



STATE OF HAWAII
Hawaii Housing Finance and Development Corporation

MIXED INCOME RENTAL PROGRAM OVERVIEW

The Fiscal Year 2027 Mixed-Income Rental Project Program (MIRP or Program) Funding Round is intended to serve as a pilot funding round for the allocation of funds from the Mixed-Income Subaccount established within the Rental Housing Revolving Fund (RHRF) pursuant to Act 159, Session Laws of Hawaii 2025. Act 159 established the Mixed-Income Subaccount for a five-year period to finance mixed-income rental projects for qualified residents, including projects located in transit-oriented development areas.

This pilot funding round is supported by appropriations made under Act 250, Session Laws of Hawaii 2025, which appropriated \$50,000,000 for Fiscal Year 2026 and \$50,000,000 for Fiscal Year 2027 for RHRF mixed-income rental projects.

As the inaugural funding round, the Program may be modified, suspended, amended, or terminated by Hawaii Housing Finance and Development Corporation (HHFDC) at any time. HHFDC may revise Program requirements, evaluation criteria, funding procedures, timelines, or other Program provisions necessary to implement the Program, respond to market conditions, protect State resources, and carry out the purposes of the Mixed-Income Subaccount.

HHFDC will administer the Program funding round through a rolling application process that will open on July 1, 2026, and close on December 31, 2026, unless otherwise modified by HHFDC.

The maximum request for MIRP funding shall be limited to twenty-five million dollars (\$25,000,000), unless otherwise approved by HHFDC.

HHFDC will provide funding project awards during the MIRP funding round, subject to availability of funds, Application quality, underwriting considerations, and approval by the HHFDC Board of Directors.

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I. Program Objectives

MIRP is intended to support the creation of new mixed-income rental housing opportunities for Hawaii residents through flexible financing made available from the Mixed-Income Subaccount within RHRF.

Pursuant to HRS §201H-202(f), funds in the Mixed-Income Subaccount may be used for financing including, but not limited to, loans, equity investments, and credit enhancement, for mixed-income rentals for qualified residents. For the 2027 MIRP pilot funding round, HHFDC will make available only construction loans and permanent financing loans as eligible financing instruments. The statute also requires HHFDC to establish a separate application process for the Mixed-Income Subaccount that gives preference to projects based on affordability, public land or governmental partnership, efficient use of state funding, and transit-supportive density characteristics.

Eligible Projects shall be limited to new construction developments that create new residential rental housing units or rehabilitation/adaptive reuse of existing structures not currently used for housing that will result in the creation of new residential rental housing inventory.

The Program is intended to support Projects that:

- Increase the supply of workforce rental housing;
- Promote economically integrated rental housing communities;
- Provide housing opportunities for households across a range of income levels, with priority given to households up to 140% of Area Median Income;
- Encourage long-term or perpetual affordability;
- Support efficient use of State financing resources;
- Encourage development on State or county-owned land, or in partnership with the State or counties;
- Support transit-oriented development, public infrastructure investment, and efficient land use patterns; and
- Promote financing structures that preserve the recycling and long-term availability of State housing resources.

For the 2027 MIRP Pilot Funding Round, HHFDC intends to use this inaugural year to evaluate the feasibility, demand, underwriting considerations, and implementation requirements associated with mixed-income rental housing finance. Feedback received from prospective developers and other stakeholders may be used to guide future Program requirements, evaluation criteria, and application procedures.

II. Minimum Threshold Requirements (Pass/Fail)

Failure to satisfy any Minimum Threshold requirement may result in rejection of the application.

A. Eligible Project Type

Eligible Projects shall be limited to:

- New Construction Projects that create new residential rental housing units; or
- Rehabilitation or adaptive reuse of existing buildings not currently used for residential housing purposes that result in the creation of new residential rental housing units.

Projects involving only the rehabilitation or preservation of existing occupied residential rental housing units shall not be eligible for funding under the 2027 MIRP Pilot Program Funding Round unless HHFDC determines that extraordinary circumstances justify consideration.

B. Income Restrictions

The Project must reserve a minimum of twenty percent (20%) of the total residential units for households earning at or below one hundred forty percent (140%) of Area Median Income (AMI).

To satisfy this requirement, residential units across all affordability levels within the Project must be substantially comparable in overall quality and resident experience. HHFDC may determine that a Project fails to satisfy this Minimum Threshold requirement if units targeted to lower-income households are materially differentiated from other units within the Project.

HHFDC may evaluate factors including, but not limited to:

- Consistency of unit finishes, appliances, fixtures, and materials;
- Comparable access to common areas, amenities, parking, and building services;
- Comparable unit functionality and livability;
- Distribution of bedroom types across affordability levels;
- Distribution of affordability levels throughout the Project; and
- Avoidance of economically segregated building layouts or separate entrances.

C. Long-Term Affordability

Projects receiving MIRP assistance shall maintain affordability restrictions subject to the following minimum requirements:

- A minimum affordability commitment period of thirty (30) years for all MIRP-assisted units; and
- The affordability period shall extend for a minimum of five (5) years beyond the maturity date of the MIRP loan and any senior permanent financing associated with the Project.

The required affordability period shall be documented through a Regulatory Agreement, Restrictive Covenant, Declaration, Ground Lease, or other instrument acceptable to HHFDC.

Affordability restrictions shall remain in effect regardless of any sale, transfer, refinancing, or change in ownership structure unless otherwise approved by HHFDC.

