

# **AFFORDABLE HOUSING PRODUCTION (AHP) PROGRAM**

## **FY2024 – 25 PROPOSAL GUIDE**

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# OVERVIEW

Starting May 1, 2024, the County of Hawai'i, through its Office of Housing and Community Development (OHCD), will accept proposals for the Affordable Housing Production (AHP) Program from eligible non-profit and for-profit organizations, public agencies, and community land trusts. These proposals shall address the program's objectives to support, increase, and sustain affordable rental and owner-occupied housing production in the county in alignment with the AHP Program Administrative Rules.

The information provided in the proposal will be used by the OHCD to make a recommendation to the Hawai'i County Mayor for final approval.

Proposals will be accepted electronically through the online application platform and must be received on or before: **4:30 PM Hawai'i Standard Time (HST) on July 1, 2024.**

- Proposals submitted after the deadline will not be considered.
- Proposals will be accepted through an online application platform only:  
<https://portal.neighborlysoftware.com/hawaiicountyhi/participant>
- Emailed or hard copies will not be accepted.

Organizations considering proposal submissions are highly encouraged to attend one of the virtual informational meetings. These meetings will provide further insights into the program, submission process, and will be conducted via Zoom on the following dates.

Informational Meeting #1

**May 9, 2024, at 9:00 am**

To register, visit:

<https://tinyurl.com/mry8hnem>

Informational Meeting #2

**May 17, 2024, at 1:00 pm**

To register, visit:

<https://tinyurl.com/4xnscvhb>

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# 1. PURPOSE AND DEFINITIONS

## 1.1 Purpose

This Proposal Guide provides general information and instructions for Organizations considering proposal submissions for the Affordable Housing Production Program.

## 1.2 Definitions

- A. **“Administrative Rules”** means the rules for the administration of the Affordable Housing Production Program as amended, and effective from 4/7/2024.
- B. **“AHP Program”** means the Affordable Housing Production Program Administered by the County of Hawai'i Office of Housing and Community Development.
- C. **“Applicant”** means the Organization applying for the Affordable Housing Production Program funds.
- D. **“Chapter 11”** means Chapter 11 of the Hawai'i County Code, as amended.
- E. **“County”** means the County of Hawai'i.
- F. **“OHCD”** means the County of Hawai'i's Office of Housing and Community Development.
- G. **“Organization”** means the entity responsible for the execution of the proposed Project or Program.
- H. **“Program Funds”** means funds which are distributed from the Affordable Housing Production Program.
- I. **“Proposal”** means the description of activities and representations made in the Affordable Housing Production Program application.

## 2. FY2024-25 FUNDING CYCLE

### 2.1 Timeline

- Timeline is subject to change, visit the AHP Program website [www.hawaiicounty.gov/ahp](http://www.hawaiicounty.gov/ahp) for latest information.

ACTIVITY	TENTATIVE DATE
<b>Request for Proposals (RFP) available</b>	<b>May 1, 2024</b>
RFP Informational Meeting #1	May 9, 2024, at 9:00 AM
RFP Informational Meeting #2	May 17, 2024, at 1:00 PM
<b>Proposals due to the OHCD</b>	<b>July 1, 2024</b>
Project Selection and Approvals	July - August
Notice of Award	August - September
Finance Committee	October - November
County Council 1 <sup>st</sup> Reading	November - December
County Council 2 <sup>nd</sup> Reading	November - December

### 2.2 Funding

- Ordinance 22-77 appropriates at least \$5,000,000 per year for the OHCD to facilitate programs that support affordable housing production in the County of Hawai'i.
- For FY2024-25, the OHCD anticipates receiving at least \$9,000,000 with the final amount depending on the approved FY2024-25 County Budget.
- The AHP Program Administrative Rules allow the OHCD to set aside a maximum of 30% of the fund's annual appropriation for County administered projects.
- The OHCD reserves the right not to award the total amount of funds available.

FUNDING	AMOUNT
Total Estimated Appropriation FY2024-25	\$9,000,000
Estimated County of Hawai'i Administrative Cost	(\$350,000)
<b>Total estimated funds available for Award*</b>	<b>\$8,650,000</b>

\*Prior to any set asides

## 2.3 Income Limits

- The Maximum rent or sales price of the AHP Program Units shall follow the appropriate income limits as determined by the County of Hawai'i Affordable Housing Guidelines as published annually by the OHCD.
- The numbers presented below are effective as of July 2023 and may change during or after the application period, depending on when the OHCD publishes the new numbers. The most current income limits must be used when determining eligibility for a prospective tenant or buyer for the AHP units.
- The income limits shall be in accordance with Chapter 11, which currently states 120% limit for rental properties and a 140% limit for properties for sale.

