

## NOTICE TO PROVIDERS

The HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION (HHFDC) is seeking qualified Community Housing Development Organizations (CHDOs) to own, develop or sponsor a project as an eligible activity under the HOME Investment Partnerships Program (HOME) created by the National Affordable Housing Act of 1990. HOME is intended to be a locally designed and administered program which: 1) expands the supply of decent, safe, affordable, and sanitary housing; 2) strengthens the abilities of state and local governments to design and implement affordable housing strategies; and 3) provides both federal financing and technical assistance.

According to the HOME regulations, the State of Hawaii (the "State") is the Participating Jurisdiction (PJ) and the HHFDC is the agency designated to administer the HOME Program for the State. The Federal Government allocates HOME funds to PJ's to further affordable housing. HOME requires that all HOME funds are used to assist low (80% and below of median) and very-low-income (50% and below of median) families.

The State's HOME funds are currently being used to address the following general statewide priorities as contained in the State's Consolidated Plan:

1. Increasing the development of long-term affordable rental projects statewide;
2. Providing increased financial and other types of assistance to needy households;
3. Preserving and revitalizing existing affordable housing;
4. Providing increased opportunities for first-time home buyers;
5. Providing a continuum of housing and support services for homeless persons and families to enable them to achieve greater independence and stability; and
6. Providing housing and support services for persons with special needs.

The HOME regulations require that 15% of the HOME allocation (approximately \$452,683) be used only for housing that is owned, developed or sponsored by CHDOs. The HOME rule has stringent capacity requirements for private nonprofit community based organizations to qualify as CHDOs. (See 24 CFR 92.2.) The organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience. CHDOs are required to have paid staff with experience relevant to the specific role that they will undertake—as either the owner, or the developer or the sponsor of housing in the community it serves.

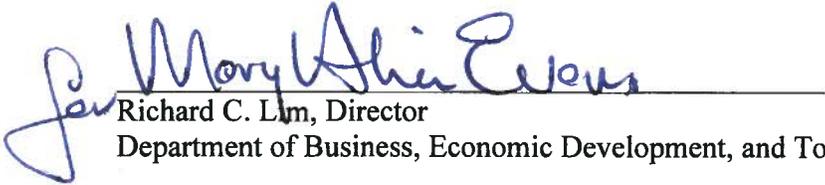
The Request for Interest application packet may be downloaded from the HHFDC website (<http://hawaii.gov/dbedt/hhfdc>) beginning May 30, 2014.

Please direct all questions *in writing* to the RFI Contact below no later than 4:00 PM, June 3, 2014 to ensure a response:

Krystal-Lee Tabangcura, Procurement Specialist  
Hawaii Housing Finance and Development Corporation  
677 Queen Street, Suite 300

Honolulu, Hawaii, 96813  
krystal-lee.k.tabangcura@hawaii.gov

**Applications must be received no later than 4:00 PM on June 6, 2014 by the Procurement Officer at Hawaii Housing Finance and Development Corporation, 677 Queen Street, Suite 300, Honolulu, Hawaii 96813.**

  
Richard C. Lim, Director  
Department of Business, Economic Development, and Tourism

State of Hawaii  
Hawaii Housing Finance and Development Corporation

**REQUEST FOR INTEREST (RFI)**  
**No. RFI-14-008-FIN**  
**PY 2014 HOME PROGRAM CHDO FUNDS**

The Hawaii Housing Finance and Development Corporation (HHFDC) anticipates that it will receive \$3,017,887 in funding under the HOME Investment Partnerships Program (HOME) created by the National Affordable Housing Act of 1990. The HOME statute requires that 15% of the HOME allocation (\$452,684) be used only for housing that is owned, developed or sponsored by Community Housing Development Organizations (CHDOs). The HOME rule has stringent capacity requirements for private nonprofit community based organizations to qualify as CHDOs. The organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience. CHDOs are required to have paid staff with experience relevant to the specific role that they will undertake—as either the owner, or the developer or the sponsor of housing in the community it serves.

**The HHFDC is seeking an eligible CHDO activity for PY2014. For purposes of this RFI, an eligible activity includes: the acquisition and/or rehabilitation of rental housing; new construction of rental housing; acquisition and/or rehabilitation of homebuyer properties and new construction of homebuyer properties.**

If awarded, the owner or developer of an eligible property shall enter into a Written Agreement with HHFDC. The Agreement shall be for a minimum of 15 or 20 years, depending on the type of housing project.

Additional information on the HOME program can be found online at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/affordablehousing/programs/home/](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/programs/home/)

The Request for Interest application packet may be downloaded from the HHFDC website (<http://hawaii.gov/dbedt/hhfdc>) beginning May 30, 2014.