HHFDC may award preference points to Projects providing affordability periods in excess of the minimum required term, including Projects proposing perpetual affordability commitments.

D. Site Control

The Applicant or Related Parties shall demonstrate Site Control as of the Application submission date.

Evidence of Site Control shall be demonstrated through one or more of the following:

- Fee simple ownership;
- A leasehold interest;
- An executed purchase and sale agreement;
- An executed option agreement; or
- Other documentation acceptable to HHFDC demonstrating the Applicant's legal ability to acquire or control the Project site.

Any purchase and sale agreement, option agreement, lease, or other Site Control documentation shall remain valid for a period determined by HHFDC to be sufficient to support Project feasibility, readiness, and the anticipated financing and development timeline.

For Projects utilizing a leasehold structure, the lease term, including extension options exercisable by the lessee, shall extend for a minimum of five (5) years beyond the required affordability period.

E. Project Readiness

The Project must demonstrate sufficient readiness to proceed in a manner acceptable to HHFDC.

At a minimum, the Applicant shall demonstrate:

- Zoning compliance or the status of any required zoning approvals;
- Land use entitlement status, including any discretionary approvals required for development of the Project;
- Status of environmental review and infrastructure requirements;
- Status of utility availability and access;
- Status of building permits and other governmental approvals necessary to commence construction;
- A development schedule identifying key milestones and anticipated construction commencement; and
- A realistic ability to commence construction within one (1) year of award.

HHFDC may also evaluate factors including, but not limited to:

- Completeness and consistency of Project planning;
- Readiness of financing sources;
- Status of architectural and engineering design;
- Procurement and construction readiness;
- Outstanding legal, governmental, or development-related issues; and
- The likelihood that the Project can proceed in a timely and financially feasible manner.

HHFDC reserves the right to determine whether the Project demonstrates sufficient readiness to proceed and may consider the extent to which unresolved development risks could delay or impair Project completion.

F. Financial Feasibility and Underwriting Requirements

The Applicant shall demonstrate that the Project is financially feasible and capable of supporting long-term operations.

At a minimum, the Project shall satisfy the following requirements:

- A feasible development budget and operating pro forma acceptable to HHFDC;
- Adequate operating and replacement reserves;
- Identification of all anticipated financing sources;
- Maximum Loan-to-Value (LTV) ratio of one hundred percent (100%) as demonstrated by an appraisal or other valuation acceptable to HHFDC;
- Minimum Debt Service Coverage Ratio (DSCR) of 1.00x;
- Total Developer Fee not exceeding nine percent (9%) of Total Development Cost unless otherwise approved by HHFDC; and
- Minimum At-Risk Sponsor Capital contribution equal to five percent (5%) of Total Development Cost unless otherwise approved by HHFDC.

HHFDC reserves the right to require collateral, guarantees, reserves, recourse provisions, pledge agreements, or other credit enhancements as necessary to protect the interests of the Program.

G. Market Study

The Applicant shall submit an independent market study prepared by a qualified third-party market analyst acceptable to HHFDC.

The market study shall:

- Evaluate market demand for the proposed Project;
- Analyze the proposed affordability levels and target population;
- Support the reasonableness of the proposed rents and occupancy assumptions; and

- Be dated no earlier than six (6) months prior to the Application submission date unless otherwise approved by HHFDC.

HHFDC reserves the right to request additional market information or clarification as necessary to evaluate Project feasibility.

H. Environmental Review

The Applicant shall provide environmental documentation acceptable to HHFDC, including a current Phase I Environmental Site Assessment (ESA).

The Phase I ESA shall be dated no earlier than one (1) year prior to the Application submission date unless otherwise approved by HHFDC.

Applicants shall also identify any known or potential environmental conditions that may materially impact Project feasibility, development costs, or construction timing.

HHFDC may require additional environmental reports, studies, investigations, remediation plans, or compliance documentation as necessary to evaluate environmental risk associated with the Project.

I. Good Standing

The Applicant and all affiliated entities identified in the Application shall be in good standing with HHFDC and all applicable federal, state, and county agencies.

Applicants and affiliated entities shall:

- Be properly registered and authorized to conduct business in the State of Hawaii;
- Not be subject to unresolved findings of default, debarment, foreclosure, or material noncompliance; and
- Demonstrate satisfactory performance on existing or previously financed housing developments, if applicable.

HHFDC reserves the right to consider prior compliance history, financial performance, reporting history, and unresolved legal or regulatory matters in determining whether the Applicant satisfies this requirement.

J. Application Completeness

The Applicant shall submit a substantially complete MIRP Application containing all information, exhibits, certifications, and supporting documentation required by HHFDC.

HHFDC reserves the right to determine whether an Application is substantially complete and whether any omission, deficiency, inconsistency, or failure to provide required documentation materially impairs HHFDC's ability to evaluate the Project. HHFDC may request clarifications, corrections, or supplemental information as part of the Application review process but shall have no obligation to permit correction of material deficiencies or omissions.

III. Funding Round Procedures and Application Evaluation

HHFDC will administer the MIRP through a rolling application funding round process opening on July 1, 2026, and closing on December 31, 2026, unless otherwise modified by HHFDC.

Applications shall be reviewed in the order in which substantially complete Applications are received by HHFDC during the applicable funding round period.

