State of Hawaii

**Hawaii Housing Finance and Development Corporation**

**East Kapolei II, LDA Parcel 2 RFP Application Form**

**Section I - General Information Section**

**PROJECT LOCATION: This Application covers development of the following parcel in the East Kapolei II Planned Community**

 LDA Parcel 2: TMK (1) 9-1-17: 109; 19.7 acres

**1. APPLICANT INFORMATION**

 **A) Applicant Information**

|  |  |
| --- | --- |
| Applicant Name |   |
|        |
| Applicant Tax ID Number |  |
|       |   |
| Applicant Contact Name, Title | Phone Number |
|        |        |
| Applicant Address | Fax Number |
|        |        |
|        | E-Mail Address |
|        |        |

Fill in the information below if application was prepared by a person or entity different from the applicant.

|  |  |
| --- | --- |
| Application Preparer Name |   |
|        |
| Application Preparer Contact Name, Title | Phone Number |
|        |        |
| Applicant Address | Fax Number |
|        |        |
|        | E-Mail Address |

 **B) Applicant Organization / Entity** (Check the appropriate box)

 [ ]  Non-profit organization (Qualified, existing 501(c)(3) or (4) organization, as determined

 by the Internal Revenue Service)

*If the Applicant is a Non-profit organization include Exhibit 1 and Exhibit 2.*

 [ ]  Private developer

 [ ]  Limited Partnership [ ]  General Partnership

 [ ]  Corporation [ ]  Limited Liability Corporation

 [ ]  Other

 [ ]  County government

 [ ]  State government

*All Applicants must submit Exhibit 3, Exhibit 4, Exhibit 5, Exhibit 6, Exhibit 7 and Exhibit 8 as applicable.*

1. **Applicant Experience**

[ ]  Applicant has no prior experience in developing or owning affordable housing.

[ ]  Applicant has prior experience in developing or owning affordable housing.

*If the Applicant has experience in developing or owning affordable housing, please complete Exhibit 9.*

**D) Project Team Information (Complete with name, address and phone number)**

*Submit Exhibit 10 for all Project Team Members specified as part of this Application.*

**Developer:**

Contact:

 Address:

 Phone:                 Fax:

 E-Mail:

Role/Responsibility:

*If the Developer has experience in developing or owning affordable housing, please complete Exhibit 9.*

**Consultant:**

Contact:

 Address:

 Phone:                 Fax:

 E-Mail:

Role/Responsibility:

**General Contractor:**

Contact:

 Address:

 Phone:                 Fax:

 E-Mail:

Role/Responsibility:

**Architect:**

Contact:

 Address:

 Phone:                 Fax:

 E-Mail:

Role/Responsibility:

**Management Agent:**

Contact:

 Address:

 Phone:                 Fax:

 E-Mail:

Role/Responsibility:

*If Management Agent is selected or proposed as part of this Application, submit Exhibit 11.*

 **2. PROJECT DESCRIPTION – LDA Parcel 2**

 **A) Project Classification**

 What type of project are you planning? (Check all that apply)

 [ ]  Apartment building [ ]  Commercial building

 [ ]  Townhouse [ ]  Single-family dwelling unit

 [ ]  Other (describe)

|  |  |
| --- | --- |
| Type of construction: |  |
| Number of Buildings: |  |
| Building Description: |  |

 *Submit Exhibit 12*

1. **Project Unit Mix**

 Fill in the appropriate number in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. of Buildings      | Studios      | 1 BR      | 2 BR      | 3 BR      | 4 BR      |
| Gross Building Area      | SF / unit      | SF / unit      | SF / unit      | SF / unit      | SF / unit      |
| Total Units      |  |  |  |  |  |

*If you need more space, attach a separate sheet with the information requested above.*

1. **Project Schedule**

 Indicate the approximate dates for the following:

 Date

Construction Timetable:

Start Date:

Completion Date[[1]](#footnote-1):

Projected Building Permit Date:

Projected Occupancy Permit Date:

 **D) Parking**

 How many parking spaces will be provided at the project site?

