

House District 11

Senate District 5

THE TWENTY-SIXTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 63-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Lokahi Pacific

Dbas:

Street Address: 1935 Main Street, Suite 204  
Wailuku, Maui, Hawaii 96793

Mailing Address: 1935 Main Street, Suite 204  
Wailuku, Maui, Hawaii 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SUSIE THIEMAN

Title Interim Executive Director

Phone # (808) 242-5761 ext 23

Fax # (808) 244-2057

e-mail susie@lokahipacific.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HALE LOKAHI ELUA REHABILITATION PROJECT

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013: \$ 135,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ -0-

FEDERAL \$ -0-

COUNTY \$ -0-

PRIVATE/OTHER \$ -0-

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

SUSIE THIEMAN, INTERIM EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 30, 2012  
DATE SIGNED

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background;

Lokahi Pacific has developed and currently manages seven (7) low-income and special needs rental housing projects on Maui. These projects were developed at a total cost of over \$13 million, including approximately \$8 million from federal grants and subsidies, which were used to leverage an additional \$5 million.

Lokahi Pacific also completed the development of a 12 single-family affordable homeownership project in Lahaina targeting Maui's lower income families. Community facilities development projects successfully administered by Lokahi Pacific include the Harry & Jeanette Weinberg Center in Wailuku, which was completed in 1998 and provides badly needed office space for three local non-profit agencies; and the Harry & Jeannette Weinberg Pono Center which opened four years ago on Market Street to provide a one-stop small business resource/service center, including community certified kitchen and incubator offices, and is located in the Wailuku redevelopment area.

Lokahi Pacific is developing a six (6) house affordable Kenolio-Leilani subdivision in South Maui (Kihei). These 3bdrm/2bath homes of which 2 were completed in were completed in January 2012 with the final four anticipated to be completed in August 2012. Each home averaged 1,400 square feet under roof and sold for approximately \$280,000 each. Which, at this time, is in the price range for homes considered to be affordable housing under the 80% HUD guidelines.

Through its 40 years of service in Maui's low-income community, Lokahi Pacific has developed effective management systems and a track record of successfully administering public (Federal, State and County) and private funding.

2. The goals and objectives related to the request;

The objective of this Project is to accomplish necessary internal and external rehabilitation to Hale Lokahi Elua located at 2170 South Kihei Road in Kihei, Maui. This rehabilitation would include, but not be limited to:

- a. renovation of the final two (2) units
- b. installation of energy efficient equipment
- c. replacement of deteriorated building components (balconies, railings and exterior stairway)
- d. repair, resealing and waterproofing of concrete block walls, garage walls/roof and wood exterior surfaces
- e. replace deteriorated, outdated irrigation system and exterior water lines, and
- f. replace outdated water heaters with energy-efficient, on-demand electrical water heaters.

This rehabilitation will ensure the health and safety of residents and enable Lokahi Pacific to maintain the long-term viability of the Project as an affordable rental housing facility. The installation of energy efficient equipment will contribute to the operational efficiency for the entire facility resulting in cost savings for the entire facility. Ultimately enabling and contributing to the maintenance of the long-term viability of the location as an affordable rental housing facility for low-income Maui residents.

The main goals of the Project are:

- a. secure grant funding to support 100% of the costs associated with this rehabilitation project.
- b. to accomplish the rehabilitation and installation of energy efficient equipment on the location site within the next fiscal year (July 1, 2012 – June 30, 2013)
- c. complete the Project with minimal disruption and inconvenience to the current residents of Hale Lokahi Elua and its neighboring sites, and
- d. ability to rent the two (2) renovated units to qualified individuals and/or families, resulting in 100% occupancy of the units at Hale Lokahi Elua.

3. State the public purpose and need to be served;

Hale Lokahi Elua has been maintained as an affordable rental housing project targeting 2 person households earning 80% of the average median income or less than \$57,200 annually. This proposed rehabilitation project for this housing complex will accomplish external and internal rehabilitation that is necessary to ensure the safety and health of the current residents, rent to 2 new households and maintain the long-term viability of the complex as an affordable rental housing facility.