All Applications shall first be evaluated for compliance with the Minimum Threshold Requirements set forth herein. Applications failing to satisfy any Minimum Threshold Requirement may be rejected and may not advance to Preference Evaluation. Satisfaction of the Minimum Threshold Requirements does not guarantee funding or recommendation for award.

Applications satisfying all Minimum Threshold Requirements shall next be evaluated pursuant to the Preference Evaluation Criteria established by HHFDC. Preference Evaluation is intended to prioritize Projects most closely aligned with the statutory objectives of Section 201H-202(f), HRS, and the policy objectives of the Program.

Preference Evaluation scores shall establish the order of Project prioritization for funding consideration during the applicable funding round. Within each Preference Evaluation category, Applications shall generally be prioritized based on the date the Application is determined to be substantially complete. Preference Evaluation scores shall be categorized as follows:

Preference Evaluation Score	Funding Prioritization
7.5 to 10 Points	Eligible for immediate consideration and recommendation to the HHFDC Board of Directors, subject to underwriting review and availability of funds. Immediate consideration does not require placement on the next available Board agenda and remains subject to completion of underwriting, staff review, and preparation of acceptable Board materials.
5.5 to 7 Points	Subject to a three (3) month hold period from the date the original Application submission date before being eligible for Board consideration.
5 Points or less	Held until the conclusion of the applicable funding round and considered only after evaluation of higher-preference Applications and subject to remaining fund availability.

Preference Evaluation score shall not guarantee funding or recommendation for award. HHFDC may also consider Project feasibility, financial sustainability, underwriting risk, timing considerations, readiness to proceed, and overall public benefit in evaluating Applications. For

Applications subject to a three-month hold period, the hold period may extend beyond the close of the application intake period. Such Applications shall be considered only after higher-preference Applications have been evaluated and subject to remaining fund availability.

HHFDC reserves the right to:

- Request clarifications, corrections, supplemental information, or additional underwriting documentation necessary to evaluate any Application;
- Determine whether an Application is substantially complete;
- Defer, reject, condition, prioritize, or recommend Applications as necessary to carry out the purposes of the Program;
- Modify the anticipated funding round schedule or application timelines;
- Consider availability of funds and overall Program capacity in evaluating Applications; and
- Take any other action necessary to protect the financial interests of the State of Hawaii and the integrity of the Program.

All funding recommendations shall remain subject to approval by the HHFDC Board of Directors.

IV. Preference Evaluation Criteria

Maximum Preference Score: 10 Points

Applications satisfying all Minimum Threshold Requirements shall be evaluated pursuant to the preference criteria established under Section 201H-202(f), HRS, and additional Program priorities established by HHFDC.

Preference Evaluation is intended to establish the order of Project prioritization for funding consideration during the applicable MIRP funding round.

Projects may be prioritized for funding recommendation based on Preference Evaluation score, subject to underwriting review, availability of funds, and approval by the HHFDC Board of Directors.

Preference Category	Maximum Preference Points
A. Depth of Affordability	2
B. Length of Affordability	1
C. State/County Land and/or Government Support	1
D. Efficient Use of State Resources	2
E. Sponsor Equity Contribution	1
F. Loan Structure	1
G. Readiness	1
H. Transit-Oriented Density Characteristics	1
Total	10

A. Depth of Affordability (0 to 2 Preference Points)

Projects will receive preference points based on the percentage of total residential units restricted to households earning at or below one hundred forty percent (140%) Area Median Income (AMI).

Units at or Below 140% AMI	Preference Points
Less than 20%	0
20% to 60%	0.5
Greater than 60% to 80%	1
Greater than 80%	2

B. Length of Affordability (0 to 1 Preference Points)

Projects will receive preference points based on the length of the proposed affordable commitment period beyond the minimum Program requirements.

Affordability Period	Preference Points
Less than 75 years	0
At least 75 years	0.5
Perpetual affordability and/or Project located on State or county-owned land subject to a long-term ground lease preserving affordability	1

C. State/County Land and/or Government Support (0 to 1 Preference Point)

Projects will receive preference points for development on State or county-owned land and/or meaningful governmental participation or financial support.

For purposes of this criterion, governmental support may include loans, grants, land contributions, or other financial assistance provided by a State or county governmental entity.

Government Participation Characteristics	Preference Points
No governmental participation or support	0
State or county governmental support greater than 10% but less than 25% of Total Development Cost through loans and/or grants	0.5

Government Participation Characteristics	Preference Points
Development on State or county-owned land and/or State or county governmental support equal to or greater than 25% of Total Development Cost through loans and/or grants	1

D. Efficient Use of State Resources (0 to 2 Preference Points)

Projects will receive preference points based on the percentage of MIRP funding requested relative to Total Development Cost (TDC).

MIRP Request as % of TDC	Preference Points
Greater than 35%	0
25% to 35%	0.5
15% to 25%	1
Less than 15%	2

E. Sponsor Equity Contribution (0 to 1 Preference Point)

Projects will receive preference points based on the amount of At-Risk Sponsor Capital contributed to the Project relative to Total Development Cost (TDC).

At-Risk Sponsor Capital as % of TDC	Preference Points
5% to less than 7.5%	0
7.5% to less than 10%	0.5
10% or greater	1

HHFDC reserves the right to determine which forms of sponsor capital qualify toward satisfaction of this criterion.

F. Loan Structure (0 to 1 Preference Point)

Projects will receive preference points based on the proposed MIRP loan structure and repayment term.