SIZE	50% AMI	60% AMI	80% AMI	100% AMI	120% AMI	140% AMI
<b>1 Person</b>	\$35,300	\$42,360	\$56,480	\$70,600	\$84,720	\$ 98,840
<b>2 Person</b>	\$40,350	\$48,420	\$64,560	\$80,700	\$96,840	\$112,980
<b>3 Person</b>	\$45,400	\$54,480	\$72,640	\$90,800	\$108,960	\$127,120
<b>4 Person</b>	\$50,400	\$60,480	\$80,640	\$100,800	\$120,960	\$141,120
<b>5 Person</b>	\$54,450	\$65,340	\$87,120	\$108,900	\$130,680	\$152,460
<b>6 Person</b>	\$58,500	\$70,200	\$93,600	\$117,000	\$140,400	\$163,800

## 2.4 Maximum Subsidy Guidelines

- The number of affordable housing units required by the issuance of AHP Program funds for new construction projects will be determined by using the federal HOME Investment Partnerships Program Maximum Subsidy Guidelines, pursuant to 24 CFR 92.250, issued annually by the United States Department of Housing and Urban Development (HUD).
- The numbers presented below are effective as of January 2024 and may change during or after the proposal phase, depending on when the HUD publishes the new numbers.
- The affordable housing units required by receipt of AHP Program funds shall not be used to fulfill any other obligation for affordable housing units as required by law or other subsidy obligations.
- The requirements for AHP Program units will be recorded against the property.

BEDROOMS	SUBSIDY LIMIT PER UNIT
0	\$ 181,488
1	\$ 208,048
2	\$ 252,993
3	\$ 327,292
4+	\$ 359,263



## 2.5 Affordability Period

- The affordability period for the AHP Program units shall be in accordance with Chapter 11, which currently states:
  1. Rental prices for affordable units shall be controlled for no less than twenty (20) years after initial occupancy.
  2. For ownership housing units, an affordability period of ten (10) years from the first day of sale.

## 2.6 Goals and Priorities

### Background

Supporting, increasing, and sustaining affordable rental and owner-occupied housing production in the County remains the primary goal for the AHP Program. While the County is committed to fostering housing solutions that are affordable and accessible to individuals across all income brackets, it has designated specific priorities for this funding cycle as follows:

For the FY2024-25 funding cycle the AHP Program will prioritize projects that serve households earning between 81% and 140% of the Area Median Income (AMI), commonly referred to as the "Gap Group." This group represents moderate-income individuals who often don't qualify for many existing assistance programs due to their income levels yet still struggle to afford market-rate housing.

Below this AMI threshold, there are substantial governmental support already in place such as:

- Up to 30% AMI: Available programs and assistance include homeless assistance grants, homeless prevention assistance, Emergency Solutions Grants (ESG), and Housing Trust Fund (HTF).
- Up to 60% AMI: Available programs and assistance include the Low-Income Housing Tax Credits (LIHTC), HOME Investment Partnership Program (HOME), and Hula Mae Multi-Family (HMMF).
- Up to 80% AMI: Available programs and assistance include Project-Based Vouchers, the Community Development Block Grant (CDBG), the Rental Housing Revolving Fund (RHRF), Housing Choice Vouchers (HCV), the Hawai'i Public Housing Authority (HPHA), and various other initiatives by the Department of Housing and Urban Development (HUD), such as closing cost and down payment assistance.

## **FY2024-25 Goals and Priorities:**

- 1. To prioritize the Gap Group:** Prioritize projects that serve households earning between 81% and 140% of the AMI. The focus aims to expand traditionally subsidized projects, typically targeted at AMIs below 80%, to include units up to 140% AMI. This approach aims to broaden housing opportunities for the gap group by leveraging AHP funds to bridge the affordability gap.
- 2. Homeownership Initiatives:** Prioritize homeownership initiatives such as for-sale housing, down payment assistance and rent-to-own models, specifically catering to the workforce and families within the 81-140% AMI bracket. This approach not only helps in building community stability but also promotes wealth accumulation among residents who are typically first-time buyers.
- 3. New Construction and Adaptive Reuse:** Prioritize new construction and adaptive reuse projects to address demand for both newly built and innovatively renovated affordable housing solutions. Adaptive reuse, which involves transforming existing buildings into residential spaces, is a practical approach to addressing the housing shortage while constructing new homes is essential to meet the diverse needs of growing populations.

