

House District(s) 5

Senate District(s) 3

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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:
Habitat for Humanity Hawaii Island

Db: SAME

Street Address:
73-4161 Ulu Wini Place, Kaila-Kona, Hawaii 96745

Mailing Address:
P.O. Box 4619 Kailua-Kona, Hawaii 96745

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PATRICK F. HURNEY

Title Executive Director

Phone # 808-331-8010

Fax # 808-331-8020

E-mail pat@habitat-hawaii-island.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Habitat for Humanity Hawaii Island is committed to making an impact on poverty and homelessness on the Big Island.

In FY 2019, Habitat Hawaii'i Island to building 20 new affordable homes for low-income, hardworking families earning between 30% and 80% of the Area Median Income (AMI). This self-help will take 20 families out of the cycle of poverty and give them an asset they can pass on through generations and also lessen the burden placed on the government in this affordable housing crisis.

A monetary commitment from the State will signify the importance of this high priority area and show how partnerships and collaboration with the non-profit community can help alleviate the current crisis.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$500,000

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 \$ 47,000.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

PATRICK F. HURNEY, EXECUTIVE DIRECTOR
NAME & TITLE

1/16/208
DATE SIGNED

Enclosures:

1. Cover Page
2. Application (pages1-4) Narrative
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12. Job Descriptions Attachment
13. MOU with Department Of Hawaiian Homelands
14. DCCA Verification
15. Letter of Support-Senator Joshua Booth Green M.D.

Application for Grants

Please check the box when item/section has been completed. 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. Please include the following:

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

July 1, 2017 Habitat for Humanity West Hawaii merged with the Habitat affiliate in Hilo and became Habitat for Humanity Hawaii Island. Habitat Hawaii Island is a 501 (C) (3) non-profit, faith-based organization seeking to break the cycle of poverty and homelessness by providing affordable home ownership opportunities to low-income families on the Big Island of Hawaii. Since 2002, Habitat for Humanity Hawaii Island has built 55 homes and provided 40+ Critical home repairs to alleviate health and safety concerns.

The Habitat model allows families to have low monthly mortgage payments so they may use the remainder of their income for nutritious food, adequate health care, education, reliable transportation, and recreation. Habitat for Humanity Hawaii Island offers mortgages at a 0% interest rate. The design of the mortgage program is such that payments go into a revolving mortgage fund called the Fund for Humanity, which is then available to build more homes. This also allows Habitat homeowners to "pay it forward", creating a more affordable housing opportunities for future families in need.

Habitat Hawaii Island strives to empower and strengthen Low-income families by providing them with a solid foundation from which to build a better life. Habitat's vision is a world where everyone has an affordable, safe, place to live; and our mission is to bring people together to build homes, communities and hope.

2. The goals and objectives related to the request;

Habitat for Humanity Hawai'i Island's main tenet is that of home ownership; building a new home with families, and then setting them up for success with an affordable mortgage and support through home ownership classes and financial literacy education. The services provided build on evidence based, best practices for affordable home ownership.

Our Goal for FY 2018-2019

Habitat for Humanity Hawaii Island has an ambitious goal of building 20 new, affordable, sustainable homes for low-income families earning between 30% and 80% of the Area Median Income (AMI). Building these 20 new homes will take 20 Families (an estimated 100 individuals) out of the cycle of poverty, lessen the burden on all levels of government and social services as well as provide an asset that can be passed on to their children for generations.

To achieve this goal habitat Hawaii Island has outlined the following objectives:

Objectives

- Increase funds to meet the costs of building 20 new homes in FY 2018-2019.
- Collaborate with local, state and federal government agencies to build safe, affordable single-family housing for low-income families in need on the Island of Hawaii.
- Create partnerships with foundations, corporations, and small local businesses for sponsorships and funding opportunities.
- Recruit teams of volunteers to assist with the construction of the 20 homes.
- Select 20 (qualified) low-income families (earning between 30%-80% of the AMI) for Habitat homes.
- Staff, contractors, teams of volunteers and families come together to build 20 homes.
- 20 Habitat families close on respective homes and move into new, safe, affordable homes and begin paying affordable mortgage increasing revenue for future families in need.

The State's commitment to working in partnership with the non-profit community to alleviate the current affordable housing crisis will signify the importance of providing for affordable housing. A monetary commitment from the state of Hawai'i will further inspire and encourage other levels of government as well as the business community to provide increased support.

