

# **OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT**

## **Housing Administrator**

Edwin S. Taira is a graduate of Hilo High School, attended the University of Hawai'i - Hilo, and received his Bachelor of Business Administration degree from the University of Hawai'i -Manoa in 1974. He has been with the OHCD since 1975.

## **Community Development**

Leah H. Yanagi is a graduate of Waipahu High School and the University of Hawai'i – Manoa. Leah received her Bachelor of Science degree in Human Development in 1976. She has been with the OHCD since 1980.

## **Existing Housing**

Earl K. Arakaki is the acting division head for the Existing Housing Division. A native of the Big Island, he is a graduate of Ka'u High School and the University of Hawai'i. He has been with the OHCD since 1977.

## **STAFF**

### **Number of Full-Time Positions:**

Administration Division	12
Community Development Division 6 Development	3
Existing Housing Division	<u>16</u>
TOTAL	37

All employees are appointed or on contract.

**BUDGET**

The Office of Housing and Community Development's annual operating budget for FY2001-02 was \$2,542,315.

The OHCD also administers the following programs:

**Existing Housing Division:**

	<u>Annual Appropriation</u>	<u>Units</u>
HUD Section 8 Certificates and Vouchers	\$7,912,068	1,550
Kulaimano Elderly Housing Project - Management	\$ 362,600	50
Ouli Ekahi Rental Housing Project – Management	<u>\$ 230,000</u>	<u>33</u>
TOTAL	\$8,504,668	1,633

**Community Development Division:**

New Grants Approved and Received:

	<u>Amount</u>
2001 Community Development Block Grant	\$2,295,000
2001 HOME Investment Partnership Program	\$ 963,000
2001 Housing Preservation Grant	\$ 50,000
2001 Community Facilities Disaster Assistance	\$ 747,500
2001 Workforce Investment Act	<u>\$3,733,838</u>
TOTAL	\$7,789,338

## **ROLES AND DUTIES**

The OHCD is an agency of the Office of Management and is under the direct supervision of the Mayor. The OHCD is responsible for the planning, administration and operation of all of the County's housing programs, such as Section 8 rental assistance for qualified families; planning, administration and monitoring of the assigned federal grants and other programs; managing assigned leases and other lands; and during emergencies, damage assessments for commercial properties and implementing the County's part of the housing element of the County's Disaster Response Plan.

There are four OHCD divisions: Administration Division, Development Division, Community Development Division and Existing Housing Division.

The **Administration Division** provides support services to the other divisions.

The **Community Development Division** is responsible for federal grants, which primarily benefit low- and moderate-income persons.

The **Development Division** is no longer staffed. Its programs, responsibilities and assignments are covered by the Administration and Community Development Divisions.

The **Existing Housing Division** is responsible for the management of the County's rental housing programs and projects.

## **MAJOR GOALS AND OBJECTIVES**

The goal of the Office of Housing and Community Development is to provide for the development of viable communities in Hawai'i County by providing decent housing, suitable living environments and the expansion of economic opportunities.

## **HIGHLIGHTS**

### **Administration Division:**

- Upgraded optical imaging system;
- Increased office and storage space;
- Converted custom operating software for Section 8 program;
- Upgraded custom staff time and cost allocation software;
- Completed workstation software and hardware upgrades.

## **Development Division:**

Provided technical assistance to develop mutual self-help projects of single-family homes in O'uli, South Kohala and Hawi, North Kohala;  
Provided technical assistance the acquisition and development of the Hualalai Elderly Housing project in Kailua-Kona;  
Provided technical assistance for non-profit Big Island Housing Foundation.

## **Community Development Division:**

### Community Development Block Grant Program:

Rehabilitated nine homes utilizing the Residential Emergency Repair Program (RERP), islandwide;  
Provided solar water heating for the Youth Emergency Shelter, S. Hilo;  
Purchased a fire truck for the Honoka'a Station, Hamakua;  
Purchased a fire truck for the Kea'au Station, Puna;  
Removed flood debris from the Hilo Soccer Field, S. Hilo;  
Completed site work for the Police Detention Center, S. Hilo;  
Solicited project proposals for the 2002 CDBG program funds;  
Promoted fair housing through distribution of flyers and posters; and  
Participated in the Home Improvement Show held at the Prince Kuhio Plaza.