***Note: Proposals are not required to align with these priorities to be eligible for funding, however those that do will receive higher scores in the relevant category.***

## **2.7 Compliance with Applicable Regulations**

- If AHP Program funds or Federal funds are utilized for site acquisition, Phase 1 Site Assessment is required to be completed.
- The applicant shall comply with all applicable federal, state, and county laws and regulations, including but not limited to:
  - (1) Fair Housing and Equal Opportunity
  - (2) Equal Employment Opportunity
  - (3) Conflict of Interest
  - (4) Chapter 343 Environmental Review
  - (5) Chapter 104 Labor Standards
  - (6) State and Local Building Codes
  - (7) State and Local Land Use and Zoning Requirements

# 3. PROPOSAL

## 3.1 Table of Contents

SECTION	HEADINGS
<a href="#">1. Organization Information</a>	<ol style="list-style-type: none"> <li>1. Organization</li> <li>2. Preparers Information</li> <li>3. Organization Point of Contact</li> </ol>
<a href="#">2. Applicant Experience</a>	<ol style="list-style-type: none"> <li>1. Applicant Background</li> <li>2. Experience</li> <li>3. Staff Capacity</li> <li>4. Comparable Affordable Housing Projects/Programs</li> </ol>
<a href="#">3. Project Summary</a>	<ol style="list-style-type: none"> <li>1. Project Summary</li> <li>2. Project/Program Overview</li> <li>3. Type of Housing</li> <li>4. Project Unit Mix</li> <li>5. Accessibility</li> <li>6. Amenities</li> </ol>
<a href="#">4. Need and Sustainability</a>	<ol style="list-style-type: none"> <li>1. Project/Program Need</li> <li>2. Long-Term Management and Marketing Plan</li> <li>3. Financial Need and Sustainability</li> </ol>
<a href="#">5. Site Information</a>	<ol style="list-style-type: none"> <li>1. Site Overview</li> <li>2. Total Site Area</li> <li>3. Zoning</li> <li>4. Utilities</li> <li>5. Infrastructure</li> <li>6. Community Services</li> </ol>
<a href="#">6. Environmental Considerations</a>	<ol style="list-style-type: none"> <li>1. Compliance with Environmental Requirements</li> <li>2. Energy Efficiency and Green Building Practices</li> </ol>
<a href="#">7. Budget</a>	<ol style="list-style-type: none"> <li>1. Overall Budget Summary</li> <li>2. AHP Program Budget</li> <li>3. Leveraging and Matching Funds</li> <li>4. Summary</li> </ol>
<a href="#">8. Project Schedule</a>	<ol style="list-style-type: none"> <li>1. Key Milestones of the Project/Program</li> <li>2. Summary</li> </ol>
9. Conflict of Interest	Disclosure of any potential Conflicts of Interest
10. Certification and Assurances	Certification and Submittal

## 3.2 Organization Information

### A. Eligible Applicants

- Public Agencies
- Non-Profit Organizations with 501(c)(3) or 501(c)(4) classification
- For-Profit Organizations
- Land Trusts

### B. Documentation Requirements

DOCUMENT	DESCRIPTION	REQUIREMENT
Partnership and Operating Agreement	Document outlining the governance structure, financial management, and operational procedures in a partnership or limited liability company.	Partnerships and Limited Liability Companies
Articles of Incorporation	Legal document filed with the Department of Commerce and Consumer Affairs (DCCA) to officially form a corporation.	All Org. excluding Public Agencies
Bylaws	Document outlining the rules and regulations governing the operations of an organization or corporation.	All Org. excluding Public Agencies
IRS Tax Exemption Determination	Official letter provided by the Internal Revenue Service (IRS) that recognizes a nonprofit organization's exemption from federal income tax.	Non-Profit Org.
List of Board Members	Document outlining the individuals serving on the board of directors for an organization or corporation	All Org. excluding Public Agencies
Organization Resolution	Document outlining the decision or action for applying for the Affordable Housing Production (AHP) Program funds, as concurred by the board of directors and organizational members.	All Org. excluding Public Agencies
Organizational Chart	Document outlining the ownership structure of the project owner. Should there be any changes in the ownership structure at any point during the development, include an additional organizational chart to represent the ownership arrangement at that specific time.	All Org. excluding Public Agencies
Vendor Compliance	Certification to show vendor compliance with the State Procurement Office (SPO) including the Hawai'i Department of Taxation (DOTAX), the Internal Revenue Service, the Hawai'i Department of Labor and Industrial Relations (DLIR), and the Hawai'i Department of Commerce and Consumer Affairs (DCCA)	All Org. excluding Public Agencies

### 3.3 Applicant Experience

A. Organizations are required to have and demonstrate at least **five years** of experience in housing development and/or housing program management relevant to the proposed project or program. Additionally, they must have familiarity with applicable regulations, including the Hawai'i Revised Statutes (HRS) Chapter 343 Environmental Requirements and Chapter 104 Labor Standards.