3. The public purpose and need to be served;

The public purpose of this request is to help families who would otherwise not be able to own a home create a strong foundation for a better life for themselves and their children.

The state of Hawai'i is experiencing a housing crisis with one of the highest rates in homelessness in the country. Hawai'i is also one of the highest in the country for cost of living, costliest housing market, and rate of poverty.

Due to depressed wages, heavy taxes, and the high cost of food and necessities, home ownership is a distant dream for most families on the Big Island. Even the average salaries of workers critical to Hawai'i's economy, teachers, emergency responders, and construction workers are unable to afford fair market value rent and homes for sale.

Statistics show, 54% of the population of Hawai'i is cost-burdened, spending more than 30% of their income on housing. When families pay, too much for their housing, it means sacrifices in other areas of their lives, like nutritious food, healthcare and solid transportation.

All of these factors create a cycle of poverty and/or homelessness that is inescapable no matter how hard a family works. In Hawaii, 1 in 5 households are at risk of homelessness. Over half of the families that are homeless or in transitional housing have jobs. High cost of living and homelessness is not only felt by those it directly affects-each year the public cost of someone who is homeless starts at \$35,000 and can go up as high as \$150,000 in services. Many of these services are temporary solutions to the problem. Habitat Hawaii Island offers the permanent solution of home ownership as a cost effective efficient way to impact this issue.

Owning a home provides the foundation for families to realize their true potential. Studies show that students with a stable home environment have higher grades in school, and increased participation in

social activities. Children are healthier and safer. There is a great benefit to local, State and Federal agencies, because home ownership means that families are less likely to rely on those agencies for services, therefore, improving the community.

By building these 20 homes there is the potential to improve the lives of an estimated 100 or more individuals (depending on family size) living in poverty and unhealthy, unsafe, and overcrowded conditions.

4. Describe the target population to be served; and

Habitat for Humanity Hawaii Island builds homes with families earning between 30% and 80% of the AMI for the County of Hawaii on a no-interest, no-profit basis and requiring on a 1% down payment. Every Habitat homeowner selection is; based on their income level, their level of need (current living situation is either unsafe, unsanitary, overcrowded and/or hazardous to resident health) and their willingness to work with Habitat. A family working with Habitat means: working 500 volunteer hours of sweat-equity on the construction of their home, making the affordable monthly mortgage payments and attending the homeowner education required of all Habitat families.

Typically, these families have been living in expensive rentals or in overcrowded conditions with family members. Some are the “*hidden homeless*” living in vans, cars, caves, or on the beach. In both of the first cases, families are paying too large of a percentage of their income on their housing and have very little left over for life necessities.

Native Hawaiian families are particularly vulnerable to this crisis of poverty, and much of Habitat Hawaii Island’s work since first established has focused on this target population. September 13-23, 2017 Habitat Hawaii Island hosted *Blitz Build 2017*, successfully building 10 homes in 10 days in the Lai O’pua neighborhood. Habitat and families built those homes in in partnership with the Department of Hawaiian Homelands for families of Native Hawaiian heritage.

5. Describe the geographic coverage.

July 1, 2017 Habitat West Hawaii merged with the Habitat affiliate in Hilo creating what is now Habitat Hawaii Island now serving the entire Island of Hawaii. This merger allowed the organization to bring together resources, expertise and partnerships to make a greater impact on the lack of decent affordable housing on the Big Island. Habitat Hawaii Island is building capacity for geographic coverage of Hawaii Island and in response has increased the goal to build a minimum of 20 homes per year for families in need.

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. The applicant shall:

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

Each year Habitat Hawaii Island grows and strives to increase its building capacity in alignment with the increasing need. Habitat Hawaii Island committed to increase significantly its’ impact on the

increasing gap between affordable homes, the needs for working families and the crisis of homelessness and poverty on the Island of Hawaii.

In FY 2019, we have committed to construct 20 new homes with 20 families in need island-wide. Working in partnership with the local and state agencies, the Department of Hawaiian Homelands, (through which leasehold property and construction loans are provided on behalf of native Hawaiians), and our corporate and community partners, we will achieve this goal as we did in FY 2018.