MIRP Loan Structure	Preference Points
Construction or interim loan only with a term of less than five (5) years	1
Permanent loan with a term equal to or less than eighteen (18) years	0.5
Permanent loan with a term greater than eighteen (18) years	0

G. Readiness **(0 to 1 Preference Point)**
 Projects will receive preference points based on the status of major Project approvals and construction readiness.

Project Readiness Characteristics	Preference Points
One or more required discretionary land use approvals remain outstanding	0
All required discretionary land use approvals have been obtained	0.5
Building permit application has been submitted to and accepted by the applicable permitting agency, or building permits have been issued	1

H. Transit-Oriented Density Characteristics **(0 to 1 Preference Point)**
 Projects located in a county-designated TOD area and meeting transit-supportive density requirements pursuant to Section 206E-246, HRS, may receive preference points under this criterion.

For purposes of this criterion, applicable Floor Area Ratio (FAR) thresholds shall be determined as follows:

Project Location / FAR Standard	Moderate FAR Threshold (70%)	Full FAR Threshold (100%)
Within a county-designated TOD area	2.8 FAR	4.0 FAR

Project Location / FAR Standard	Moderate FAR Threshold (70%)	Full FAR Threshold (100%)
Within 0.5 miles of a station of a locally preferred alternative for a mass transit project	4.2 FAR	6.0 FAR
Within 0.25 miles of a station of a locally preferred alternative for a mass transit project	4.9 FAR	7.0 FAR

Transit-Supportive Density Characteristics

Preference Points

Project is not located in a county-designated TOD area or does not satisfy the applicable FAR thresholds above	0
Project satisfies either: (1) the Project is located in a county-designated TOD area and demonstrates at least the applicable Moderate FAR Threshold shown above; or (2) Project demonstrates the applicable Full FAR Threshold shown above	0.5
Project is located in a county-designated TOD area and demonstrates the applicable Full FAR Threshold shown above	1

V. Mixed-Income Rental Program Application Instructions

HHFDC will administer the MIRP Pilot Funding Round through a rolling application process. The application period will open on July 1, 2026 and close at 12:00 p.m. HST on December 31, 2026, unless otherwise modified by HHFDC. The MIRP Program Overview, Letter of Intent to Apply (LOI), MIRP Preference Criteria Self-Scoring Sheet, and MIRP Consolidated Application will be available on HHFDC's website on July 1, 2026.

A. Submit LOI, Self-Scoring Sheet, and Application Fee

To initiate the MIRP application process, an applicant must submit the following to HHFDC:

- Completed Letter of Intent to Apply;
- Completed MIRP Preference Criteria Self-Scoring Sheet; and
- RHRF application fee of \$2,000.

Submission of an LOI does not constitute submission of a complete MIRP Application and does not guarantee an approval to submit a full application or an award of MIRP funds.

HHFDC will review the LOI, self-scoring sheet, and application fee submission for compliance with LOI requirements. Applicants satisfying the LOI requirements will receive an email invitation to access Procorem, HHFDC's online portal for uploading documents and submitting applications.

B. Submit Application Through Procorem

Applicants invited to Procorem based on the email provided in the LOI. Applicants must submit the following through Procorem:

- Completed MIRP Consolidated Application Excel file;
- Required Application Exhibits;
- Required certifications and assurances (see Exhibit 18);
- Supporting documentation necessary to demonstrate compliance with Minimum Threshold Requirements; and
- Any other materials required by HHFDC.

Applications will not be accepted by email, hard copy, or any other method unless otherwise approved by HHFDC.

C. Establish Application Submission Date

The Application Submission Date will be established when the applicant has uploaded all required application materials in Procorem and affirmatively notified HHFDC that the Application is complete and ready for review. Procorem will include instructions for providing this notification.

Upon such notification, the Application will be deemed submitted, and the applicant may not submit additional, revised, or supplemental materials without HHFDC's prior consent.

HHFDC will aim to complete its initial completeness review within thirty (30) calendar days from the Application submission date. HHFDC may extend the completeness review period as

necessary based on Application complexity, volume of Applications received, staff capacity, or the need for additional review or clarification. HHFDC's receipt of an Application shall not constitute a determination that the Application is substantially complete.

D. HHFDC Review Process

Applications will be reviewed through the following process:

- Minimum Threshold Review: HHFDC will determine whether the Application is substantially complete and satisfies all pass/fail Minimum Threshold Requirements.
- Preference Evaluation: Applications satisfying all Minimum Threshold Requirements will be evaluated using the MIRP Preference Evaluation Criteria.
- Underwriting Review: Applications prioritized for funding consideration will undergo underwriting review before any recommendation is made to the HHFDC Board of Directors.

A Preference Evaluation score does not guarantee funding or recommendation for award. All funding recommendations remain subject to underwriting review, availability of funds, and approval by the HHFDC Board of Directors.

E. Late, Incomplete, or Nonconforming Applications

HHFDC may reject or decline to review any Application that:

- Is not submitted through Procorem;
- Is submitted after 12:00 p.m. HST on December 31, 2026;
- Is missing required application materials, exhibits, certifications, or supporting documentation;
- Is not sufficient for HHFDC to determine whether the Application is substantially complete; or
- Otherwise fails to comply with MIRP application requirements.

HHFDC may request clarifications, corrections, supplemental information, or additional underwriting documentation as necessary to evaluate any Application.