#### B. Documentation Requirements

DOCUMENT	DESCRIPTION	REQUIREMENT
Licenses and Permits	Official approvals issued by government agencies that allow individuals or companies to legally operate a business within a certain jurisdiction or industry.	If available
Resumes of Key Personnel	Documents detailing the professional backgrounds, skills, educational qualifications, work experiences, and achievements of key team members involved in developing, implementing, and/or managing the proposed project or program.	All Applicants
Past performance Statements and References	Statements and References from previous clients, partners, or residents on previous affordable housing projects/programs similar to the proposed project/program.	All Applicants

### 3.4 Project Summary

#### A. Eligible Activities

- Acquisition of real property for the development of affordable housing.
- Acquisition of existing housing for rehabilitation as affordable rental and/or owner-occupied housing.
- Planning, design, or construction of affordable rental or owner-occupied housing.
- Rehabilitation of housing to be utilized as affordable rental or owner-occupied housing, such as adaptive reuse projects.
- To invest in infrastructure in connection with the development of affordable housing projects.
- Other activities that directly support, increase, and sustain affordable rental or owner-occupied housing production.

#### B. Use of Funds

- AHP Program funds can be used to leverage funds provided by federal, state, non-profit or for-profit organizations and other non-government entities to further expand affordable housing opportunities.
- AHP Program funds can be used for property development activities, such as off/on-site improvements of vacant lots to create finished lots, provided there are executed agreements to ensure these projects lead to housing development within a reasonable time period. The agreement should clearly outline a strategy for how the lots will result to housing, whether through contracting or partnerships with other organizations, e.g., self-help housing programs, or by setting specific timelines and requirements for construction, thereby maintaining oversight of the project until it results in housing.
- AHP Program funds shall not be used for indirect housing activities, e.g., acquiring equipment, including but not limited to, facilities involved in the construction of housing units or similar production equipment for housing production that requires further acquisition and installation by the public or other entities.
- AHP Program funds shall not be used for any overhead or administrative costs in implementing the project.

C. Applicants shall provide a detailed overview of the proposed affordable housing project/program, including the type of housing, size, and key features. The emphasis must be strictly on the project or program details, excluding any reference to the implementing Organization.

#### D. Documentation Requirements

DOCUMENTATION	DESCRIPTION	REQUIREMENT
Affordable Housing Requirements	Document outlining any affordable housing requirements imposed on the project, such as Rezoning Ordinance, 201H Resolution, Land Use Commission Orders, Executive Orders	If applicable
Financial Program Rules	Formal document outlining the guidelines and regulations governing the operation, participation, financial framework, and management of programs including, but not limited to loans and grants.	All Financial Programs

### 3.5 Need and Sustainability

- A. Applicants shall provide a comprehensive description of why the proposed affordable housing project/program is necessary and the strategy for ensuring its long-term sustainability.
- B. Applicants must clearly identify the goals and priorities that their proposal aligns with and provide justification for this alignment.
- C. Applicants are required to detail their outreach strategies involving key stakeholders and the community, demonstrating that key stakeholders such as regulators are informed and that there is community support for the project.
- D. Applicants are required to justify the need for AHP funds for the specific project activities and demonstrate why timely funding is crucial for the project's success.

#### E. Documentation Requirements

DOCUMENT	DESCRIPTION	REQUIREMENT
Housing needs Studies and Assessments	Comprehensive evaluations conducted to understand the current and future housing requirements and needs within a community.	All Applicants
Outreach Initiatives	Documentation on outreach initiatives regarding the proposed project/program with different agencies, organizations, or stakeholders.	All Applicants
Long-term Management Plan	Document outlining strategies and actions that will ensure the project's sustainability and effectiveness over an extended period.	All Applicants
Marketing Plan	Document outlining a detailed approach and process for identifying and reaching the target clientele, including the selection of prospective tenants, purchasers, or participants for the proposed project/program.	All Applicants
Project Based Voucher (PBV) Letter	Letters confirming subsidy secured to the proposed project.	If applicable
Operating Proforma	Document projecting the income, expenses, and cash flow of a rental property over a specific period. <b>Fill in the template attached.</b>	Rental Projects

### 3.6 Site Information

- A. Applicants Provide details about the proposed site for the affordable housing project.
- B. For property acquisition projects Applicants must provide at least a notarized, signed letter of intent from the seller/owner indicating their willingness to sell, should the grants be awarded.
- C. If your project involves constructions or improvements on separate sites i.e., not on a contiguous piece of land, each site needs its own proposal submission.