This Project directly addresses the high priority need for affordable rental housing units, here on Maui, targeting small households meeting the threshold requirement of 80% of the median income or less. It is critical that the limited inventory of affordable rental housing units on Maui is maintained in good condition to ensure residents safety along with supporting a positive, well-maintained living environment for apartment residents.

4. Describe the target population to be served; and

The project will directly benefit low-income individuals and/or families who are qualified and in need of affordable long-term housing. Occupancy is restricted to households earning 80% of the average median income or less.

Based on the 2010-2014 Maui County Consolidated Plan, affordable rental housing for low-income persons (80% average median income or less) is designated as a high priority housing need in Maui County. Indicators reflect an unmet need over the next 5 years estimated at 550 units (which includes small related households with 80% or less of average median income). Rehabilitation of rental housing units will ensure continued vitality as an affordable rental facility and reduce the need to raise rents to fund the required activities.

5. Describe the geographic coverage.

Hale Lokahi Elua is located in South Maui at 2170 South Kihei Road and occupies 9,469 square feet of State owned land which is on a long term lease to Lokahi Pacific (via the County). This lease is valid until August 31, 2037.

The property is centrally located and within close proximity of employment, schools, access to public bus transportation, library, fire station, police station, grocery stores, retail stores, restaurants, health care, beach access, recreational parks and other amenities.

## **II. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

The scope of work for this Project is to accomplish the necessary internal and external rehabilitation to Hale Lokahi Elua located at 2170 South Kihei Road in Kihei, Maui. This would include, but not be limited to:

- a. renovation of the final two (2) units to enable Lokahi Pacific to include them in the rental pool for qualified individuals
- b. installation and retrofitting of an energy efficient water heating system that will service the entire complex
- c. replacement of deteriorated building components (balconies, railings and exterior stairway) for tenant and public safety
- d. repair, resealing and waterproofing of concrete block walls, garage walls/roof and wood exterior surfaces
- e. replacement of deteriorated, outdated irrigation system and exterior water lines with more water efficient system, and
- f. installation of other cost savings and/or energy efficient equipment

The expected outcome of this rehabilitation project is to improved health and continued safety of the members of the 8 households residing at Hale Lokahi Elua, along with an extension of the useful lifespan of this 40+ year old affordable rental housing facility.

Failure to accomplish the proposed rehabilitation work would adversely affect the well-being of the tenants and subject the project o excessive deterioration, which would shorten its useful life as an affordable rental housing facility and/or require large rent increases to fund the necessary and frequent repairs due to the facility's location to the ocean and general deterioration.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

This is a one-time upgrade to the apartments and necessary restoration of the exterior of the property. There is no annual timeline. Work is expected to be completed by March 2013.

3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Lokahi's Housing Administrator will be responsible for coordinating and managing all aspects of the rehabilitation project including the following:

- a. Preparation of a Project Manual

- b. Coordination of competitive RFP process to select a qualified contractor and negotiation of contract
- c. Coordinating rehabilitation schedule and working with tenants to minimize the impact and inconvenience during the work
- d. Provide supervision and direction to Contractor(s) and conduct ongoing inspections to ensure quality control
- e. Cooperate with Lokahi Pacific Accounting Department to ensure compliance and proper handling of financial transactions, accounting and record-keeping associated with Project, and
- f. With the supervision from the Executive Director, prepare and submit all require reports as needed for granting agency.

Although Lokahi's Housing Administrator will work with the Executive Director and Controller in ensuring all elements are completed on a timely basis, the Board of Directors will also provide oversight of this Project.

4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.
  - a. Project Manual Complete – October 2012
  - b. Issue RFP for Contractor – August 2012
  - c. Selection of Contractor – September 2012
  - d. Rehab Work to Commence – October 2012
  - e. Repair and/or replacement of Balconies, Railing, Stairs – October 2012
  - f. Repair and/or Reseal Walls, etc. – November 2012
  - g. Upgrade and/or replacement of Irrigation system – December 2012
  - h. On-Demand Hot Water Heater replacement – January 2013
  - i. Completion of Project – March 2013

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please refer to Exhibit A for Budget Sheets.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$20,000	\$82,000	\$28,000	\$5,000	\$135,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2012-2013.

No other funding sources being sought at the present time.