 Number Ratio of Spaces/Units

Tenant

Guest

Handicap

Total

# E) Market Demand

What evidence is there that substantiates the housing problems or the housing needs that you are attempting to meet with your project? Address the shortage or oversupply and/or demand for the units in the area.

*Submit Exhibit 13*

**3. TARGET POPULATION – LDA Parcel 2**

 **A) Income Level** (Financing programs may have different income set aside requirements. If applying for more than one program please be sure that the most stringent requirement is met.)

 Number of Units Target Population

 Rental Units:

       units At or below      % of area median household income

       units At or below      % of area median household income

       units At or below      % of area median household income

       units at Market

       units Total Number of Units in Project

       units Number of Special Needs units at      % of area median

 **B) Length of Commitment** (If rental project)

How long will your project serve the target population?       Years

 **C) Occupancy Type**

 Indicate the number of units allotted for each of the following:

Family       Elderly\*       Handicapped

Homeless       Mentally Ill

**\*Please refer to the definition of Elder or Elderly Households as defined in Chapter 201H, HRS.**

What specific measures will be undertaken to accommodate these individuals?

**4. SOURCES AND USES OF FUNDS – LDA Parcel 2**

 **A) Development Budget**

 Please complete the attached Project Cost Breakdown for each parcel proposed for

 development (Exhibit A).

**B) Sponsor Equity**

 Indicate the TOTAL AMOUNT of funds that your organization is contributing to the project[[2]](#footnote-2).

|  |  |
| --- | --- |
| $      | Cash, |
| $      | “In kind,” (Please provide an explanation) |
| $      | Total Sponsor Equity |

**In Kind**

**C) Financing Plan**

 **Construction Financing**: List sources of construction financing.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Source | Amount | Form (Loan or Equity) | Secured[[3]](#footnote-3)Unsecured | Recourse[[4]](#footnote-4)Non-recourseRelated Party | Committed(Yes or No) | Int. Rate/Term |
| Sponsor Equity |  | Equity |  |  | Yes |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
| Total |  |  |  |  |  |  |

 **Permanent Financing**: List sources of permanent financing.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Source | Amount | Form (Loan or Equity) | Secured[[5]](#footnote-5)Unsecured | Recourse[[6]](#footnote-6)Non-recourseRelated Party | Committed(Yes or No) | Int. Rate/Term |
| Sponsor Equity |  | Equity |  |  | Yes |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
|       |  |       |  |  |       |       |
| Total |  |  |  |  |  |  |

 *Note: Total Permanent Sources must equal Total Development Cost*

 **D) Revenue/Operating Budgets**

 For RENTAL PROJECT please complete the Pro Forma Operating Budget Format for full term of financing (Exhibit B).

**Questions**

1. What is the general concept of your project? What are the highlights of your project, i.e., commercial area concepts, common areas, recreation areas, meeting facilities, “tot lots,” laundry facilities, etc.?
2. When your project is complete, what other needs (i.e., beyond shelter) will your project meet?
3. Describe any associated social or special services that will be provided, if applicable.
4. What are the main contingencies to the project?
5. Describe anything else about the project that is not otherwise adequately covered by this RFP.
6. **Certifications and Assurances**

 Whereas, Applicant Name (the “Applicant”) is submitting a proposal to the State of Hawaii – Hawaii Housing Finance and Development Corporation (the “Corporation”) for the development of LDA Parcel 2 in the East Kapolei II Planned Community, as described in the attached East Kapolei II, LDA Parcel 2 RFP, and,

 Whereas, the Applicant understands that it is necessary that certain conditions be satisfied as part of the Application requirements.

 Therefore, the Applicant certifies as follows:

 1. The Applicant is eligible for award of the project under state statute and guidelines.

 2. The Applicant agrees to comply with all applicable federal, state, and local regulations in the event that this Application is selected for development.

