



**Department of Hawaiian Home Lands**

# **Land Management Division**

## **Application & Review Process for New Revocable Permit Pilot Program**

**February, 2020**

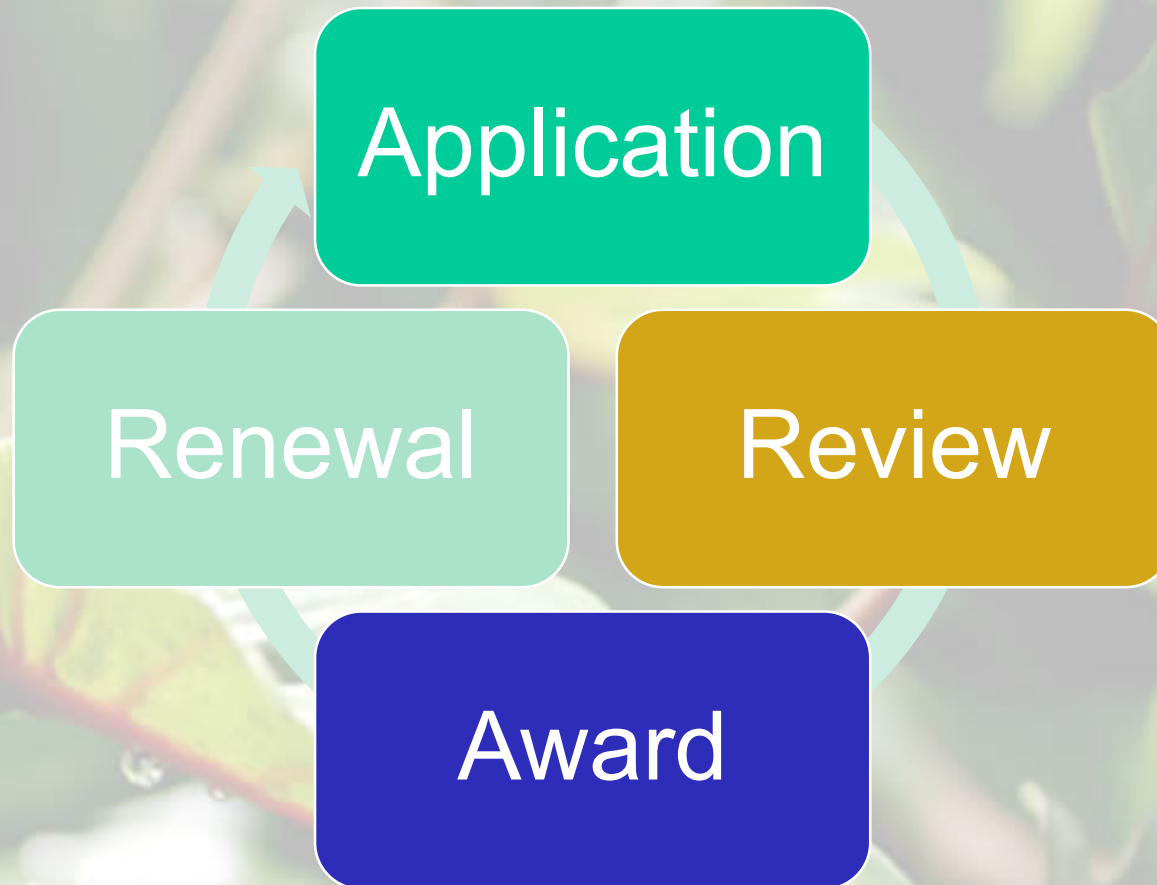
**Item No. F-2**

# Revocable Permit Pilot Program

## PURPOSE:

- Revocable Permit allows for presence on DHHL lands thereby reducing costs for land management activity functions (i.e. signage, landscaping, fencing, removing trash and derelict vehicles, and prevents trespassing on unencumbered lands) that DHHL would bear if the lands were to sit vacant
- Supplements DHHL's annual revenue from available lands
- Reduces the acreage of available lands utilized under revocable permits
- Revocable Permits are short-term (30-day month-to-month, annually renewable), which can be cancelled by DHHL at its sole discretion and for any reason whatsoever, at any time during the twelve month period, upon thirty (30) days advance notice in writing to tenant.