4. The applicant shall provide a listing of all state and federal tax credits that have been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

None applied for or granted.

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

As mentioned in Section I.1 of this Application:

Lokahi Pacific has developed and currently manages seven (7) low-income and special needs rental housing projects on Maui. These projects were developed at a total cost of over \$13 million, including approximately \$8 million from federal grants and subsidies, which were used to leverage an additional \$5 million.

Lokahi Pacific also completed the development of a 12 single-family affordable homeownership project in Lahaina targeting Maui's lower income families. Community facilities development projects successfully administered by Lokahi Pacific include the Harry & Jeanette Weinberg Center in Wailuku, which was completed in 1998 and provides badly needed office space for three local non-profit agencies; and the Harry & Jeannette Weinberg Pono Center which opened

four years ago on Market Street to provide a one-stop small business resource/service center, including community certified kitchen and incubator offices, and is located in the Wailuku redevelopment area.

Lokahi Pacific is developing a six (6) house affordable Kenolio-Leilani subdivision in South Maui (Kihei). These 3bdrm/2bath homes of which 2 were completed in January 2012 with the final four anticipated to be completed in August 2012. Each home averages 1,400 square feet under roof and sold for approximately \$280,000 each. This price is in the price range for homes considered to be affordable housing under the 80% HUD guidelines.

Through its 40 years of service in Maui's low-income community, Lokahi Pacific has developed effective management systems and a track record of successfully administering public (Federal, State and County) and private funding.

Lokahi Pacific uses a computer-based MIP Fund Accounting software application from Sage to manage all accounting and record-keeping functions. This system is designed specifically for non-profit agencies supported by multiple funding sources and generates financial statements, spreadsheets and reports relative to all financial transactions of the agency. The system includes features that will facilitate the tracking and reporting of all expenses attributed to a specific project and helps to ensure compliance with all applicable regulations and requirements.

Please refer to Exhibit B that outlines Lokahi Pacific's List of Related Projects or Contracts.

## **B. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

Hale Lokahi Elua was constructed over 40 years ago in 1969 and Lokahi Pacific has consistently maintained the buildings and grounds to minimize aging and wear and tear. However due to the harsh conditions at the location (proximity to the ocean), several building components have deteriorated to the point where repairs are no longer feasible and substantial rehabilitation is required to maintain a safe and healthy living environment for the residents. This Project will address the most critical external rehabilitation needs. The use of new technological products and applications will enable Lokahi Pacific to ensure the physical and financial viability of the Project for the continued benefit of the low-income Maui residents it serves.



**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Lokahi Pacific has 30 years of service in Maui County and the majority of those years focused on either management and/or establishment of low-income housing for our Maui community. The five-person Board of Directors complements and provides oversight of the Executive Director and staff. With a dedicated Housing Administrator on staff, the dedication and focus is present. The checks and balances are also in place with having oversight and approval by the Executive Director and the Accounting Department.

Please refer to Exhibit C that includes the Resumes of all pertinent Lokahi staff to this Project.

**B. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

Please refer to Exhibit D that illustrates the Organizational Chart for Lokahi Pacific.

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Lokahi Pacific does not have any pending litigation and/or outstanding judgments.

**B. Licensure or Accreditation**

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Lokahi Pacific is a U.S. Treasury certified Community Development Financial Institution (CDFI); a Native Community Development Financial Institution (Native CDFI); a recognized Community Development Corporation (CDC); and a Hawaii Housing Finance and Development Corporation certified Community Housing Development Organization (CHDO).

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawai'i Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.


Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Lokahi Pacific  
(Typed Name of Individual or Organization)

  
(Signature)

Susie Thieman  
(Typed Name)

January 30, 2012  
(Date)


Interim Executive Director  
(Title)

# **Exhibit A**

# **Budget Sheets**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2012 to June 30, 2013)

Applicant: Lokahi Pacific

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Lokahi Pacific Funds (b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries		10,081		
2. Payroll Taxes & Assessments		1,461		
3. Fringe Benefits		800		
<b>TOTAL PERSONNEL COST</b>		<b>12,342</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunications				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>135,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>135,000</b>	<b>12,342</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	135,000	Susie Thieman	(808) 242-5761	
(b) Lokahi Pacific	12,342		Phone	
(c)			1/30/2012	
(d)			Date	
<b>TOTAL BUDGET</b>	<b>147,342</b>	Susie Thieman, Interim Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Lokahi Pacific