### HOME Investment Partnership Program:

Provided rental assistance to two low-income families, islandwide;  
Completed ten homes in the Ouli Mutual Self-Help Housing Project, S. Kohala;  
Completed the Hualalai Elderly Phase II Housing Project, N. Kona;  
Solicited project proposals for the 2002 HOME program funds.

### Housing Preservation Grant:

Completed the rehabilitation of five very low-income homeowners' residences.

### Community Facilities Grant:

Purchased four Solid Waste Refuse Trailers, Ka'u.

### Workforce Investment Act (WIA) Program:

Provided the following employment, training and related services to:

Adults: The State of Hawai'i Department of Labor and Industrial Relations, Workforce Development Division (WDD) provided assistance to 774 adults who are 18 years of age and older and meet the income requirements.

Dislocated Workers: WDD provided assistance to 646 dislocated workers who had recently been laid off due to shutdown of business or who have been given notice of lay offs.

In-School Youths: The Salvation Army provided services to 262 In-

School youths (ages 14 to 18) who are considered disadvantaged with at least one of the WIA program barriers.

Out-of-School Youths: The Simple Office Solutions provided services to 62 Out-of-School youths (ages 14 to 21) who are considered disadvantaged with at least one of the WIA program barriers.

**Existing Housing Division:**

Achieved 98% lease-up of 1,448 Housing Choice Vouchers;  
Processed approximately 925 families from our waiting list of applications for the rental assistance program;  
Leased up 102 fair share vouchers received in August 2001;  
Met with community groups and landlords to promote and explain the Section 8 program;  
Converted program data to new computer software program.

**ONGOING PROJECTS**

**Administration Division:**

Increase office and storage space;  
Upgrade office accounting system.

**Development Division:**

Updating the County's housing policy;  
Provide technical assistance for the proposed Kea'au Elderly Housing project;  
Provide technical assistance for the proposed Kamuela Elderly Housing project;  
Provide technical assistance for the Hawi and other proposed self-help projects;  
Negotiate and implement the County's affordable housing policy;  
Assist homeowners in qualified subdivisions to process buy-backs and mortgage restructuring.

**Community Development Division:**

**Community Development Block Grant Program:**

Continue to implement the Residential Emergency Repair Program (RERP), islandwide;  
Construct the East Hawai'i Police Detention Facility, S. Hilo;  
Renovate the O'okala Gym Annex, N. Hilo;  
Restore the interior of Hilo Armory, S. Hilo;  
Purchase a van for the Kohala Elderly, N. Kohala;

Acquisition of the Hale Ohana Domestic Abuse Shelter, S. Hilo;  
Removal of Architectural Barriers – Various Curb Cuts, islandwide;  
Removal of Architectural Barriers at

Onekahakaha Beach Park, S. Hilo  
Shipman Park, Puna  
Waimea Park, S. Kohala  
Honoka'a Park, Hamakua  
Pahoa Park, Puna  
Greenwell Park, S. Kona  
Wai'akeawaena Playground, S. Hilo  
Pahala Community Center, Ka'u  
Konawaena Pool, S. Kona  
Former Waimea Courthouse, S. Kohala  
Waikoloa Park (Ho'oko), S. Kohala  
Spencer Beach Park, S. Kohala  
Kahalu'u Beach Park, N. Kona  
Ho'okena Beach Park, S. Kona;

Provide Construction Management for the County's CDBG Projects;  
Participate in the update to the Hawai'i Housing Policy Study, statewide;  
Participate in the update to the Homeless Needs Assessment, statewide;  
Participate in the County's Continuum of Care Homeless Plan, islandwide;  
Participate in the update the Analysis of Impediments and conduct a survey to develop baseline data to be used to determine the effectiveness of the fair housing initiatives, statewide;  
Provide Fair Housing and Landlord/Tenant code training to landlords;  
Distribute flyers and posters to promote the Fair Housing Initiatives; and  
Create a State Community Housing Resource Board (CHRB) which will enable the State CHRB to apply for grants for Fair Housing Initiatives.