Tasks and Responsibilities: Habitat Family Services staff will deliver orientations for prospective Habitat homeowners in locations across our services area, on the Big Island. After orientation, the Habitat Family Selection Committee meets and selects families based on need, ability to pay an affordable mortgage, and willingness to work 500 hours of sweat equity on the construction of their home.

A new habitat home begins with fundraising by the Development Department for 100% of the cost associated with construction. Confirmation of adequate funding is the first step that begins the building process. The Construction Manager puts together a construction schedule and draws up the plans. The schedule includes site preparation, installation of foundation, acquiring building materials and all supplies, framing, roofing and finishing. The Construction Manager and the Board of Directors Building/Construction Committee oversees the schedule/tasks to completion. The Volunteer Coordinator and Construction Manager recruit volunteers and sub-contractors to keep the costs for construction down to insure the home is affordable for Habitat families.

These tasks have already been assigned for the 20 homes to be built beginning July 1, 2018. Although it is sometimes challenging to raise sufficient funds, Habitat staff and board members are committed to do so to provide home ownership opportunities for hardworking, low-income, deserving Habitat families during FY 2019. These opportunities will be sustainable due to the low, no interest mortgage and through the service delivery model perfected by Habitat, which emphasizes home ownership development and training, and includes ongoing case management, life and soft skills training and financial literacy education.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The projected annual timeline for accomplishing this project:

Habitat Hawaii Island intend to build 20 homes (10 homes on the east side and 10 homes west side of the island). Construction will begin July1, 2018 with the project completion date of June 30, 2019.

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

The result of this project will be 20 newly constructed affordable homes for habitat qualified low-income families.

Quality Assurance:

Quality assurance is one of the building blocks of the Habitat for Humanity Risk Prevention and Response Program. This program includes the annual Habitat Affiliate Agreement to conduct business according to the principles established by Habitat International for all facets of the organization, ranging from family selection, service delivery, governance, human resources, and financial and legal practices.

All Habitat for Humanity affiliates must adhere to Habitat International's specific house design criteria.

Additionally, each Habitat affiliate is required to report quarterly to Habitat International on progress towards approved targets for number of homes built, outputs/outcomes for Homeowners, HR Practices, and Board governance.

For this project, home construction inspections will be regularly scheduled and performed at each phase of construction assuring the quality of work. Site supervisors closely monitor the work of volunteers where appropriate and volunteers attend clinics at Home Depot or Lowes to learn additional construction skills. It is a requirement that each person working on the construction site complete an online safety course.

Once a home is completed, the homeowner must fill out a buyer's checklist for each room of the interior and general exterior. All (if any) deficiencies are noted and a plan made to rectify them.

Evaluation:

Early and robust evaluation is a key aspect of Habitat Hawaii Island's homebuilding program and Habitat has adopted several planning, monitoring, and evaluation tools.

Habitat's evaluation process starts with setting the vision of what is to be achieved, defining the results, selecting the tools, implementing the monitoring activities, and then using the resulting data to determine whether the right approach is being taken or what adjustments might be necessary because of what is learned.

Contributing to both quantitative and qualitative data collection, several tools are used. First, we measure the number of low-income families that respond to our outreach efforts, to ascertain our effectiveness in serving the target population. Second, we monitor the number of families that qualify as Habitat homeowners according to program criteria set.

We also consider the number of families who may not qualify in the short term, but may benefit from a plan to qualify in the future, such as starting a savings account, or becoming a part of an "incubator" program set up to assist families qualify and become homeowners. In the longer term, we monitor and evaluate the family's responsiveness to the mandatory financial literacy training and the Family Support Representative's assessment of their progress as a potential sustainable homeowner. This allows us to take timely action to remedy any problems that might arise.

Habitat Hawaii Island also administers an annual Habitat family survey in order to track each family's overall satisfaction with the process of becoming a homeowner. The survey delves into what they learned from the experience, and how they compare the quality, affordability and size of their new

space with that of their prior housing. The survey also asks questions that gauges the experience that each family had with Habitat for Humanity Hawaii Island staff and volunteers.

Over the past couple of years, Habitat Hawaii Island implemented a sophisticated system of evaluation known as “Success Measure” provided by Habitat for Humanity International to evaluate its’ new home construction program. Success Measures is the only national effort of its kind to support the collection of outcomes and impact data from the community development field, and consists of various survey tools, focus groups and observation formats. Using this information, Habitat Hawaii Island can determine the impact of the actions and then act on the findings.