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				0.00
<b>JUSTIFICATION/COMMENTS:</b>				
No State funds being requested for personnel. All personnel costs will be absorbed by Lokahi Pacific for this Project.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Lokahi Pacific

Period: July 1, 2012 to June 30, 2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>\$0.00</b>

**JUSTIFICATION/COMMENTS:**

No anticipated equipment purchases for this Project.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>\$0.00</b>

**JUSTIFICATION/COMMENTS:**

No anticipated purchase of motor vehicle(s) for this Project.

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Lokahi Pacific

Period: July 1, 2012 to June 30, 2013

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2010-2011	FY: 2011-2012	FY:2012-2013	FY:2012-2013	FY:2013-2014	FY:2014-2015
PLANS			0			
LAND ACQUISITION			0			
DESIGN			0			
CONSTRUCTION (Renovation)			135,000			
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>135,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						



**Exhibit B**

**Related Projects**

**Or**

**Contracts**

Lokahi Pacific		Schedule of Grants & Other Funding				updated: 6/2/2010			
PROJECT NAME	DATE EXECUTED	FROM	PURPOSE	GRANT / LOAN #	TITLE	AMOUNT	COMMENTS	Status as of:	
								6/30/2009	6/2/2010
ADDI Program	19-Dec-2008	County of Maui	dpa; fee for service	C4334	HOME ADDI Program	fee based	Fee for Service Contract; Avail funds = \$100,097; Fees \$500/loans closed; \$50/app proc; no grants closed	Active	NTP Oct2009; In Progress; Contract ends Sep2010
MKK Artisan Training Program	5-Aug-2009	USDA RBEG	TA artists & bus dev	61-004-990146837	TA Sculptor and Bus Dev Trng Prgrm	50,000.00	Provide Fiscal Mgt for program activities	Awarded Jul09	Active; Pgm in Progress
Honokowai	6-Oct-2009	County of Maui	construction; pre-dev	G2969	AHF	1,000,000.00	\$500k construction; \$500k pre-development	Awarded; not contracted	Pending County Action
Honokowai	1-Jul-2009	County of Maui	pre-dev	G2863	HOME CHDO	150,000.00	Grant expired on 12/31/09. Wayde working on extension.	Awarded; not contracted	Terminated by COM 5/26/10
						<b>1,150,000.00</b>			
Kahoma	1-Apr-2009	County of Maui	construction		AHF	1,000,000.00	Reso 09-42; LP needs to obtain site control before the agreement will be processed.	Awarded; not contracted	Pending County Action
Kaiola Place	4/6/09 awarded	County of Maui	site acquisition		HOME & CHDO	780,000.00	1/14/10, per Wayde, just received the Grant Agreement & is in the process of being reviewed by Corp Counsel.	Awarded; not contracted	Not contracted; Terminated by COM 5/26/10
Kenolio Leilani	27-Dec-2007	County of Maui	site acquisition & on-site imprv	G2510	HOME FFY05 CHDO	900,000.00	Exp. 9/30/10	In Progress	Active
Kenolio Leilani	27-Dec-2007	County of Maui	site acquisition	G2441	HOME CHDO02	150,000.00		In Progress	Active; pending prjct cmlpt
Kenolio Leilani	1-Mar-2010	County of Maui	on-site imprv	G3042	HOME	34,834.84	Grant expires on 12/31/10	n/a	Executed 4/16/10; Active
Kenolio Leilani	6-Jan-2009	USDA	pre-dev	878454222	Sec 523 Loan	700,000.00	5.3750% int; due w/int 12/30/2010	Active	Active
						<b>1,784,834.84</b>			
Molokai-Self Help	20-Aug-2009	DHHL			NAHASDA	125,000.00	HB Ed; family counseling	Applied	Awarded Nov09; Contracted Jan10; CXLD Apr 2010
Molokai-Self Help	30-Sep-2008	USDA	provide TA to low inc fam			439,056.00		Application in Process	not contracted; CXLD by LP Apr10
						<b>564,056.00</b>			
Pono Center	9-Jun-2008	County of Maui-OED	Various Renovations	G2569	Blue Hawaiian Bldg.	75,000.00	Grant expires on 6/9/10	In progress; extension rqstd	pending closeout