HOME Investment Partnership Program:

Construct the Hawi Self-Help Housing Project, N. Kohala;  
Provide rental assistance to low income families, islandwide;  
Rehabilitate the Hale Ulu Hoi III rental housing, S. Hilo;  
Construct the Kea'au Elderly Housing Project, Puna;  
Construct the Pu'ukapu Self-Help Housing Project, S. Kohala; and  
Construct the Kamuela Senior Housing Project, S. Kohala.

Housing Preservation Grant:

Continue to provide funds to the Hawai'i County Economic Opportunity Council to administer the rehabilitation loan program for the County of Hawai'i.

Community Facility Disaster Assistance:

Purchase a fire truck for the HOVE Station, Ka'u;  
Purchase a transit bus for HOVE, Ka'u;  
Renovate the Na'alehu Highways building, Ka'u.

Workforce Investment Act:

Provide the following employment, training and related services to:

Adults: The State of Hawai'i Department of Labor and Industrial Relations, Workforce Development Division (WDD) will provide assistance to 650 adults who are 18 years of age and older and meet the income requirements;

Dislocated Workers: WDD will provide assistance to 451 dislocated workers who have recently been laid off due to shutdown of business or who have been given notice of lay off;

In-School Youths: The Salvation Army will provide services to 260 In-School youths (ages 14 to 18) who are considered disadvantaged with at least one of the WIA program barriers;

Out-of-School Youths: The Salvation Army will provide services to 120 Out-of-School youths (ages 14 to 21) who are considered disadvantaged with at least one of the WIA program barriers.

Continue to provide staff support and services to the Workforce Investment Board, Youth Council and it's committees.

## **PROJECTS PLANNED**

### **Administration Division:**

Continue to provide the normal staff support services;  
Provide staff services for HCHA meetings;  
Assist in compiling information, as requested, by the HCHA members;  
Provide technical assistance to non-profit organizations;  
Administers the OHCD's PC-LAN;  
Coordinate office space needs of the OHCD.

### **Existing Housing Division:**

Lease up voucher received from the State Housing and Community Development Corporation of Hawai'i;  
Continuation of newsletter;  
Lease up of HOME TBRA Vouchers;  
Expand uses of computer programs;  
Continue renovation for disabled at Kulaimano Elderly Housing Project;  
Promote the Section 8 program to landlords and community groups.

### **Development Division:**

Update the County's affordable housing policy;  
Continue to negotiate and to implement the County's affordable housing policy;  
Continue to assist private entities to develop affordable housing;  
Continue to provide technical assistance to non-profit organizations.

**Community Development Division:**

Apply for the Community Development Block Grant Program and solicit project proposals;  
Apply for the HOME Investment Partnership Program and solicit project proposals;  
Continue the Fair Housing public awareness initiative;  
Apply for other appropriate federal grants for the County of Hawai'i;  
Provide technical assistance to organizations that are interested in applying for other U.S. Department of Housing and Urban Development (HUD) grants;  
Apply for the Economic Development Initiative and if approved, implement the approved projects;  
Assist with the drafting of the application for the Water System Improvement Grant for development of water spigots, island-wide; and  
Submit the required program plans to the State for the additional Workforce Investment Act Funds.

**BOARDS AND COMMISSIONS**

**Hawai'i County Workforce Investment Board**

The Hawai'i County Workforce Investment Board, as mandated by the Workforce Investment Act, is made up of 28 members, with the majority of its members from the private sector. Its Chair is Dr. Alan Garson, and Vice-Chair is Clyde Oshiro.

The Workforce Investment Act also mandates formation of a Youth Council currently comprised of 23 private individuals, non-profit and governmental agency representatives, with extensive knowledge of youth services. It is a committee of the Board. Irene Nagao is Chair, and the Vice-Chair is Keith Ideue.

The Board is responsible for employment and training policies, administration of the Workforce Investment Programs, planning for economic growth, and ensuring that the County has a highly-skilled and competent workforce.

**Hawai'i County Housing Agency**

The Hawai'i County Housing Agency is comprised of the nine members of the County Council. It is chaired by Gary Safarik and the Vice-Chair is Nancy Pischio. It is responsible for establishing the affordable housing policy for the County.