

**COUNTY OF MAUI  
AFFORDABLE HOUSING FUND PROGRAM**

**PROPOSAL APPLICATION FOR THE DEVELOPMENT  
OF AFFORDABLE HOUSING FUND  
PROGRAM-ELIGIBLE PROJECTS**

**REQUEST FOR PROPOSAL**

The Affordable Housing Fund Program was established for the provision and expansion of affordable housing and suitable living environments for residents of very low to above moderate income, including the rehabilitation of existing structures, land purchase or other acquisition of land or property entitlements, planning, design and construction.

The County of Maui, through the Department of Housing and Human Concerns, is hereby requesting for proposals from any public agency, private non-profit organization, community land trust, or private for-profit entity for the development of Affordable Housing Fund-eligible projects that will assist families earning 140% and below of the County of Maui's median family income as established by HUD.

**Proposal Application Availability**

Proposal applications will be available beginning September 15, 2022 [Monday – Friday (except holidays) (7:45 a.m. to 4:30 p.m.)] at:

Housing Division  
2065 Main Street, Suite 108  
Wailuku, Hawaii 96793  
Phone: (808) 270-7351      Fax: (808) 270-6284

**Project Requirements**

The projects/programs applying for the Affordable Housing Fund Program must meet all of the provisions of Chapter 3.35, Maui County Code, and must target families earning 140% or below of the County of Maui's median family income. Project readiness is a critical component. Site control and completion of all applicable Environmental Review (Chapter 343, Hawaii Revised Statute, 24 CFR Part 58, All Appropriate Inquiry and Phase 1 Site Assessments) demonstrate project readiness. In addition, construction of the project needs to commence within 12 months from commitment of Affordable Housing Fund Program funds (execution of agreement) and construction must be completed within 24 months from the commitment of funds. All Affordable Housing Fund Program funds need to be expended within 24 months of commitment. The entity needs to have commitment/reservation letters for all or a portion of its project funding in place. All funds from the Affordable Housing Fund is subject to availability.

NOTE: If Affordable Housing Fund Program funds will be used for land acquisition or construction, an Environmental Assessment and Property Appraisal is required.

## Deadline For Submitting Proposal Applications

**All applications, both hand-delivered proposals and mailed proposals must be received by the Housing Division no later than 4:00 p.m. (Hawaii Standard Time) on October 31, 2022.**

Any or all proposal applications submitted may be rejected if it is determined that a proposal application did not meet the submission deadline, is incomplete or does not meet applicable Affordable Housing Fund Program eligibility requirements or other evaluation criteria.

### Submittal Details

- A. The County of Maui will NOT pay for or provide reimbursement for the cost of preparing and submitting a proposal application.
- B. Five (5) sets of the proposal application are required. Of the five (5) sets of proposal applications, the original proposal application shall be unbound, one (1) set shall be a digital copy provided on a USB flash drive, and the other three (3) sets are to be bound copies. No computer generated transmissions or diskettes will be accepted.
- C. Proposal applications are to be submitted in an unsealed envelope clearly and legibly showing the following information on the outside:

Proposal For Development  
of Affordable Housing Fund  
Program-Eligible Projects
- D. Proposal applications will not be opened publicly.
- E. Proposal applications must be received by the Housing Division, County of Maui, by 4:00 p.m. (Hawaii Standard Time) on October 31, 2022 at:



2065 Main Street, Suite 108  
Wailuku, Hawaii 96793

Note: When hand-delivering, please ensure that the original proposal application is date-stamped by a staff member of the Housing Division.

- F. Entities submitting a proposal application are responsible for ensuring that all required supporting documents are included in the completed proposal application.
- G. After all proposal applications have been reviewed by the selection committee, a determination will be made as to whether oral interviews will be conducted with selected entities.
- H. All questions concerning the proposal application should be directed to Phillip Anderson of the Housing Division. Mr. Anderson can be reached at 270-5748 or [Phillip.R.Anderson@co.maui.hi.us](mailto:Phillip.R.Anderson@co.maui.hi.us)
- I. Projects that are selected for recommendation to the Maui County Council to receive funding under the Affordable Housing Fund Program to develop eligible projects will be notified of its selection in January 2023.
- J. Failure to comply with the requirements of this RFP will result in the rejection of the proposal application.

LORI TSUHAKO, Director  
Department of Housing and Human Concerns  
County of Maui