# **Exhibit C**

# **Resumes**

# **Susie Thieman**

On the Ridge at Kulamanu  
267 Kulamanu Circle  
Kula, HI 96790

## **Professional:**

- 2011-present - interim Executive Director of Lokahi Pacific, a community development non-profit organization (Maui, HI)
- 2004-2011 - CEO of MEO Business Development Corp., a non-profit microenterprise program (Maui, HI)
- 1979-2004 – Co-founder, owner, publisher, editor of the Downtown Planet weekly newspaper (Oahu, HI)
- 1972-1979 - Corporate Secretary/Treasurer for Swanston Equipment Co & Traffic Marking & Striping Co. (Fargo, North Dakota)
- 1965-1972 - Assistant to the Controller for Kocolene Oil Co. (Seymour, Indiana)

## **Community Service:**

- Member of the Governor's Advisory Council-Maui (2012)
- President of the Kulamanu Community Association Board of Directors (Maui, present)
- President of the Board of Directors of Grants Central Station (Maui, Board member 2009-present)
- President of the Maui Non-Profit Directors Association (Maui, 2005-present, board member 2008-2010, Secretary 2008, President 2009)
- Member of Maui County Workforce Investment Board (WIB) (Maui, 2009-2011)
- Member of the Maui Native Hawaiian Chamber of Commerce (Maui, 2008-present)
- Member of the Lokahi Pacific IRP/RDLF Loan Committee (Maui, 2004-2010, Vice Chair, 2009-10).
- Member of the Maui County Solid Waste Resource Advisory Committee (2007-2008).
- Member of the Maui Chamber of Commerce (2007-present, Small Business Action Committee member 2007-2009).
- Member of the Mayor's Small Business Task Force (Maui, 2006).
- Member of AEO's (Association for Enterprise Opportunity) Credit Reporting Task Force (National, 2005-2007).

- President of the Board of Directors of the Hawaii Women's Business Center – SBA funded program (Honolulu, 2000-2003)
- Member of the Mayor's Chinatown/Downtown Task Force (Honolulu, 1995-2003)
- Member of the Ala Moana/Kakaako/Downtown/Chinatown Vision Team (Honolulu, 1995-2003)
- Chair of the Oahu Private Industry Council – federal government's Job Training Partnership Act program (17 year-member/appointed by two mayors, served as chair 6 times) (Honolulu, 1983-2000)
- Participant in the Business Writers in the Schools program – State Department of Education program (Honolulu, 1992-1995)
- Member of the Board of Directors of the Downtown Improvement Association (Honolulu, 1985)
- Business & Professional Women's Clubs
  - Program Committee member of the National Federation (1979-80)
  - Membership Committee member of the National Federation (1978-79)
  - President of North Dakota Federation (1977-78)
  - President of the Fargo-Moorhead Club (North Dakota, 1975-77)
- Founding member of the Red River Association of Management Accountants, (North Dakota, 1977)
- Founding member & Charter President of Women in Construction of Fargo-Moorhead (North Dakota, 1976)

## **Honors:**

- SBA Financial Services Champion for Maui County, 2009
- SBA Minority Small Business Champion for Maui County, 2006
- Media Person of the Year – American Heart Association, 1999
- Named a Lifetime Member of the National Registry of Who's Who, 1999
- Salute to Women Leaders Award– Hawaii Federation of Republican Women, 1997
- Community Service Award for Public Relations – American Lung Association of Hawaii 1997
- Woman of the Year – Hawaii Federation of Business & Professional Women's Clubs, 1979

## **Education:**

- Valparaiso University
- Indiana University
- Elected as a member of the National Association of Accountants in 1975

Updated 1/12

Cindy Texeira  
325 Mahalani Street, Apt. 11  
Wailuku, Hawaii 96793

## Resume

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### Employment History

**Lokahi Pacific** August 1, 2006 - Present

### Position Summary

The Housing Administrator is responsible for the operations, management, and maintenance of Lokahi Pacific's housing projects.