VI. Application Required Exhibits

<u>Exhibit</u>	<u>Description</u>
Exhibit 1	Organizational Documents
Exhibit 2	Organizational Chart and Ownership Structure
Exhibit 3	Independent Market Study
Exhibit 4	Site Control Documentation
Exhibit 5	Project Readiness and Governmental or Community Support
Exhibit 6	Third-Party Cost Estimate or Construction Contract
Exhibit 7	Environmental Site Assessment Documentation
Exhibit 8	Environmental and Historic Review Documentation
Exhibit 9	Site Classification, Surveys, and Location Maps
Exhibit 10	Preliminary Title Report and Encumbrances
Exhibit 11	Digital Plans, Specifications, Renderings, and Site Photographs
Exhibit 12	Utility Availability and Infrastructure Documentation
Exhibit 13	Project Schedule and Development Timeline
Exhibit 14	Financing Commitments and Funding Sources
Exhibit 15	Appraisal
Exhibit 16	Operational Budget Certification
Exhibit 17	Financial Capacity
Exhibit 18	Certifications and Assurances

Exhibit 1 – Organizational Documents

Purpose

To establish the legal structure, authority, ownership, and organizational standing of all entities participating in the proposed Project.

Required Documentation

Applicants shall provide the following, as applicable:

- Certificate of Vendor Compliance (CVC) for the Applicant entity dated within thirty (30) days of Application submission;
- Articles of incorporation, articles of organization, partnership agreements, operating agreements, bylaws, declarations of trust, or other governing organizational documents for the Applicant and principal ownership entities, including all amendments;
- Current signature authorization documentation or resolutions authorizing the submission of the Application and execution of Program documents;
- Organizational documentation identifying all principal ownership entities and affiliated parties participating in the Project;
- IRS determination letter for nonprofit entities, if applicable; and
- Most recent IRS Form 990 for nonprofit entities, if applicable.

Additional Requirements

HHFDC may request additional organizational, ownership, financial, litigation, compliance, or background documentation as necessary to evaluate the proposed Project, ownership structure, financing structure, or capacity of the Applicant and affiliated entities.

Exhibit 2 – Organizational Chart and Ownership Structure

Purpose

To provide HHFDC with a clear understanding of the ownership structure, control relationships, development team composition, and responsibilities of all entities participating in the proposed Project.

Required Documentation

Applicants shall provide:

- A detailed organizational chart identifying all entities and principal parties involved in the Project;
- Ownership percentages for all ownership entities and affiliates;
- Identification of the Applicant, owner, developer, co-developer, general partner, managing member, property manager, guarantor, and other principal participants, as applicable;
- A narrative describing the organizational structure and responsibilities of the development team and ownership entities;
- Identification of any affiliated entities, related-party relationships, or anticipated ownership changes; and
- If ownership or organizational structure is anticipated to change prior to construction completion or permanent financing conversion, a separate organizational chart reflecting the anticipated structure following such change.

Additional Requirements

HHFDC may require additional documentation or clarification regarding ownership interests, control relationships, affiliate structures, guarantor obligations, identity of interest relationships, or other matters necessary to evaluate the proposed Project and financing structure.

Exhibit 3 – Independent Market Study

Purpose

To demonstrate market demand and overall economic support for the proposed Project, including the Project's proposed unit mix, affordability levels, and target population.

Required Documentation

Applicants shall provide an independent market study or market analysis prepared by a qualified third-party professional unaffiliated with the Applicant, developer, or ownership entities.

The market study shall:

- Evaluate current and projected market demand for the proposed Project;

- Analyze the proposed affordability levels, unit mix, and target population;
- Identify competing rental housing developments within the market area;
- Evaluate vacancy trends, absorption trends, and market conditions relevant to the proposed Project; and
- Be dated within six (6) months of the Application submission date.

Applicants shall additionally provide:

- Evidence that preparation of market studies is within the normal course of business of the market analyst; and
- Any additional information reasonably necessary to support the conclusions contained in the market study.

Additional Requirements

HHFDC may require updates, revisions, supplemental market information, or additional market analysis if market conditions materially change or if HHFDC determines additional analysis is necessary to evaluate the proposed Project.

Exhibit 4 – Site Control Documentation

Purpose

To demonstrate that the Applicant has sufficient legal control of the Project site necessary to develop, construct, operate, and maintain the proposed Project.

Required Documentation

Applicants shall provide documentation demonstrating site control for all real property associated with the proposed Project, which may include:

- Fee simple ownership documentation;
- Executed lease agreements;
- Executed ground lease agreements;
- Executed purchase and sale agreements;
- Option agreements; or
- Other documentation acceptable to HHFDC demonstrating legal control of the Project site.

Applicants shall additionally provide:

- All exhibits, attachments, and amendments associated with the site control documents;
- A narrative summary describing the material terms and conditions of the site control arrangement;
- Identification of all significant dates, contingencies, extension rights, expiration dates, purchase obligations, lease payments, or other material obligations affecting the Project site; and
- Identification of any known title issues, encumbrances, easements, access limitations, or other matters that may materially affect development of the Project.

Any lease agreement or ground lease associated with the Project shall extend for a minimum period of five (5) years beyond the required affordability commitment period, unless otherwise approved by HHFDC.

Site control documentation shall remain valid for a period acceptable to HHFDC, as determined by HHFDC in consideration of the proposed Project schedule and anticipated funding timeline.

