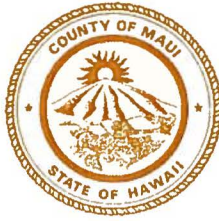


**RICHARD T. BISSEN, JR.**  
Mayor

**LORI TSUHAKO**  
Director

**SAUMALU MATA' AFA**  
Deputy Director



**DEPARTMENT OF HOUSING  
& HUMAN CONCERNS**  
COUNTY OF MAUI  
2200 MAIN STREET, SUITE 546  
WAILUKU, MAUI, HAWAII 96793  
PHONE: (808) 270-7805



February 23, 2024

Honorable Richard T. Bissen, Jr.  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

*Raunui I Bissy* 2-26-24  
Date

For Transmittal to:

Honorable Tasha Kama, Chair  
Housing and Land Use Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Kama:

**SUBJECT: STATUS UPDATE; WAIKAPU COUNTRY TOWN, AIKANAHA, A  
PROPOSED 212 MULTI-FAMILY RENTAL UNITS PROJECT  
(HLU-3(13))**

The Department of Housing and Human Concerns is in receipt of your correspondence dated February 12, 2024.

The Committee requested a copy of the criteria used for scoring bids for the Affordable Housing Fund allocations for FY24. Attached are copies of the "Affordable Housing Fund Scoring Checklist Instructions" which provides the criteria and point allocations for the competitive process. Also attached is a document that demonstrates the format for how scores were audited, compiled and compared.

The Department enlisted three experienced volunteers to assist in evaluating the nine proposals submitted for consideration. One volunteer is an Attorney and Consultant; the second volunteer is a small business owner; and the third volunteer was unable to participate due to a family emergency. The title of the County staff who participated in the evaluation team is Development Project Coordinator.

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TO SUPPORT AND EMPOWER OUR COMMUNITY TO REACH ITS FULLEST  
POTENTIAL FOR PERSONAL WELL-BEING AND SELF-RELIANCE

Honorable Tasha Kama, Chair  
February 23, 2024  
Page 2

Thank you very much. If you should require additional information, please feel free to contact me at Ext. 7805.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lori Tsuhako", written in a cursive style.

LORI TSUHAKO, LSW, ACSW  
Director of Housing and Human Concerns

Attachments

# AFFORDABLE HOUSING FUND FY24 RFP

## SCORING CHECKLIST INSTRUCTIONS

Below is a guide to aid you in reviewing and scoring the proposed projects/programs. Each of the questions is listed below with a brief explanation of what information we are hoping to see from applicants to determine the quality, readiness, as well as the responsiveness of the proposed project to our County's needs. Each question may be rated on a 0-5 point scale (0 being the lowest, 5 being the highest). Each question summary below includes examples of what type of information should result in a 0 point rating, a 3 point rating, and a 5 point rating. Please use this information as a reference to help you determine how to score the projects you are reviewing. Theoretically, a proposal that is clear and detailed for a "shovel ready" project may score on the higher end of the spectrum, while a proposal that does not demonstrate a strong need, an ability to be completed in a reasonable timeframe, or leaves information unclear may score on the lower end of the spectrum.

The scoring checklist tab has boxes for you to enter your rating score for each question for each proposal. Each proposed project has its own column, which is named at the top of the spreadsheet table. There is also a comment box at the end of each question, you are welcome to make any notes about any details of importance that stood out to you during your review. Thank you for your assistance, your participation in this process is greatly appreciated!

### 1 Community Need: The project proposal shall be examined in relation to the demonstrated housing need and the County's housing goals and funding priorities.

A. Applicant's Demonstrated Housing Need: How clearly did the applicant convey the need for the proposed project or program?

0 Points = Applicant did not understandably demonstrate the need for the proposed housing project or housing related program.

3 Points = Applicant conveyed a need for housing project, but did not provide clear and specific examples such as references to available housing data, population growth projections, etc.

5 Points = Applicant conveyed a clear need for type of project/program, including specific examples such as references to studies, housing data, population growth projections, etc.

B. Alignment with County's Goals - AMI (Area Median Income): The County wishes to prioritize projects that serve lower AMI households.

0 Points = Proposed project/program is targeting households above 100% AMI.

3 Points = Proposed project/program has majority of units targeting households at or below 80% AMI.

5 Points = Proposed project/program has majority of units targeting households at or below 60% AMI.

C. Alignment with County's Goals - Affordability Period: The County wishes to prioritize projects that include longer-term affordability

- 0 Points = Proposed project meets minimum requirements as outlined in 2.96 (30 yrs for rental projects, homeownership projects: 10 yrs for below moderate AMI, 8 years for moderate AMI, or 5 yrs for above
- 3 Points = Proposed project/program affordability period lasts at least 50 years for rental projects or 25 years for homeownership projects.
- 5 Points = Proposed project/program affordability will remain in perpetuity.