### Job Duties and Responsibilities

Serve as administrator for Lokahi Pacific's housing projects. Responsible in supervising and providing oversight in recruiting tenants for housing projects; maintaining a wait list; processing tenant applications; collecting of all rents; maintain, follow up, update and recertify as necessary all tenant files; process all necessary request for rental increases with regard to each respective project; and enforce project House Rules.

Responsible in supervising the day to day operations of Lokahi's various housing projects including but not limited to maintenance, upkeep, dealing with tenant issues and being able to perform other housing duties as designated by the Operations Manager and/or Managing Director.

Serve as Liaison between Lokahi Pacific and HUD, Responsible for incorporating and processing all of HUD Section 8 Rental Assistance rules, regulations, forms and documents as it relates to the respective projects.

Responsible in assisting accountant in the preparation and review of annual budgets for all projects and oversee its submittal to HUD in a timely manner.

Assist as necessary in the daily operations of housing management i.e. tenant concerns, emergency repairs, housing fumigation/inspections, interviews with prospective tenants and other crisis situations that may arise.

Assist Accounting Department in all areas of Housing Management i.e. budgeting, tenant rent payments, tenant collection actions, rental increases, draw down from reserves, review of budgets provided by property Manager as it pertains to Kaho'okamamalu Projects, etc.

### **Irregular and/or as Required**

Attend staff, Board and department meetings as well as other committee meetings as directed by the Operations Manager/Managing Director.

Review, prepare and monitor goals and statements of tasks for review with Operations Manager/Managing Director.

Provide coordination and liaison with appropriate local, county, state and federal organizations as required.

Attend workshops and seminars related to job skills and activities, as well as keep current with new rules and regulations that may affect Lokahi Pacific programs.

**Hale Mahaolu, Kahului , Hawaii                      September 16, 1995 – July 31, 2006**

### **Position**

Housing Manager

**Saint Joseph School, Makawao, Hawaii                      1990-1995**

Art and physical education teacher, after school care coordinator, school secretary.

**Sunshine Rent a Car , Kahului, Hawaii                      1987-1990**

Fleet Controller

**Avis Rent a Car, Kahului, Hawaii                      1972-1987**

Fleet Controller

### **Computers**

Windows 98, Word perfect, Excel, HUD Manager, Rent Roll, HUD Control and Cornerstone.

### **Education**

Maui High School - 1971

Maui Community College - 1971-1972 Liberal Arts

### **Specialized Training**

American Heart Association-AED certified, CPR Certified, First Aid Certified  
National Center for Housing Management-Certified 2001, annual training,  
Change 2 Certified.

Hawaii Employers Council : Correcting Poor Performance  
Investigation and Documentation  
Basic Supervision and New Supervisors  
Basic Employment Laws  
Performance Appraisals  
Communicating with Employees

Maui County Fire Department: Fire Extinguisher Training  
Maui County Hotel & Resort Security Association: Drug/Alcohol Awareness  
and Liability  
Kay-Kay Realty Corp: Consistency, Sufficiency and Overkill Workshop  
Low Income Housing Tax Credit: Compliance Monitoring  
Maui County: Master Composter  
Fred Pryor Seminars: Conflict Management and Confrontational Skills  
Alzheimer's Association: Key Elements of Dementias Care  
Hawaii Occupational Safety and Health Division: Work Place Violence  
Prevention through Prevention  
Accident Writing Workshop

Department of the Attorney General: Notary Public 1988-1998  
Contract Management Services-Third Consecutive Satisfactory Management &  
Occupancy Review Certificate 2009  
Certificate of Completion-Information System Security Awareness 2010

**Activities**

Maui County Special Fair Day: 1988-2006  
Maui Humane Society Feral Cat Program: 2000-present  
Feline Foundation: 2000-present  
Maui Adult Day Care Center Board Member: 2002-2006  
Maui Memorial Medical Center Ethics Committee: 2005-2007  
Lokahi Pacific Fundraising Committee: 2007- present  
Lokahi Pacific Safety Committee: 2008- present  
Habitat for Humanities Work Day: 2007- present