Additional Requirements

HHFDC may require additional documentation, extensions, amendments, title information, legal opinions, or other materials necessary to verify site control or evaluate the Applicant's legal ability to develop the proposed Project.

Exhibit 5 – Project Readiness and Governmental or Community Support

Purpose

To demonstrate the Project's current stage of development, entitlement status, governmental or community support, and readiness to proceed toward construction and completion within the anticipated Program timeline.

Required Documentation

Applicants shall provide documentation identifying the status of all material land use entitlements, discretionary approvals, and governmental permits required for development of the proposed Project, including, as applicable:

- State Land Use District approvals or determinations;
- County zoning approvals, variances, or determinations;
- Special Management Area (SMA) permits;
- Special District permits or approvals;
- Subdivision approvals;
- Administrative approvals;
- Building permit applications or approvals;
- Infrastructure or utility-related approvals;
- Affordable housing approvals pursuant to Chapter 201H, HRS;
- Copies of submitted applications, approval letters, determinations, permit records, or other supporting documentation evidencing the current status of approvals;
- A projected timeline for obtaining remaining approvals and commencing construction; and
- Letters of governmental or community support dated within six (6) months of the Application submission date, including, as applicable:
 - County Mayor;
 - City or County Council;
 - County housing department or agency; or
 - Neighborhood board.

Applicants shall additionally provide a narrative identifying:

- The status of all required approvals and permits; and

- Any outstanding approvals, contingencies, appeals, litigation, or material risks affecting the Project schedule.

Additional Requirements

HHFDC may request additional entitlement documentation, permitting information, development schedules, governmental support documentation, agency correspondence, or other materials necessary to evaluate Project readiness, timing, feasibility, and likelihood of successful execution.

Exhibit 6 – Third-Party Cost Estimate or Construction Contract

Purpose

To establish the reasonableness, feasibility, and supportability of the proposed Project development budget and construction costs.

Required Documentation

Applicants shall provide one or more of the following, as applicable:

- A third-party cost estimate, plan and cost review, or certified construction cost estimate prepared by a qualified independent professional;
- A guaranteed maximum price (GMP) contract;
- A stipulated sum construction contract; or
- Other construction pricing documentation acceptable to HHFDC.

The submitted documentation shall:

- Reconcile with the Project development budget and sources and uses submitted as part of the Application;
- Identify major construction cost categories and assumptions;
- Reflect the proposed scope of development; and
- Be sufficiently detailed to allow HHFDC to evaluate overall Project cost reasonableness and financial feasibility.

Applicants shall additionally provide a narrative describing:

- The status of design and construction pricing;
- Any material construction assumptions or contingencies;
- Escalation assumptions utilized in the development budget; and
- Any anticipated future material changes to Project costs.

Additional Requirements

HHFDC may require supplemental cost documentation, contractor information, updated pricing, value engineering analysis, construction contracts, or independent third-party review as necessary to evaluate Project feasibility and cost reasonableness.

Exhibit 7 – Environmental Site Assessment Documentation

Purpose

To identify known or potential environmental conditions affecting the Project site and evaluate environmental risks that may materially impact development feasibility, financing, construction, or long-term operation of the Project.

Required Documentation

Applicants shall provide:

- A Phase I Environmental Site Assessment (ESA) prepared by a qualified environmental professional and dated within one (1) year of the Application submission date;
- If the Phase I ESA is more than one (1) year old, a reliance letter, update, or other documentation acceptable to HHFDC confirming that site conditions remain materially unchanged;
- A Phase II Environmental Site Assessment, if recommended or required; and
- Any remediation plans, environmental response actions, or related environmental documentation applicable to the Project site.

Applicants shall additionally provide:

- A narrative summarizing any identified environmental concerns, recognized environmental conditions, remediation obligations, monitoring requirements, or environmental risks affecting the Project; and
- Identification of any environmental conditions that may materially affect Project cost, schedule, financing, ownership, operation, or long-term feasibility.

Additional Requirements

HHFDC may require supplemental environmental reports, updates, reliance letters, remediation documentation, environmental insurance, engineering analysis, or other environmental due diligence materials as necessary to evaluate environmental risk associated with the proposed Project.

Exhibit 8 – Environmental and Historic Review Documentation

Purpose

To demonstrate the status of environmental review, historic preservation review, and other governmental environmental compliance requirements applicable to the proposed Project.

Required Documentation

Applicants shall provide documentation identifying the status of compliance with all applicable environmental and historic review requirements, including, as applicable:

- Chapter 343, HRS environmental review documentation;
- National Environmental Policy Act (NEPA) review documentation, if applicable;
- Chapter 6E, HRS historic preservation review documentation;
- Environmental Assessment (EA) exemption notices;
- Draft or final Environmental Assessments or Environmental Impact Statements (EIS);

- Agency correspondence or determinations relating to environmental or historic review; and
- Any other environmental or historic review documentation materially affecting the Project.

Applicants shall additionally provide:

- A narrative summarizing the current status of environmental and historic review compliance;
- Identification of any outstanding environmental or historic review requirements;
- Identification of any anticipated environmental review timelines, appeals, or material risks affecting the Project schedule; and
- Identification of any mitigation measures, conditions, or compliance obligations applicable to the Project.

Additional Requirements

HHFDC may require supplemental environmental review documentation, agency correspondence, legal analysis, mitigation plans, or other materials necessary to evaluate environmental compliance, historic preservation issues, Project timing, or development feasibility.