Finally, in addition to local data collection, analysis and evaluation programs, Habitat International has aggregated research that shows that affordable housing brings great benefits to communities and to individuals in the areas of wealth accumulation, safety, health, education, and civic participation. This information establishes a template for longitudinal evaluation of each affiliate’s home building and critical repair program.

4. 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.

Habitat for Humanity measures effectiveness in several ways. Habitat Hawaii Island will measure the completion of the overall goal of completing construction of 20 homes within the timeframe outlined. We will report on the number of families participating in the orientation process as well as the number of low-income families qualified for the homes. Other data to report: homeowner training, and a survey of families regarding improvement of quality of life.

The following list to be reported to the State of Hawaii on the program effectiveness measures:

1. # of homes completed within the allotted timeframe (20).
2. # of families responding to orientation sessions (up to 120).
3. # of families who qualify as a Habitat homeowner (20)
4. # of families who complete homeownership training (20).
5. # of families who report an improved quality of life as a result of homeownership (20).

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
- a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))

e. Government contracts, grants, and grants in aid ([Link](#))

See Attached Budget Forms, also see Exhibit 1-Schedule of costs and revenue.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$150,000	\$150,000	\$150,000	\$50,000	\$500,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

Please See Attached-Exhibit 1

4. The applicant shall provide a listing of all state and federal tax credits it has 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.

Not Applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

The State of Hawaii Grant in Aid (GIA) awarded to Habitat Hawaii Island \$100,000 for FY-2018 in support of the 10 home Blitz Build 2017 project held and completed September 13-23, 2017.

Habitat Hawaii Island applied for The HOME Grant through the County of Hawaii (pending request).

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

Please See Attached

IV. Experience and Capability

1. **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.

Habitat for Humanity International has a 40+ years of experience of building safe affordable homes for families all over the world, with a well-documented record of positive impact.

Habitat for Humanity Hawaii Island has served families on the Big Island since 2002 and has gained recognition as the only affordable homebuilder that addresses the holistic needs of the low-income families in such a way as to create actual housing, sustainability, and stability.

To date, Habitat Hawaii Island constructed 50 new homes and completed more than 40 critical home repairs. In 2012, Habitat also successfully conducted a 5-home Blitz build, In 2017 Habitat successfully conducted Blitz Build 2017 and constructed 10 homes in 10 days.

2. **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.

Habitat for Humanity Hawaii Island operates out of an office located at 73-4161 Ulu Wini Place, Kailua-Kona, Hawaii 96740. The office is co-located with the Kona ReStore, which operated on the lower level warehouse.

The construction office is located at 65-1259 Kawaihe Road in Waimea, HI and is co-located with the Waimea ReStore.

Both offices and ReStores are equipped with office equipment, internet, phone and fax service and a private boardroom. The offices are ADA Compliant

V. Personnel: Project Organization and Staffing

1. **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.

Each staff person hired to work at Habitat Hawaii Island goes through the process of recruitment, application, interview and selection based on Habitat's HR policies and procedures. In general, we make staff selections based on their experience, skills, and "passion for the mission".

Once hired, each staff person enrolls in Habitat International designed training aligned with his or her particular area of responsibility.

For this particular project, the following key personnel will work toward success and meet the goal of building 20 homes:

Executive Director: Patrick F. Hurney, Executive Director of Habitat for Humanity Hawaii Island will provide general oversight of the entire Habitat for Humanity Hawaii Island organization and be administratively involved to ensure achievement of the overall goal of 20 Homes as planned. The Executive Director will meet regularly with the Deputy Director, Construction Manager, Finance Manager, and the Construction/Building Committee.

Deputy Director: Isobel Donovan, Deputy Director of Habitat for Humanity is responsible for oversight of the daily operations and administration of grants and contracts. The Deputy Director meets regularly with the Executive Director, Construction Manager, Finance Manager, and the Construction/Building Committee. In addition, the Deputy Director meets with Habitat's staff and other outside agencies to ensure smooth operations and alignment of tasks with organizational goals.