Please direct all questions *in writing* to:

Krystal-Lee Tabangcura, Procurement Specialist  
Hawaii Housing Finance and Development Corporation  
677 Queen Street, Suite 300  
Honolulu, Hawaii, 96813  
[krystal-lee.k.tabangcura@hawaii.gov](mailto:krystal-lee.k.tabangcura@hawaii.gov)

All questions must be received by HHFDC no later than 4:00 PM, June 3, 2014 to ensure a response.

Applications must meet the following threshold requirements:

**Threshold Requirements**

- The proposed activity is an eligible CHDO activity located in the State of Hawaii.
- Applicant is a private nonprofit organization who meets the definition of a Community Housing Development Organization under the HOME program, in accordance with (24 CFR 92.2).

Applications that meet the threshold requirements above will be evaluated using the following evaluation criteria:

EVALUATION CRITERIA	POINTS
<b>1 PROJECT ELEMENTS</b>	<b>Max. 30</b>
<p>The proposed project/activity is feasible and is consistent with the priorities as contained in the State of Hawaii's Consolidated Plan. Factors include:</p> <ul style="list-style-type: none"> <li>• The extent to which the proposed project/activity will benefit income-qualified persons or households.</li> <li>• The project site is suitable and appropriately zoned for housing development.</li> <li>• There is a market for the proposed housing type(s).</li> <li>• The need for HOME funds is clearly documented.</li> <li>• Project/activity costs are <b>reasonable and necessary</b>.</li> </ul>	
<b>2 QUALIFICATION AND EXPERIENCE</b>	<b>Max. 40</b>
<p>Qualifications of the proposed project team, personnel and/or contractors to carry out the proposed activity including proven record of experience with comparable activities.</p> <p>This evaluation element is intended to ensure that the applicant has the necessary qualifications and expertise to carry out the proposed activity. The applicant must have the capacity to undertake, complete and administer the project in compliance with the HOME rules in a timely and efficient manner. In addition, applicants who have received federal funds in the past will be evaluated on the basis of their past performance.</p> <p>Applicants demonstrating “capacity” will:</p> <ul style="list-style-type: none"> <li>• Have a recent history of carrying out an activity that includes quality affordable residential products delivered on-schedule and on-budget in the state of Hawaii.</li> <li>• Have adequate staffing levels with appropriate skills and qualifications to complete the</li> </ul>	

proposed activity within the stated timeframe.

- Have relevant real estate experience, including experience working with federally-funded housing development in the state of Hawaii.
- Provide realistic estimated cost projections and schedules and show a track-record of meeting projected timelines for any previously authorized government-funded housing projects.
- Have experience in administering funding from the CDBG, HOME or NSP programs.
- Have experience in implementing and managing the proposed activity.
- Have experience in working with State of Hawaii programs.

**3 READINESS TO PROCEED**

**Max. 30**

The timeframe to implement the proposed activity must meet the expenditure milestones established by HHFDC.

Submitted time schedules will be reviewed based on HHFDC's experience with past and similar projects. As determined by the HHFDC, improbable or problematic schedules that do not meet the expenditure and completion deadlines will not satisfy this criteria. Activities with lengthy schedules should consider being phased or implemented on a smaller scale.

Applicants demonstrating "readiness" will:

- Have a project schedule that demonstrates the following milestones will be met:
  - Execution of written agreement with HHFDC to commit CHDO funds within 12 months of PY 2014 HOME Funding Approval (twelve months from HOME Funding Approval is estimated to be August, 2015).
  - Disbursement of 25% of HOME funds within 15 months of PY 2014 HOME Funding Approval (fifteen months from HOME Funding Approval is estimated to be November, 2015).
  - Disbursement of 100% of HOME funds within 24 months of PY 2014 HOME Funding Approval (twenty-four months from HOME Funding Approval is estimated to be August, 2016).
- Present evidence of site control and/or clear indications of timely schedule for obtaining site control.
- Identify and/or secure sufficient financing/leveraged funds to complete the proposed activity, including letters of commitment or of interest from recognized lenders.

<ul style="list-style-type: none"> <li>• Have an activity with a completed state and federal environmental assessment or an activity that is exempt from environmental review or categorically excluded under the National Environmental Policy Act.</li> </ul>
<p style="text-align: right;"><b>Maximum Points                      100</b></p>

Applications shall be received and time stamped by 4:00 p.m., Hawaii Standard Time, on June 6, 2014 at:

RFI-14-008-FIN  
Hawaii Housing Finance and Development Corporation  
Attn: Housing Finance Branch  
677 Queen Street, Suite 300  
Honolulu, Hawaii 96813

Applicants are responsible for ensuring that applications are time-stamped before the deadline. Applications received after the time and date specified above shall not be considered.

An application under this program shall not be construed as an obligation of funds. Neither the HHFDC nor the applicant has any obligation under this Request for Interest. Any award under the RFI is dependent on the availability of funds.

The HHFDC reserves the right to incorporate or not incorporate any recommendations presented in response to this request in its application for the federal grant.