#### D. Documentation Requirements

DOCUMENT	DESCRIPTION	REQUIREMENT
Preliminary Title Report	Document detailing the legal status and condition of a property's title.	Projects that include a physical site
Real Property Tax Assessment	Official record by a local tax authority that specifies the assessed value of a property for tax purposes.	
Proof of Site Control	Formally executed document that demonstrates a project owner's legal authority to utilize a specific parcel of land or site for the proposed project. For acquisition projects provide at least a signed letter of intent from the seller/owner indicating their willingness to sell, should the grants be awarded.	
Master or Schematic Plans	Conceptual documents providing a broad overview of the intended layout, structure, function, and aesthetics of a proposed development or construction project.	
<a href="#">Zoning and Land Use Classification Map</a>	Document outlining how land within a specific area is designated for different uses according to local government regulations. <b>Use link provided to obtain Map.</b>	
Proof of sewer capacity	Copy of sewer application indicating adequacy of existing sewer capacity to service the project.	If available
Proof of electricity capacity and availability	Letter from local electricity provider confirming availability of electricity to the site.	
Proof of water capacity and availability	Letter from Board or Department of Water Supply confirming adequacy of existing water system or availability of water to service the project.	
Letter from Dept. of Education	Letters from the Department of Education noting enrollment/capacity of school(s) ability to accommodate additional students	New construction projects having more than 50 non-elderly housing units
Project Site Map	Map outlining the specific location and layout of the proposed project, including a comprehensive overview of the project's physical boundaries and main access points.	Projects that include a physical site
Pictures of Project Site	Pictures of the project site offering a visual overview of the current condition and characteristics of the location, including the terrain, existing structures, vegetation, and any notable features or challenges of the site.	
Traffic Study	Report that analyzing the impact of existing or proposed development on the traffic conditions of a specified area.	If available



### 3.7 Environmental Considerations

- A. Applicants shall address any potential environmental impacts of the project, as well as steps the applicant plans to take to mitigate these impacts.
- B. Chapter 343 of the Hawai'i Revised Statutes (HRS) concerning State Environmental Reviews applies to the AHP Program for all activities involving the use of County funds.
- C. Part 58 of the Code of Federal Regulations (CFR) concerning Federal Environmental Reviews is triggered for projects using federal funds from the Department of Housing and Urban Development (HUD).

#### D. Documentation Requirements

DOCUMENT	DESCRIPTION	REQUIREMENT
HRS Ch.343 Compliance Documents	Hawai'i Revised Statues (HRS) Chapter 343 compliance requirements i.e., Environmental Exemption, Environmental Assessment (EA) or Environmental Impact Statement (EIS)	If available
24 CFR Pt.58 Compliance Documents	Code of Federal Regulations (CFR) Part 58 compliance requirements i.e., Exemption, Categorically Exclusion, Environmental Assessment (EA)	Projects that include Federal funds, if available
Phase 1 Site Assessment	Document that evaluates the environmental condition of a property to assess if there are any environmental conditions or potential contamination that could affect the property's value or pose a risk to human health.	If AHP funds are being used for property acquisition
<a href="#">Lava Zone</a> (No increased density in Lava Zones 1&2)	<p><b>Please use the provided link to obtain the documents. The document should indicate the project boundary or location.</b></p>	Projects that include a physical site
<a href="#">Flood Plain</a>		
<a href="#">Special Management Area (SMA)</a>		
<a href="#">Tsunami Zone</a>		
<a href="#">Wetlands</a>		
Environmental Assessments	Environmental site assessment(s), audits, investigations, or asbestos/lead surveys.	If available
Architect Certification	Certification from the Architect confirming that the project can meet the building standards selected.	If applicable

### 3.8 Budget

- A. Applicants shall provide detailed information about the budget for the project, including sources of funding, detailed cost breakdowns, and financial projections.
- B. Chapter 104 of the Hawai'i Revised Statutes applies to the AHP Program for construction activities exceeding \$2,000.00 involving the use of county funds.

#### C. AHP Budget example

ACTIVITY	DESCRIPTION	SUBCATEGORY (Itemize)
Soft Costs	All costs not directly tied to the physical construction of a project	<ul style="list-style-type: none"> <li>• Appraisal</li> <li>• Planning and/or Design</li> <li>• Permits, Environmental Documents</li> <li>• Market Study</li> <li>• Insurance</li> <li>• Professional Fees</li> </ul>
Acquisition	All costs associated with acquiring real property	<ul style="list-style-type: none"> <li>• Land</li> <li>• Existing Structures</li> <li>• Title Search</li> <li>• Insurance</li> </ul>
Site preparation / Improvements	All costs for preparing the site for construction, and enhancing the functionality and accessibility of the site	<ul style="list-style-type: none"> <li>• Demolition</li> <li>• Site Clearance</li> <li>• Off/On-Site Improvements</li> <li>• Infrastructure</li> <li>• Parking</li> </ul>
Construction/ Rehabilitation	All construction/rehabilitation-related costs	<ul style="list-style-type: none"> <li>• New Building</li> <li>• Material</li> <li>• Labor</li> <li>• Rehabilitation</li> </ul>
Relocation costs	Costs for relocating existing tenants, if applicable	<ul style="list-style-type: none"> <li>• Moving and Housing Expenses</li> <li>• Lease Termination Fees</li> </ul>
Other	Any activities not included in the list above	• Clearly Specify Other Activities