Construction Manager: Tony Vidana, Construction Manager is responsible to oversee all aspects of the construction process in a way that utilizes staff, sub-contractors, Site Supervisors, volunteer labor and materials to produce quality homes in a safe and affordable manner. Construction management includes the following duties: managing construction staff and volunteers, overseeing residential construction sites, training volunteers, assisting with plan and site development, and developing methods for construction quality assurance to improve the long-term product.

Project Manager: Kaleo Perreira, Project Manager provides oversight of the logistics of coordinating sub-contractors, suppliers, schedule of delivery of building materials/supplies and working with inspectors at each phase of construction.

Site Supervisors: Site Supervisors are placed at each home and responsible for coordinating and managing volunteer construction teams to meet the daily goals. Site Supervisors also create task and match volunteer crew leaders (AmeriCorps members) with other volunteers as appropriate. The Supervisors monitor each task, assuring job safety and quality workmanship, as well as communicate any issues, concerns or needs to the Project Manager and/or Construction Manager.

Board of Directors Building/Construction Committee: Board Member Steve Machesky (Former Board President) is Chair of the Building and Construction Committee. The Board of Directors formed the Building/Construction Committee for oversight of all aspects of financial planning, scheduling, and evaluating the completion of homes as outlined in the annual goal, in this case 20 homes. The Committee meets monthly and more often as needed to keep projects on target and within the budget and timelines.

In addition, habitat provides support services that include:

Family Services Manager: The Family services Manager is responsible for working with families throughout the application and selection process. In addition, the Family Services Manager coordinates and facilitates the Homeowner Education component of the program providing classes in home repair, soft/life skills training and financial literacy setting the stage for long-term success and sustainability.

Finance Manager: The Finance Manager has responsibility of the overall financial management of the construction projects. The finance Manager oversees accounts receivable, accounts payable, and ensures that the financial management is within the policies, procedures and guidance set forth in auditing requirements, government and grant requirements with internal/external controls.

Resource Development: The Resource Development Coordinator works with the Executive Director and the Deputy Director to implement an annual fundraising plan based on the Habitat approved strategic plan and set goals for each year. The Development Coordinator has responsibility for fundraising events, grant writing, and networking to generate funds creating diversified sources of revenue allowing for adequate financial support of the home construction program.

2. **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 organization chart that illustrates the placement of this request.

Please See Attached

3. **Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

The top three highest paid employees of Habitat for Humanity Hawaii Island are:

1. Executive Director annual salary at \$85,000 per year.
2. Deputy Director annual salary at \$75,000 per year.
3. Finance Manager annual salary at \$62,000 per year.

VI. Other

1. **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.

Not Applicable-Habitat for Humanity is not party to any litigation.

2. **Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Habitat for Humanity Hawaii Island is a registered 501 (c) (3) non-profit organization in the State of Hawaii.

Please See Attach Documentation.

3. **Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not Applicable

4. **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

This is a specific funding request for a one-year project to make a very significant impact on affordable housing in a short period of time, thereby inspiring and encouraging support from other sectors.

If the State of Hawaii GIA Grant Program does not award funds to Habitat Hawaii Island, ongoing fundraising efforts will continue and sustainability for Habitat Hawaii Island's future construction projects will come from a variety of revenue sources. One specific revenue source includes Habitat's three ReStore retail operations, which generate income by accepting donated building materials and home furnishings and selling these items at a drastically reduced price. Another key source of revenue for Habitat Hawaii Island is the Development Team's solicitation of Foundation and Corporate grants. Habitat also receives funding in the form of direct individual and corporate donations as well as sponsorships.

Habitat Hawaii Island participates in one of Habitat International's programs called *Global Village*. The *Global Village* program brings teams of international volunteers, who provide their time (labor), skills, and an annual income of approximately \$100,000 per-year.

Our *Fund for Humanity* is an account into which all mortgages paid and repair recovery payments go into. Habitat can use these funds to build or repair more homes. The more homes we build, the larger this fund becomes allowing us to create more affordable housing on Hawaii Island.

5. **Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017.

Please See Attached

6. **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

Please See Attached

7. **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

If our application is successful and the State of Hawaii GIA Grant Program awards Habitat for Humanity funding: the specific public purpose intended for the use of those funds is to construct 20 new, affordable, homes for hard-working, low-income families on the Island of Hawaii.

