ke Ola (KHAO) Homeless Resource Center in Wailuku, and Na Hale O Wainee (NHOW) in Lahaina. The MECC service delivery strategy goes beyond the provision of basic shelter and sustenance needs by providing a series of structured programs and services that are focused on instilling the skills, knowledge and experience to support self-sufficiency and promote positive, healthy life choices. MECC also operates a 200 unit affordable, long-term rental housing project and has coordinated a direct rental assistance program supported by the County of Maui to address the long-term housing needs of MECC clients. HPRP funds are to be used to support the implementation of the Housing Emergency Support Services (HESS) program, an emergency rental assistance and housing stability program. Target groups to be served are: 1) homeless, low-income individuals and families who have completed transitional housing programs and are ready to move into long-term rental housing, and 2) low-income individuals and families that are at risk of being displaced from their current housing due to lack of sufficient financial resources. The HESS program will provide direct service and follow-up support focused on securing and maintaining appropriate long-term rental housing for eligible participants.

Proposed budget and work plans forthcoming.

Maui Economic Opportunity (MEO)

Award Amount: \$135,950.00

MEO is a Community Action Agency with 44 years of service to Maui, and advocates for the elderly, disabled, immigrants, youth, offenders and the economically disadvantaged. MEO provides the tools to help people and change their lives by providing assistance to pay rent or utility bills; training to improve job skills and employability; early childhood care and education; assistance to learn life skills; reintegration services; rides to school, work or doctor; and more. MEO's objective is to help Maui's homeless and at-risk homeless individuals and families increase their stability in health, housing and social areas to ultimately obtain and maintain economic independence and long-term self-sufficiency. HPRP funds will be utilized by providing financial assistance for security and utility deposits; rental and utility payment assistance; moving costs for relocation; and hotel/motel vouchers for emergency, temporary housing. Case management for housing relocation and stabilization will ensure that qualified applicants receive assistance in achieving housing stability with the development of individual housing and service plans.

Proposed budget and work plans forthcoming.

Women Helping Women (WHW)

Award Amount: \$135,950.00

WHW is the currently the only agency on Maui that provides the entire range of domestic violence services to victims, including safe emergency shelter, assistance with temporary restraining orders, advocacy for children, and transitional support after the immediate crisis has passed. Recognizing that stable, secure housing is absolutely critical to effective domestic violence case management, WHW has adopted a multi-pronged strategy to address client housing needs, since each individual client's housing options vary according to personal and family circumstances. HPRP funds will be used to support the implementation and coordination of the WHW Emergency Housing Assistance (EHA) Program. EHA will supplement and enhance the agency's comprehensive domestic violence case management, emergency shelter and transitional housing programs by providing a dedicated source of funds for direct financial assistance to support homeless prevention and housing stability for women victims of domestic abuse and their families. EHA will provide direct financial assistance to victims of domestic violence and their children who: 1) have been displaced from their homes, are participating in the WHW emergency shelter or transitional housing programs, and are ready to access long term rental housing but lack sufficient financial resources for security deposits, first and last months' rent, or 2) are at risk of becoming homeless due to lack of sufficient financial resources to pay for rent or utilities.

Proposed budget and work plans forthcoming.

Multi -County:

Legal Aid Society of Hawaii (LASH)

Award Amount: \$112,500.00

LASH is a community-based, non-profit law firm that has empowered low-income and disadvantage people throughout Hawaii for over 59 years. Its mission is to provide access to justice for all low-income citizens in Hawaii. HPRP funds will be utilized by LASH on Hawaii, Maui, Kauai and Lanai. The goal of this project is to provide homelessness prevention assistance to those who would otherwise become homeless, and to provide assistance to rapidly re-house persons. Legal services are aimed at assisting people to stay in their homes by counseling those who face eviction; representation in landlord/tenant disputes; and assistance during landlord/tenant mediation. Legal services will also be provided to those who are applying for or are living in public housing, or have a Section 8 voucher; and those who need to address legal issues that may be barriers to their rapid re-housing. LASH will aid homeless and at-risk homeless clients in preserving their housing options, opportunities, and rights through legal advice, counsel, limited services, representation and education.

Proposed budget and work plans forthcoming.

Maui AIDS Foundation (MAF)

Award Amount: \$112,500.00

The Neighbor Island HIV/AIDS Coalition (NIHAC) is comprised of Maui AIDS Foundation; Malama Pono-Kauai; and Hawaii Island HIV/AIDS Foundation. MAF is the lead administrative agency for NIHAC and the authorized legal entity to apply for HPRP funds. For the past ten years, NIHAC agencies have successfully collaborated to provide permanent housing assistance to people living with HIV/AIDS. Approximately 400 people annually have been provided housing stability services including long term rent support; short term rent, mortgage and utility assistance; tenant counseling and housing information; security deposits; and comprehensive case management. HPRP funding will be used to expand and deepen its existing homelessness prevention work and its rapid re-housing and stabilization services for HPRP eligible activities.

Proposed budget and work plans forthcoming.

DRAFT

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD’s standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Signature/Authorized Official

Date

Title

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).