#### D. Documentation Requirements

DOCUMENT	DESCRIPTION	REQUIREMENT
Overall Budget	Document outlining a breakdown of all project costs. <b>Fill in the template attached.</b>	All
Award Letters	Letters from all financing sources secured for the project/program.	If there are funding sources marked as "secured"
Cost Justification	Appraisal ( <b>No more than six months from the date of application</b> )	Acquisition Projects
	Quotes, Cost Estimate, Schedule of Values	New Construction, or Infrastructure Projects
	Capital/Property Needs Assessment	Rehabilitation or Adaptive Reuse Projects.
	Documentation outlining the criteria and calculations used to establish the requested funding amount	Financial Programs
Audited Financial Statement	Formal record of the organization's financial activities and position, verified by an independent third party	All excluding Public Agencies

### 3.9 Project Schedule

- A.** Applicants shall provide a timeline outlining the key milestones/activities and project phases, including start and completion dates for each stage of the affordable housing initiative.
- B.** Activities funded to increase affordable housing units (e.g. acquisition of land, planning, and design, infrastructure, new construction) must be obligated within one year, and result in occupancy of the affordable housing units within five years from the date the grant agreement is executed.
- C.** Activities funded to support or sustain affordable housing (e.g. acquisition of existing property, rehabilitation of existing property, eligible loan programs) must be completed within two years from the date the grant agreement is executed.

**D. Example of timeline:**

MILESTONE	ACTIVITY (Specify)
Regulatory/ Program Compliance	<ul style="list-style-type: none"> <li>• Appraisal</li> <li>• Environmental</li> <li>• Proof of Site Control</li> <li>• Other (Specify)</li> </ul>
Obligation of AHP funds	<ul style="list-style-type: none"> <li>• Architect</li> <li>• Consultant</li> <li>• Contractor</li> <li>• Other (Specify)</li> </ul>
Acquisition	<ul style="list-style-type: none"> <li>• Land</li> <li>• Existing Structures</li> </ul>
Predevelopment	<ul style="list-style-type: none"> <li>• Planning and Design</li> <li>• Building Permit</li> <li>• Other (Specify)</li> </ul>
Site Preparation	<ul style="list-style-type: none"> <li>• Demolition</li> <li>• Site Clearance</li> <li>• Off/On-Site Infrastructure</li> </ul>
Construction / Rehabilitation	<ul style="list-style-type: none"> <li>• New Building</li> <li>• Rehabilitation</li> </ul>
Tenant relocation	
Certificate of Occupancy	
Placed in service	

**E. Documentation Requirement**

DOCUMENT	DESCRIPTION	REQUIREMENT
Gantt Chart	Graphical visualization of a project schedule, including start and finish dates, milestones, key deliverables, and dependencies.	If available

## 4. EVALUATION AND SELECTION

### 4.1 General

- A. The selection committee shall be comprised of a minimum of three (3) members from the OHCD and/or other County departments with regulatory oversight over the planning, permitting, or financing of housing development.
- B. The selection committee will forward the funding recommendation to the Housing Administrator, who will then prepare a final recommendation for the Mayor's approval.
- C. **During the evaluation process the OHCD may:**
  - 1. Request additional information or data from the applicant.
  - 2. Independently verify any or all information supplied by the applicant.
  - 3. Conduct any investigation deemed necessary by the selection committee to adequately evaluate the application.

### 4.3 Threshold

- A. For a proposal to be eligible for funding, it must meet the specified thresholds.

#### B. Thresholds

- 1. **The proposal was submitted on time and online.**
  - On or before July 1, 2024, 4:30 PM HST.
  - Electronically submitted.
- 2. **The Organization is recognized as an eligible entity:**
  - Non-Profit
  - For-Profit
  - Land Trust
  - Public Agency
- 3. **All required organizational documents have been submitted:**
  - Articles of Incorporation (Officially filed with the DCCA)
  - Bylaws (Officially filed with the DCCA)
  - IRS Tax Exemption Determination (for Non-Profits only)
  - List of Board Members
  - Organization Resolution

- Organizational Chart
- Vendor Compliance (Certification from the SPO)

**4. The Organization must demonstrate at least five years of relevant experience in the field pertaining to the proposed project or program as evidenced by:**

- Relevant past projects completed that are similar to the proposed one with supporting documentation to substantiate it.