 3. The Applicant will actively market in an ongoing manner all rental units and services included as part of the project.

 4. The Applicant is prepared and has the authority within its charter, bylaws, or through statutory regulations to enter into a contractual agreement with the Corporation for the development and operation of the project proposed in the Application. The Applicant makes this Application and certification with full cognizance of its governing body.

 5. The Applicant agrees that the Corporation will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities whatsoever in nature or kind (including, but not limited to attorney’s fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgment, any loss from judgment from the Internal Revenue Service) directly and indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of this RFP.

 6. The Applicant understands and agrees that the Corporation retains the right to contact local government officials, representatives of other funding programs, or other individuals to verify or obtain additional information about Applicant’s proposals. The undersigned hereby agrees and allows the release of any and all information to the Corporation in regards to the representations made within this Application. Such information may include credit history and ratings verifications, confirmation of involvement in past developments, and all other information, on the Applicant entity and principals, thereof, as may be required by the Corporation. This information will be used solely by the Corporation to aid in making a determination as to the awarding of development of the project to the Applicant and will not be disclosed outside the Corporation, except as required and permitted under law.

 7. The Applicant has received, reviewed and accepts all the documents that are attached to the Application and made a part hereof.

 8. The Applicant agrees to abide by all the terms, conditions and provisions of this RFP.

 9. The Applicant understands and agrees that the Corporation’s receipt of an Application does not constitute acceptance of the Application. The Corporation reserves the right to return an Application at any time without taking further action on the Application due to, but not limited to, the following:

 a. Failure to meet Application submittal requirements (e.g., timeliness, correct application fees, cashier’s or certified check, correct number of copies).

 b. Failure to meet RFP requirements.

 c. Failure to disclose in the Application any known material defects about the development of the Project, any misrepresentation or fraud.

 d. Incomplete Application. The Application received by the deadline constitutes the final Application (the “Final Application”). Any Final Application deemed by the Corporation to be incomplete shall not be processed.

 10. The Applicant understands and agrees that the Corporation reserves the right to accept or reject any Application, to make awards to as many or as few Applicants as it may select, and to make awards to entities other than applicants.

 11. The Applicant further understands and agrees that:

 a. The Corporation reserves the right to cancel, suspend, or terminate, in part or in whole, this RFP, if the Corporation, in its sole discretion, deems it to be in its best interest to do so;

 b. The Corporation reserves the right to reject any Application submitted and may exercise such right without notice and without liability to any Applicant or other parties for their expenses incurred in the preparation of an Application.

 c. Applications are prepared at the sole risk and expense of the Applicant. The completion, receipt, or acceptance of an Application does not commit the Corporation to pay any costs incurred in preparation of the Application. The Corporation shall not be responsible for any costs incurred by the Applicant due to the cancellation, suspension, or termination of such RFP, or the rejection of any Application.

 12. The Applicant understands and agrees that the Corporation in no way represents or warrants to any party which may include, but is not limited to, any developer, project owner, investor, or lender that the project is, in fact, feasible or viable. No director, commissioner, officer, agent, staff or employee shall be personally liable concerning any matters arising out of, or in relation to, the disapproval or the making of awards under this RFP.

 13. That the foregoing information and the statements made in this Application are true, complete, accurate and correct to the best of the Applicant’s knowledge, and hereby authorizes the Corporation to obtain further information and to verify any statement made as it deems necessary.

 14. The Applicant understands that the completed and accepted Application is subject to Chapter 92F, Hawaii Revised Statutes, the Uniform Information Practices Act of the State of Hawaii.

 In Witness Whereof, the Applicant has caused the document to be executed in its name on the \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **INDEX OF APPLICATION EXHIBITS**

**AT TIME OF APPLICATION**

Exhibit A. Project Cost Breakdown Worksheet

Exhibit B. Pro Forma Operating Budget Format

Exhibit 1 Copy of a current IRS Tax Exemption Letter.