This project purpose will alleviate the lack of affordable housing needed in Hawaii County therefore, making an impact on poverty and homelessness on the Big Island. In alleviating the affordable housing crisis, 20 (estimated 100 individuals) fewer families will need resourced for temporary housing assistance, etc. lessening the burden on state and local government agencies.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: **Habitat for Humanity Hawaii Island**

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	500,000	2,397,000	50,000	47,000
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Patrick F. Hurney 808-331-8010 ext. 103		
(b) Total Federal Funds Requested	2,397,000	Name: (Please type or print) Phone		
(c) Total County Funds Requested	50,000	<div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Signature of Authorized Official 1/16/2018 Date		
(d) Total Private/Other Funds Requested	47,000			
TOTAL BUDGET	2,994,000	Patrick F. Hurney, Executive Director Name and Title (Please type or print)		

Please See Attached Exhibit 1

Exhibit 1

Habitat for Humanity Hawaii Island Schedule of Costs and Revenue

Costs: (based on known costs of previous builds)	
For 20 homes	
General Requirements	\$ 216,000.00
Site Work	\$ 100,000.00
Grading and Excavation	\$ 100,000.00
Concrete (inc. foundation/supplies)	\$ 300,000.00
Woods and carpentry	\$ 590,000.00
Roofing	\$ 150,000.00
Doors and windows	\$ 146,000.00
Finishes	\$ 440,000.00
Cabinets/Countertops	\$ 340,000.00
Plumbing	\$ 312,000.00
Electrical	\$ 300,000.00
TOTAL COSTS	\$ 2,994,000.00
<i>(total cost per home is \$149,700 X 20 homes)</i>	

Note: Habitat for Humanity Hawaii Island is able to build these homes at a cost of \$149,700 due to the thousands of hours of volunteer labor. Each home consumes approximately 1200 hours of volunteer labor valued at \$27.01/hour. For this project the goal is (20 homes) requiring a total of **24,000 hours labor at \$27.01/hr.= \$648,240 total volunteer labor value.** This is a significant in-kind financial contribution by Habitat, families, and the numerous community partners committed to this goal.

Revenue:	
Habitat Revenue (Restore revenue, Fund for Humanity, Donations)	\$ 47,000.00
Construction funds from DHHL (NHHBG)	\$ 1,497,000.00
HOME Grant (Pending)	\$ 900,000.00
County of Hawaii Non-Profit Grant (-Pending)	\$ 50,000.00
State GIA Grant (Pending)	\$ 500,000.00
TOTAL REVENUE	\$ 2,994,000.00

Note: Through a Memorandum of Understanding, Habitat for Humanity receives funding from DHHL (via a Federal NHHBG Grant) for homes built on Hawaiian homelands for qualified families. See attached MOU.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: **Habitat for Humanity Hawaii Island**

NOT APPLICABLE

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: **Habitat for Humanity Hawaii Island**

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			500000			
EQUIPMENT						
TOTAL:			500,000			
JUSTIFICATION/COMMENTS: See Attached Exhibit 1						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Habitat for Humanity Hawaii Island

Contracts Total: 1,497,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Memorandum of Understanding- <i>See attached.</i>	since 2013	Department of Hawaiian Homelands (DHHL)	U.S.-DHHL	1,497,000
2					
3					
4					
5					
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25					
26					
27					
28					
29					