## 2 Applicant Information: How well does applicant demonstrate relevant experience, capacity, and budget.

### A. Applicant's Demonstrated Experience/Ability: How well can the applicant implement the proposed project/program in a timely manner.

- 0 Points = Applicant does not show a history/ability of producing/overseeing housing projects or programs.
- 3 Points = Applicant shows experience and ability to produce/oversee housing projects or programs.
- 5 Points = Applicant clearly shows significant experience and ability of producing/overseeing affordable housing projects/programs.

### B. Staff Capacity: Does the applicant have the capacity to carry out the development of the proposed project/program?

- 0 Points = Applicant does not demonstrate staff capacity to carry out the development/see the project through.
- 3 Points = Applicant demonstrates planned staff capacity to carry out the development/see the project through.
- 5 Points = Applicant clearly demonstrates staff capacity to carry out the development/see the project through.

### C. Budget and Fund Sources: How clear/reasonable is the budget, funding sources & uses statement, & operating pro forma (if applicable)

- 0 Points = Applicant does not have clear budget, fund sources and use statement, etc. It is not clear where funds will come from to support project, or how funds requested will be used.
- 3 Points = Applicant presents a reasonable budget and a good idea of how funds will be used to complete the project.
- 5 Points = Applicant presents a clear and reasonable budget and a well-planned layout for how funds will be used to complete project.

## 3 Project Readiness: How shovel ready is the project? Is there a reasonable timeframe to start/finish the project once funded?

### A. Site Control: Does the applicant already have full site control? Is there an agreement to provide full site control?



0 Points = Applicant does not have site control and did not outline a clear path to obtain site control.

3 Points = Applicant does not have site control, has a plan in place with permissions for future site control.

5 Points = Applicant has full site control.

**B. Environmental Review: Have any applicable State or Federal Environmental Assessments or Impact Statements been completed?**

0 Points = Applicant has not completed necessary reviews, does not have a plan in place to complete.

3 Points = Applicant is in the process of completing necessary reviews, has a program plan in place.

5 Points = Applicant has completed any necessary reviews and/or has a clear program plan that includes a program participation selection plan, verification of participant eligibility plan and all documentation (application, verification of income, rental assistance or mortgage documents, etc.)

**C. Project/Program Readiness: How soon will the project/program start?**

0 Points = There is not a clear timeline of when the project or program will start.

3 Points = For projects: Applicant demonstrates that construction will start within 8 months of commitment of funds and at least one disbursement of program funds will be made within 12 months of commitment of funds; and construction will be completed within 24 months of commitment of funds. For programs: applicant demonstrates that program will start within 90 days of commitment of funds and at least one disbursement of program funds will be made within 12

5 Points = For projects: Applicant demonstrates that construction will start within 6 months of commitment of funds and at least two disbursements or program funds, or at least 50% of program funds, will be made within 12 months of commitment of funds; and construction will be completed within 24 months of commitment of funds. For programs: applicant demonstrates that program will start within 90 days of commitment of funds and at least two disbursements or program funds, or 50% of program funds, will be made within 12 months. Has a commitment for

**D. Development/Program Schedule Timeframe: How clear and reasonable is the timeframe for project completion?**

0 Points = There is not a clear timeline of when the project or program will be complete.

3 Points = There is a reasonable development/program schedule in place.

5 Points = There is a reasonable development/program schedule in place with a clear and specific timeline.

**E. Land Designation/Zoning/Community Plan: Are the proper designations in place?**

0 Points = The land designation, zoning, and community plan uses do not match the proposed use, applicant has not obtained necessary approvals for changes.

3 Points = The applicant has obtained approvals of any needed zoning changes, district boundary amendments, etc. Changes are not yet in place.

5 Points = Applicant has the proper land designation for all tiers, including zoning, district boundaries, community plans, or 201H variances.

**4 Leverage: How well is the project leveraging non-County funds?**

**A. Secured Commitment of Non-County Funding: What commitments have the applicant obtained from state, federal, or private sources?**

0 Points = The project is not planning to use any non-County resources.

3 Points = At least 30% of the project will be funded by non-County resources.

5 Points = At least 60% of the project will be funded by non-County resources.

**B. Percentage of County Funds to Project Total: What percentage of the total project is being supported by County Funds?**

0 Points = 100% of the project is being supported by County funds (including the Affordable Housing Fund, HOME, County CDBG, and in-lieu fees from County affordable housing requirements)

3 Points = 50% of the project is being supported by County funds (including the sources listed above).

5 Points = 15% or less of the project is being supported by County funds (including sources listed above).

Please enter a score from 0-5 points for each of the below categories. Please review the scoring checklist instructions sheet located on the next tab.

\*Change weights based on company requirements. Total score should = 1.00

[illegible]