Exhibit 9 – Site Classification, Surveys, and Location Maps

Purpose

To provide HHFDC with information regarding the Project site’s physical location, land use characteristics, special site conditions, and surrounding development context.

Required Documentation

Applicants shall provide:

- A location map identifying the Project site and all associated tax map key (TMK) parcels;
- Identification of State Land Use District and County zoning classifications applicable to the Project site;
- Identification of nearby public transportation infrastructure, major roadways, and surrounding land uses;
- Identification of any special site classifications or environmental conditions affecting the Project site, if applicable; and
- Available surveys, mapping, or site information relevant to development of the Project.

Special site classifications may include, but are not limited to:

- Special Management Areas (SMA);
- Special Districts;
- Special Flood Hazard Areas (SFHAs) designated by FEMA;
- Tsunami evacuation zones;
- Sea Level Rise Exposure Area of 3.2 feet; or
- Other governmental land use or environmental designations materially affecting the Project site.

Applicants may additionally provide available surveys, including but not limited to:

- ALTA surveys;
- Boundary surveys; and
- Topographic surveys.

Additional Requirements

HHFDC may require additional mapping, survey information, geotechnical information, flood hazard analysis, infrastructure analysis, or other site-related documentation necessary to evaluate the proposed Project and associated development risks.

Exhibit 10 – Preliminary Title Report and Encumbrances

Purpose

To identify ownership status, title conditions, encumbrances, restrictions, easements, and other legal matters that may materially affect development, financing, operation, or long-term affordability of the proposed Project.

Required Documentation

Applicants shall provide:

- A preliminary title report dated no earlier than six (6) months prior to the Application submission date;
- Identification of all recorded encumbrances affecting the Project site; and
- Copies of any recorded documents materially affecting the Project site, including, as applicable:
 - Easements;
 - Restrictive covenants;
 - Mortgages;
 - Leases;
 - Loan agreements;
 - Access agreements; or
 - Other recorded instruments materially affecting the Project.

Applicants shall additionally provide:

- A narrative summarizing all material encumbrances affecting the Project site;
- Identification of any title issues, restrictions, liens, access limitations, or legal matters that may materially impact the proposed Project; and
- An explanation of how any identified encumbrances or title matters will be addressed or resolved.

Additional Requirements

HHFDC may require updated title reports, title insurance commitments, legal opinions, subordination agreements, easement documentation, or other legal documentation necessary to evaluate ownership, financing, or development feasibility of the proposed Project.

Exhibit 11 – Digital Plans, Specifications, Renderings, and Site Photographs

Purpose

To provide HHFDC with sufficient architectural, site planning, and design information necessary to evaluate the proposed Project’s scope, unit configuration, physical characteristics, design quality, and overall development feasibility.

Required Documentation

Applicants shall provide digital copies of available plans, drawings, renderings, and site photographs for the proposed Project, including, as applicable:

- Site plans identifying building locations, parking, and major site improvements;
- Floor plans and unit plans identifying unit layouts, bedroom types, and approximate unit sizes;
- Exterior elevations or conceptual building renderings;
- Photographs of the existing Project site and surrounding area; and
- Other architectural, engineering, or design materials necessary to understand the proposed Project.

Plans and drawings submitted at the Application stage may be conceptual in nature; however, they shall be sufficiently detailed to allow HHFDC to evaluate the proposed scope and feasibility of the Project.

Additional Requirements

HHFDC may require supplemental plans, drawings, specifications, accessibility documentation, engineering materials, or other design-related information necessary to evaluate the proposed Project and associated development risks.

Exhibit 12 – Utility Availability and Infrastructure Documentation

Purpose

To demonstrate the availability, adequacy, and anticipated capacity of utility systems and supporting infrastructure necessary to serve the proposed Project.

Required Documentation

Applicants shall provide available utility and infrastructure documentation for the proposed Project, including, as applicable:

- Water system availability or adequacy documentation from the applicable water provider;
- Sewer system availability, capacity, or connection documentation from the applicable agency;

- Electrical utility availability documentation from the applicable utility provider; and
- Any other utility or infrastructure documentation materially affecting the proposed Project.

Applicants shall additionally identify:

- Any known off-site infrastructure improvements required to support the Project;
- Any material utility constraints, deficiencies, or upgrade requirements; and
- Any outstanding utility-related approvals, agreements, or conditions that may materially affect Project feasibility, timing, or cost.

Additional Requirements

HHFDC may require supplemental utility studies, infrastructure analysis, agency correspondence, capacity verification, engineering documentation, or other materials necessary to evaluate infrastructure adequacy and development feasibility for the proposed Project.

Exhibit 13 – Project Schedule and Development Timeline

Purpose

To demonstrate the anticipated development timeline, sequencing of major Project activities, and the Applicant’s projected schedule for financing, construction, and occupancy of the proposed Project.

Required Documentation

Applicants shall provide a Project schedule identifying major development milestones and anticipated completion dates, including, as applicable:

- Pre-development activities;
- Entitlement and permitting milestones;
- Financing approvals and financial closing;
- Construction commencement;
- Construction completion;
- Lease-up and occupancy; and
- Conversion to permanent financing or stabilized operations, if applicable.

Project schedules may be submitted in Critical Path Method (CPM) format or other comparable scheduling format acceptable to HHFDC.

The Project schedule shall be reasonably consistent with the readiness representations, financing assumptions, and development timeline described throughout the Application materials.