Balance Sheet

As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash & Equivalents	
1100 · Banking	
1110 · Unrestricted Banking	
1110.1 · FHB Operating**6130	48,725.50
Total 1110 · Unrestricted Banking	48,725.50
1120 · Restricted Banking	
1120.2 · FHB Escrow**6730	
1120.2P · FHB Escrow Checking x6730	3,208.54
1120.2 · FHB Escrow**6730 - Other	1,134.47
Total 1120.2 · FHB Escrow**6730	4,343.01
1120.3 · FHB Restricted**6749	13,018.85
Total 1120 · Restricted Banking	17,361.86
1130 · Restore	
1130.2 · Cash on Hand-Register	250.00
1130.3 · Cash on Hand Register 2 Kona	250.00
1130.4 · Cash on Hand Register Waimea	250.00
1130.9 · Change-for Drawer ReStore	90.00
1134 · Kona ReStore Checking HICFCU	4,788.12
1135 · Hilo ReStore Checking FHB*2113	24,599.74
1136 · Waimea ReStore Checking BOH*054	4,703.80
Total 1130 · Restore	34,931.66
1140 · Petty Cash-Office	710.02
1145 · Petty Cash-ReStore 2	161.67
1146 · Petty Cash-ReStore 3	224.04
1155 · Lowe's Accounts	
1155.2 · Lowes 2015 LAR Account	26.48
1155.3 · Lowe's Women's Build 2015	2.50
1155.4 · 2016 Lowe's LAR Account *2943	16.47
Total 1155 · Lowe's Accounts	45.45
1170 · Home Depot Gift Cards	
1170.1 · Home Depot Gift Cards	1.01
Total 1170 · Home Depot Gift Cards	1.01
Total 1100 · Banking	102,161.21
1160 · Costco Cash Cards	
1160.1 · Regular	86.64
1160.2 · Global Village	259.95
Total 1160 · Costco Cash Cards	346.59
Total 1000 · Cash & Equivalents	102,507.80
1025 · US Bank *3138	17,305.16
1050P · POB Const**0843 BOH	65,336.51
Total Checking/Savings	185,149.47
Accounts Receivable	
Accounts Receivable (deleted)	-12,749.18
1200 · Receivables	
1210 · Grants Receivable	
1210.1 · Capacity Building Grant-HFHI	-14,067.35
1210.20 · Other Restricted Grants Rec.	14,110.02
1210.4 · County of Hawaii Receivable	20,625.00
1210.9 · State of Hawaii DHHL Receivable	-1,395,000.00

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Balance Sheet

Accrual Basis

As of December 31, 2017

	Dec 31, 17
Total 1210 · Grants Receivable	-1,374,332.33
1230 · NRI Receivables (Homeowners)	
1230.1 · Critical Home Repair	20,256.11
1230.4 · New Construction (NRI) Rec.	1,775.00
Total 1230 · NRI Receivables (Homeowners)	22,031.11
Total 1200 · Receivables	-1,352,301.22
Total Accounts Receivable	-1,365,050.40
Other Current Assets	
12000 · Undeposited Funds	402.83
1240 · Other Receivables	
1240.1 · Employee Receivable-	158.33
1240.2 · Homeowner Receivable	9,533.36
1240.9 · Other Receivable	-500.00
Total 1240 · Other Receivables	9,191.69
1290 · Due To/From Affiliate	508,540.88
1290P · Due To/From Affiliate-POB/NMTC	-508,540.88
1300 · Current Assets	
1310 · Prepaid Expenses	
1310.2 · Prepaid Expense-WC Ins	-371.00
1310.3 · Prepaid Expenses-Auto Insurance	2,727.52
Total 1310 · Prepaid Expenses	2,356.52
1320 · Security/Refundable Deposits	8,324.40
1330 · Inventory Assets	
1330.1 · Restore Inventory	55,000.00
1330.2 · Land & Lots	76,352.90
1330.3 · Restricted Land & Lots	644.17
1330.3P · Restricted Land & Lots POB	333,500.00
Total 1330 · Inventory Assets	465,497.07
1340 · Work in Progress (WIP)	1,640,845.80
1300 · Current Assets - Other	49,973.16
Total 1300 · Current Assets	2,166,996.95
1300P · POB Work in Process	758,829.48
1304 · Repayment	
1305 · Employee Loan Repayment	750.00
1306 · Loan Repayment Ded	-874.99
Total 1304 · Repayment	-124.99
1307 · Uncategorized Asset	54.85
Total Other Current Assets	2,935,350.81
Total Current Assets	1,755,449.88
Fixed Assets	
1400 · Fixed Assets	
1430 · Computers/Software/Electronics	5,709.27
1440 · Tenant Improvements-New Space	314,917.37
1441 · Tenant Improvements-ReStore Wai	42,766.56
1450 · Tools & Equipment	
1450.1 · Construction Equipment & Tools	13,176.95
1450.2 · ReStore Equipment & Tools	9,320.00
1450.3 · ReStore Forklifts	10,500.00
Total 1450 · Tools & Equipment	32,996.95
1460 · Vehicles	
1460.10 · 2013 Chevy Silverado (499HDX)	19,200.00