Exhibit 2 Most recent Treasury Form 990 with all supporting documentation, as filed with the IRS.

Exhibit 3 Certified copies of the organizational documents of the Applicant, including its articles of incorporation and bylaws, declaration of trust, partnership or limited partnership agreement, including any amendments thereto. Include a signature resolution if not encompassed within corporation bylaws.

Exhibit 4 Copy of Applicant’s most recent audited financial statements and reports prepared in accordance with generally accepted accounting principles. In the event the Applicant is an entity not yet formed, submit federal and state tax returns and financial statements for the previous three years, for the developer and principals of the applicant entity.

 The HHFDC may require a credit report from each and every officer of the Applicant entity, including each and every principal.

Exhibit 5 Copy of an organizational chart for the sponsor and the owner of the project.

 If the ownership structure will be different at anytime during the development process, provide a separate organizational chart representing the ownership structure at such time.

Exhibit 6 Tax Clearance Certificate from the Department of Taxation and the Internal Revenue Service. The Certificate should not be more than 30 days old.

Exhibit 7 Certificate of Good Standing as issued by the Department of Commerce and Consumer Affairs.

Exhibit 8 Trade and banking references for the Applicant.

Exhibit 9 Housing Development Experience form provided as part of this Application, if applicable. Please fill in all information requested on the sheet using the most current information.

 (Sample of Exhibit 9 is attached.)

Exhibit 10 Resume’ for each member of the project team.

Resume’ for key staff involved in the development ownership of this project from the sponsor and developer.

In addition, please provide a list of development projects completed by the Developer, for at least the last five years. The list includes at minimum, the name of the project, address of the project, beginning and ending date of the contract or project, the year project was placed in service, name of owner of project, owner contact information and list of any federal, state or local subsidy used in the project and a brief description of the project.

Letters of reference are welcome in addition to the resumes.

Exhibit 11 List of affordable housing projects managed by the agent for the past five years. Include name of property, address of property, number of units, name of state, federal and local subsidy program in which the project is participating in and the term of involvement and contact information for property owner.

Exhibit 12 All plans and designs using state funds or located on state land and incorporating the use of hot water shall include a solar water heating system or the developer shall submit an approval by the Energy Branch of the Department of Business Economic Development and Tourism, of a comparative analysis justifying the cost-benefit of using a conventional water heating system over a solar water heating system.

Exhibit 13 Evidence of market demand for the type of project(s) being proposed.

Exhibit 14 Project concept plans and specifications on half-sized 11” x 17” sheets to include a) site plan which delineates the building types, common elements and parking (including handicapped designations). Project Data must be included on the site plan sheet: zoning and building code information, both allowable and proposed, under which the project was designed (e.g., parking, height limits, floor area ratio, lot coverage, setbacks, type of construction, etc.; b) floor plans of each building type. Handicapped clear spaces shall be shown dashed on the plans and reference shall be made to the code from which it was derived (e.g., UBC, FFHAA, UFAS, etc.); c) exterior elevations of each building type. Applicant should be aware that a final copy of the plans will need to be approved by the State of Hawaii, Disabilities and Communications Access Board.

1. If project consists of multiple buildings or phases, please include date on which construction on each building or phase will be completed. [↑](#footnote-ref-1)
2. Only list items that shall remain in the project as a permanent source. [↑](#footnote-ref-2)
3. If the financing is secured by a mortgage, please indicate the position of the mortgage relative to all financing. [↑](#footnote-ref-3)
4. If the financing is recourse, identify who the guarantor is and the terms of the guaranty. [↑](#footnote-ref-4)
5. If the financing is secured by a mortgage, please indicate the position of the mortgage relative to all financing. [↑](#footnote-ref-5)
6. If the financing is recourse, identify who the guarantor is and the terms of the guaranty. [↑](#footnote-ref-6)