Additional Requirements

HHFDC may require updated schedules, milestone tracking information, construction sequencing information, financing timeline updates, or other scheduling documentation necessary to evaluate Project feasibility, readiness, and likelihood of timely completion.

Exhibit 14 – Financing Commitments and Funding Sources

Purpose

To demonstrate the proposed financing structure, capital sources, and overall financial feasibility of the proposed Project.

Required Documentation

Applicants shall provide documentation identifying all proposed financing sources and funding commitments associated with the Project, including, as applicable:

- Construction financing commitments or term sheets;
- Permanent financing commitments or term sheets;
- Equity commitments or equity investment documentation;
- Government financing commitments, reservations, or award letters;
- Grant commitments or funding awards; and
- Any other financing sources proposed as part of the Project capital stack.

Applicants shall additionally provide:

- A sources and uses statement identifying all Project funding sources and development costs;
- Identification of the amount, term, interest rate, repayment structure, and material conditions associated with each financing source;
- Identification of all financing contingencies, assumptions, or outstanding approvals affecting the proposed financing structure; and
- Identification of any anticipated future financing applications or funding requests necessary to complete the Project.

Additional Requirements

HHFDC may require supplemental financing documentation, lender correspondence, underwriting materials, updated pro formas, financial assumptions, equity documentation, guarantees, or other financial information necessary to evaluate the proposed Project and financing structure.

Exhibit 15 – Appraisal

Purpose

To establish the reasonableness of land value, acquisition costs, leasehold interests, collateral value, or other valuation assumptions associated with the proposed Project, when determined necessary by HHFDC.

Required Documentation

Applicants shall provide a current appraisal report prepared by a qualified independent appraiser and conforming to Uniform Standards of Professional Appraisal Practice (USPAP) requirements, if requested by HHFDC.

HHFDC may require an appraisal under circumstances including, but not limited to:

- Related-party land or property acquisitions;

- Projects with unusually high acquisition or land costs;
- Long-term lease arrangements involving affiliated ownership interests;
- Projects involving complex ownership or financing structures; or
- Other circumstances where HHFDC determines an appraisal is necessary to evaluate Project feasibility, financing assumptions, collateral value, or cost reasonableness.

Applicants shall additionally provide any supplemental valuation information, lease documentation, acquisition agreements, or supporting materials reasonably requested by HHFDC.

Additional Requirements

HHFDC may require updated appraisals, review appraisals, additional valuation analysis, or supplemental supporting documentation as necessary to evaluate the proposed Project and associated financing or valuation assumptions.

Exhibit 16 – Operational Budget Certification

Purpose

To provide an independent third-party review of the Project’s proposed operating budget and operating assumptions and to support the reasonableness of the operational projections submitted as part of the Application.

Required Documentation

Applicants shall provide a certified operational budget prepared by an independent third party with at least five (5) years of property management experience for similar multifamily housing projects.

Applicants shall additionally provide:

- A statement of competence identifying the third party’s relevant property management experience; and
- The certified operational budget and supporting operational assumptions.

The certified operational budget shall be presented on the third party’s letterhead or otherwise certified in a format clearly identifying the third party responsible for preparation of the operational analysis.

The certified operational budget shall reconcile with the operating budget, operating pro forma, and all other operational assumptions submitted as part of the Application.

Submission of internally prepared operating budgets alone shall not satisfy the requirements of this Exhibit.

Additional Requirements

HHFDC may require supplemental operating information, revised operational assumptions, updated third-party review, market rent support, expense analysis, reserve analysis, or other

operational documentation necessary to evaluate the long-term financial feasibility and operational sustainability of the proposed Project.

Exhibit 17 – Financial Capacity

Purpose

To demonstrate the financial capacity, liquidity, and overall financial strength of the Applicant, sponsors, guarantors, and affiliated entities participating in the proposed Project.

Required Documentation

Applicants shall provide financial capacity documentation for the Applicant and principal affiliated entities participating in the proposed Project, including, as applicable:

- Audited or CPA-prepared financial statements for the two (2) most recent fiscal years;
- Federal tax returns for the two (2) most recent tax years, if audited or CPA-prepared financial statements are unavailable or otherwise requested by HHFDC;
- Internally prepared financial statements, if additional supplemental financial information is necessary;
- Schedule of real estate owned (REO) dated within ninety (90) days of the Application submission date;
- Liquidity statements or other evidence of available capital resources dated within ninety (90) days of the Application submission date;
- Identification of contingent liabilities, guarantees, or other material financial obligations; and
- Schedule of existing and pipeline development projects.

Applicants shall additionally identify any material financial risks, defaults, foreclosures, bankruptcies, or other matters that may materially affect the Applicant’s ability to successfully develop, construct, operate, or maintain the proposed Project.

Additional Requirements

HHFDC may require supplemental financial information, tax returns, bank statements, credit authorizations, updated financial statements, guarantees, contingent liability schedules, or other financial documentation necessary to evaluate the financial capacity and creditworthiness of the Applicant and affiliated entities.

Exhibit 18 – Certifications and Assurances

Purpose

To obtain certifications, acknowledgements, representations, and assurances necessary for HHFDC to evaluate the proposed Project and administer the Program.

Required Documentation

Applicants shall submit all certifications, acknowledgements, and assurances required by HHFDC as part of the MIRP Application process. The Certifications and Assurance document can be found in the Procorem.