**5. Eligible Activities Identified**

- Acquisition of real property for the development of affordable housing.
- Acquisition of existing housing for rehabilitation as affordable rental and/or owner-occupied housing.
- Planning, design, or construction of affordable rental or owner-occupied housing.
- Rehabilitation of housing to be utilized as affordable rental or owner-occupied housing.
- Invest in infrastructure in connection with the development of affordable housing projects.
- Other clearly specified and outlined activities that directly support, increase, or sustain affordable housing.

**6. The proposed AHP units adheres to income limits:**

- Rental Housing: 120% of Area Median Income (AMI) or below limit.
- For-Sale Housing: 140% of AMI or below limit.

**7. The proposed AHP units meets the minimum affordability period requirements:**

- Rental Housing: Minimum of 20 years.
- For-Sale Housing: Minimum of 10 years.

**8. The Project meets the time for performance requirements:**

- Activities aimed at increasing affordable housing units (e.g., acquisition of land, planning, and design, infrastructure, new construction) must be obligated with the relevant providers, including, but not limited to, consultants, contractors, and vendors within one year, and result in occupancy within **five years** from the date the grant agreement is executed.

- Activities aimed at supporting or sustaining affordable housing (e.g., acquisition of existing property, rehabilitation, eligible loan programs) must be completed within **two years** from the date the grant agreement is executed.

## 4.2 Selection Criteria

A. Eligible Proposals will be reviewed and evaluated using a Standard Weighted System based on the information provided.

B. The weight of each scoring category will be as follows:

OBJECTIVES	WEIGHT
Project Impact and Delivery	30%
Project Need	25%
Applicant Qualifications	20%
Project Readiness	15%
Project Funding and Leverage	10%

C. Overview of the scoring categories:

### PROJECT IMPACT AND DELIVERY

A. Alignment with Current Goals and Priorities

- The project aligns with none, some, or all goals and priorities.

B. Project Type

- Adaptive Reuse, Financial Program, Infrastructure, Property Acquisition, Rehabilitation, or New Construction.

C. Measurable Outcomes

- Affordability Period.
- Targeted Income Range.
- Total AHP Designated Units Provided.
- Total Units Added or Impacted.

D. Sustainability

- Clarity and adaptability of the marketing strategy and management structure to ensure long-term operational stability and sustainability.
- Financial projections and funding strategies to ensure the project's financial stability and sustainability.
- Use of sustainable green building practices and technologies.

E. Feasibility

- Budget allocations are sufficient to cover both initial and ongoing expenses.

- Project meets the relevant local, state, or federal regulations, including permits and legal approvals, or has clear plans to accommodate expected regulatory changes.

## **PROJECT NEED**

### **A. Evaluation, Evidence, and Data Supporting Project Need**

- The project need is thoroughly and effectively showcased, identifying a critical gap or need the project aims to solve. Incorporating comprehensive and pertinent data and evidence that supports and justifies the necessity and rationale for the project.

### **B. Key Stakeholder Engagement**

- Outreach efforts involving key stakeholders such as local authorities and agencies with regulatory oversight over the planning, permitting, or financing of housing development during the planning and implementation phases of the proposed project.
- The extent to which key stakeholders are informed about the upcoming project and their level of support for it.

### **C. Community Outreach**

- Outreach initiatives aimed at involving the surrounding community and public in the upcoming project.
- The extent to which the surrounding community and public are informed about the upcoming project and their level of support for it.

### **D. Use of Funds**

- Justification for the need of AHP funds towards specific activities (soft costs, acquisition, site preparation or improvements, construction, rehabilitation, operation, services) detailing how the project cannot succeed without the funding and why other funds cannot cover them.
- Demonstration on why receiving AHP funds in a timely manner is crucial to the success of the project.

## **APPLICANT QUALIFICATIONS**

### **A. Experience**

- Applicant has experience with activities similar to those outlined in the proposed project, demonstrated by previously completed projects of a comparable scale.

### **B. Regulatory Knowledge**

- Applicant's understanding and knowledge of relevant regulations, such as labor standards, planning and permitting, zoning laws and environmental guidelines.

### **C. Demonstrated Capability**

- Applicant's ability to achieve project objectives on time and within the budget as demonstrated by previously completed projects of a comparable scale.

### **D. Staff Capacity**

- Applicant has adequate and qualified personnel to effectively oversee project execution and manage daily operations.

## **PROJECT READINESS**

### **A. Site Control**

- Applicant has secured ownership or executed long-term leases for the project site.
- All necessary access rights and easements are established to ensure uninterrupted project development.