**Recognitions:**

Maui County Outstanding Volunteer  
American Lung Association  
Juvenile Diabetes  
Alzheimer's Association  
Maui Adult Day Care Center



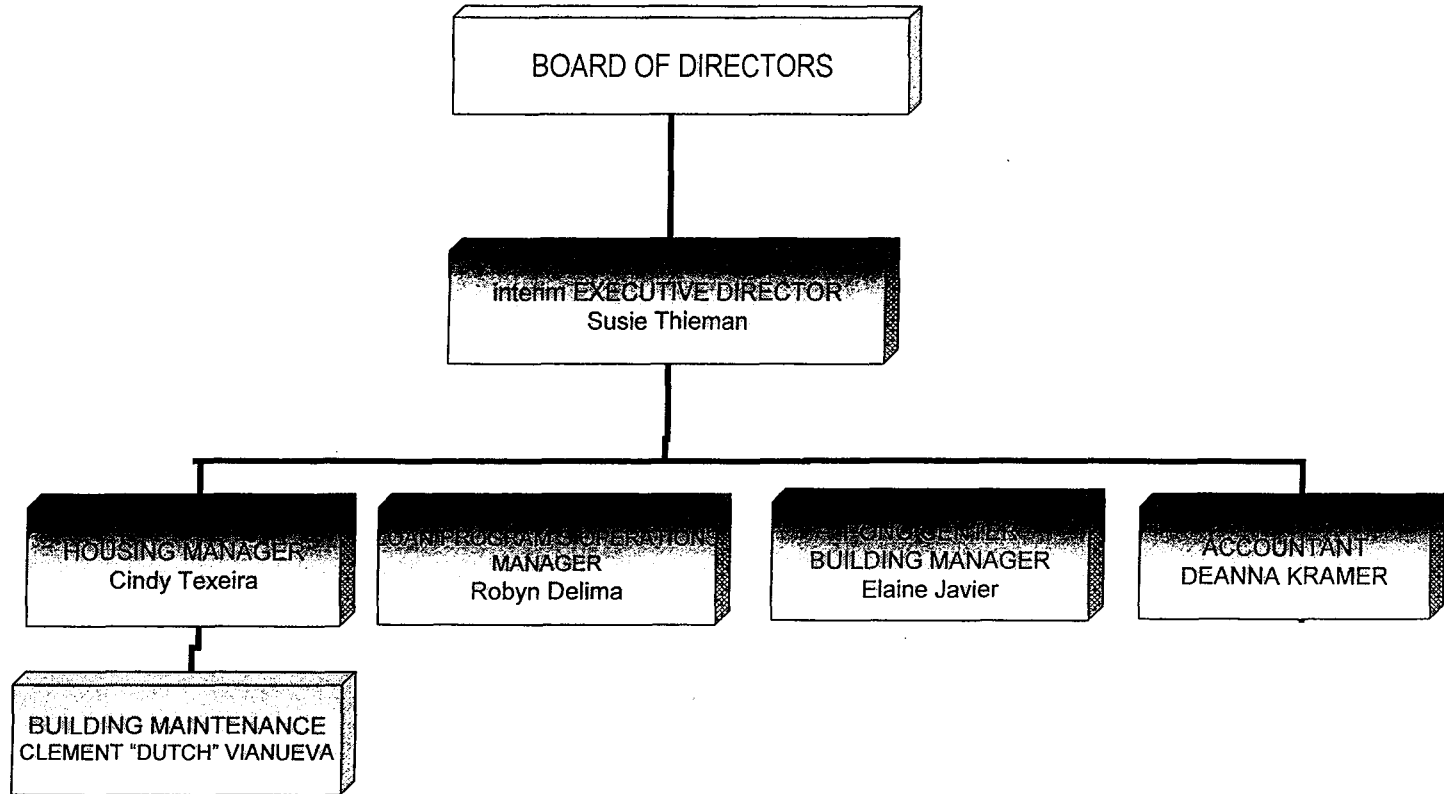
# **Exhibit D**

# **Organizational Chart**

# Lokahi Pacific

## Organization Chart



AS OF 08-29-2011