# Application & Review Process Highlights



# Process Highlights

## Application

**Clear Process, Open to All Beneficiaries**

### Parcel List

1. Identify non-homestead parcel(s) that are suitable for disposition on a month-to-month basis.
2. Establish proper method of determining appropriate rent(s)

### Application

1. Implement a competitive process for disposition that is available to native Hawaiians and the public at large.
2. Provide parcel details as follows: TMK, Location, Land Area, Proposed permitted use, rent, terms, etc.

### Scoring Criteria

1. Establish proof of the necessary experience and ability to be able to maintain proposed use.
2. Upset minimum Rent (\$) Proposal

# Process Highlights

## Review

Methodology that Reflects Commission Priorities

### Criteria

Criteria to score applications that reflect priorities

### Scoring

Review each application and score on criteria

### Selection

Select the application with the highest score

# Process Highlights

## Review of Criteria/Scoring

Establish proof of the necessary experience and ability to be able to maintain proposed use: To meet criterion applicant must demonstrate each of the following: **(50 Points Total)**

- (20 Points) – Proof of work in such capacity that will demonstrate knowledge and/or experience in the specific field/area of the use as proposed in the State of Hawaii for not less than two of the last five years.
- (10 points) – Proof of current Certificate of Good Standing issued by the State of Hawaii, DCCA.
- (10 Points) – Proof of history as excellent tenant on State an/or other private owned lands; no termination or enforcement action against applicant with the last 5 years.
- (10 Points) – Proof of written understanding and acknowledgement that proposed use is exempt from preparing an Environmental Assessment under HRS Chapter 343, per DHHL's June 30, 2015 exemption list as approved by the Environmental Council which shall demonstrate knowledge and/or personal experience in dealing with federal, state, and county regulations and other agencies governing such use.

### Upset Minimum Rent (\$) Proposal **(50 Points Total)**

- (15 Points) – Proof of financial capability to pay rent consistently, and on-time based on proposed upset rent.
- (10 points) – Proof of means to deposit with DHHL an amount equal to two (2) times the proposed monthly rental as a security deposit including the first month's rent payable on or before the first day of the month the permit is executed.
- (10 Points) – Proof of procuring, and maintaining at its own cost and expense, and keeping in full force and effect through out the term of the permit a general liability insurance policy as required by DHHL.
- (15 Points) – Proof of work experience that demonstrates in writing how proposal would benefit native Hawaiians, directly and indirectly.

# Process Highlights

## Review

### Methodology that Reflects Commission Priorities

#### Criteria

#### Scoring

#### Selection

➤ Necessary experience and ability to be able to maintain proposed use

➤ 50 points total

- 20 points
- 10 points
- 10 points
- 10 points

Rewards qualified prospective tenants

➤ Upset Minimum Rent (\$)  
Proposal

➤ 50 points total

- 20 points
- 10 points
- 10 points
- 10 points

Supports applicants likely to succeed and pay rent

Demonstrates how native Hawaiians would benefit directly/indirectly

# Process Highlights

## Award

Approved Process Ensures More Consistent Decisions

### Notification

Notify awardees –  
and unsuccessful  
applicants

### Execution

Finalize and  
execute  
Revocable Permit

### Commission

Advise HHC of  
awards to new  
tenants



# Process Highlights

## Renewal

Re-application Keeps Tenants Accountable

### Notification

Notify awardees – and unsuccessful renewals

### Commission

Recommend selected renewals for HHC approval

### Execution

Update and execute Revocable Permit extensions; update list with renewal date



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*Discussion...*