### **B. Compliance status**

- Applicant has secured proper local, state, and federal regulatory approvals required for the project.
- Applicant has clearly outlined plans to adhere to environmental regulations and zoning laws to avoid potential delays or challenges.

### **C. Plans and Designs**

- Completeness and feasibility of the project or program plans, including, but not limited to architectural plans and engineering designs for development projects along with rules and policies for financial programs.

### **D. Schedule and Contingency Planning**

- Evaluation of the achievability of the project timeline, considering the complexity and scope of the project.
- Contingency plans to address potential delays and obstacles, ensuring the project can adapt to unforeseen challenges.

## **FUNDING AND LEVERAGE**

### **A. Secured Funding**

- Reliability of funding sources secured for the project.
- Percentage of total projected costs secured.

### **B. Justification of Funds**

- Documentation such as appraisals, capital or property needs assessments, detailed cost estimates, and quotes to substantiate the requested amount.

### **C. Budget and Contingency Planning**

- Evaluation of whether the budget is clear and logical, how much additional funding may be needed, and whether the applicant has accounted for the subsequent phases of the project, considering its complexity and scale.
- Contingency plans to address potential delays, financial uncertainties, or cost overruns, ensuring the project can adapt to unforeseen challenges.



## 5. AWARD OF CONTRACT

### 5.1 Award Letter

The Applicant, if and upon being selection for funding will receive a Letter of Award from the OHCD. This letter shall not be interpreted as authorization to begin with any project/program activity that is being funded. Any work performed by the applicant prior to execution of the Affordable Housing Production Program Grant Agreement (Agreement) shall be at the applicant's own risk and cost.

### 5.2 Grant Agreement

The Agreement shall be executed between OHCD and the selected Applicant. This Agreement will serve as the official and legal contractual instrument between both parties. It may include, as attachments or by reference, the proposal, terms of the RFP, along with any addendums.

### 5.3 Notice to Proceed

Following the complete execution of the Agreement, the applicant will be issued a Notice to Proceed by the OHCD, authorizing the commencement of the project.

## 6. REFERENCES

### 6.1 Links

- [Affordable Housing Production Program Website.](#)
- [Affordable Housing Production Program Administrative Rules.](#)
- [Hawai'i County Code Chapter 11 Housing.](#)
- [Hawai'i Revised Statutes Chapter 343 Environmental Review.](#)
- [Hawai'i Revised Statutes Chapter 104 Labor Standards.](#)
- [Online Application System.](#)

## ACCESSING THE PARTICIPANT PORTAL

The Participant Portal is hosted by Neighborly Software and is accessible via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser (i.e., Internet Explorer v10+, Firefox, Safari).

Application Portal Link:

<https://portal.neighborlysoftware.com/hawaiicountyhi/participant>

## REGISTERING YOUR ACCOUNT

When you access the Portal for the first time, you'll need to Register your account by clicking on the **Register link**. The registration process will create a username (which is your email address). The email address you choose will also be used for system emails/notifications. For security purposes, the system will validate that you own the registered email address by sending an email with a verification code. Once you have received the code, you will copy the code into the text box and click **"Verify Code."** If at any point the code is not accepted, please select **"Send New Code"** to have another one sent. Once you have verified your computer, you will be re-directed to create a password. Passwords should be twelve characters long, contain uppercase and lowercase letters, number, and special character. Once you have created your password, the system will re-direct you to the participant dashboard.

**Note:** If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to **indicate "Not Junk"** or **"Not Spam"** to ensure you receive any other system notifications.


## LOGGING IN

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration.

## FORGOT YOUR PASSWORD

If you forget your password, click on the link that says, **"Forgot your Password?"** and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password.

## CHANGING YOUR PASSWORD

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen and select **"My Profile."** Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.

## SIGNING OUT

To sign out (log out) of the system, click on the  icon on the top right corner of the screen and select **"Sign Out."**

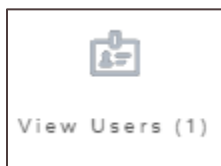
## STARTING A NEW APPLICATION

Once in the portal, start a new application by selecting **"Click here to start new application"** Provide your Project Name then select **"Start Application."**

To View / Continue an Existing Application select **"View / Edit."**

## ADD A NEW USER

To add a new user to your application, click on the **"View Users"** icon in the top left corner of the page and enter the email address of the new user in the allocated field provided. Each added user must register with a new account. This feature enables group collaboration in completing the application.



## TASKS

During the evaluation process, the OHCD may request additional information or data from the applicant. This is typically facilitated through a task assigned via the application portal. The task will contain detailed instructions and a deadline for completion. Applicants are responsible for regularly checking the portal for any assigned tasks.

To access the task, applicants can log into the portal and visit the **"My Tasks"** section.