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Balance Sheet

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As of December 31, 2017

Accrual Basis

	Dec 31, 17
1460.12 · 2006 Dodge Ram (347HDK)	20,000.00
1460.13 · 2011 Ford 15 Pass Van (HMG 269)	22,000.00
1460.14 · 1999 Ford "Old Box Van" (599TPE)	10,000.00
1460.16 · 2015 Isuzu Box Truck (451HEB)	46,719.40
1460.3 · 2000 Toyota Van (HHJ001)	5,156.31
1460.4 · 2002 Chevy Box Truck (309TPW)	6,918.70
1460.8 · Trailer	9,451.58
1460.9 · 2010 Nissan Frontier (900HDR)	21,000.00
1460 · Vehicles - Other	-3,500.00
Total 1460 · Vehicles	156,945.99
1490 · Accumulated Depreciation	-159,948.19
Total 1400 · Fixed Assets	393,387.95
Total Fixed Assets	393,387.95
Other Assets	
1200P · Other Assets	
1230P · POB HFHI Structuring Fee	22,466.00
1240P · Accumulated Structuring Fee	-1,685.07
1250P · POB Affiliate Expense Reserve	30,284.00
1260P · Accumulated Affiliate Exp Rsvr	-9,734.04
1270P · POB NMTC Closing Costs	19,575.00
1280P · Accumulated Closing Costs Fee	-1,468.26
Total 1200P · Other Assets	59,437.63
1500 · Mortgage Loan Receivable	
1510 · Mortgage Loan Receivables-Notes	832,403.88
1510P · Mortgage Loan Receivables-POB	127,982.15
1520 · Unamortized Mortgage Discount	-408,149.85
1520P · Unamortized POB Mortgage Discou	-77,038.85
1500 · Mortgage Loan Receivable - Other	296.21
Total 1500 · Mortgage Loan Receivable	475,493.54
1510.1 · Notes Receivable - Current Port	-49,973.16
1600 · Invest in HFHI NMTC Lev Lender	409,588.00
Total Other Assets	894,546.01
TOTAL ASSETS	3,043,383.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	301,195.99
2050 · Accrued Liabilities	17,160.00
Total Accounts Payable	318,355.99
Credit Cards	
2300 · FHB Credit Card	
2320 · FHB New Credit Card **	
2320.1 · Hurney, Patrick **6555	11,113.51
2320.7 · Credit Card 8155	-0.11
Total 2320 · FHB New Credit Card **	11,113.40
Total 2300 · FHB Credit Card	11,113.40
2400 · Hawaii Fuel Network (HFN)	
2400.2 · HFN *99150 (Mark)	163.90
2400.6 · HFN *99154 (Pat)	39.77
Total 2400 · Hawaii Fuel Network (HFN)	203.67

Balance Sheet

As of December 31, 2017

	Dec 31, 17
6410 · Salaries & Wages	-21,102.15
7000 · Suspense	21,888.78
Total Credit Cards	12,103.70
Other Current Liabilities	
Hawaii GE Tax Payable	90.60
HI GE Payable	36.72
Payroll Liabilities	
Federal Taxes (941/944)	-12,823.45
HI Income Tax	-2,019.01
HI Quarterly Taxes	-3,746.09
Miscellaneous Deduction	104.00
Simple IRA Co. Match	3,354.75
Simple IRA Employee	3,354.75
Total Payroll Liabilities	-11,775.05
2000P · POB CURRENT LIABILITIES	
2010P · Accrued Interest Payable	686.58
Total 2000P · POB CURRENT LIABILITIES	686.58
2100*OE · Current Liabilities	
2102 · Employee Payable	12,908.88
2110 · Payroll Liabilities{594}	
2110.1 · Federal Withholding	13,317.80
2110.10 · Payroll Liabilities-Other	7,479.63
2110.5 · State Withholding	-1,683.87
2110.7 · HI Training	3,709.24
2110.8 · Vanguard Payable	-6,163.14
2110 · Payroll Liabilities{594} - Other	14,643.16
Total 2110 · Payroll Liabilities{594}	31,302.82
2130 · Homeowner Liability	
2130.1 · Escrow Deposits	-6,327.20
2130.1P · Escrow Deposits POB	2,430.57
2130 · Homeowner Liability - Other	32.69
Total 2130 · Homeowner Liability	-3,863.94
2140 · Hale Ohana Aloha Program	919.84
2150 · LOC First Hawaiian Bank	205,686.70
2160 · Aunty Gwen Lunch Fund	50.00
2180 · Notes Payable - Current Portion	-42,351.00
Total 2100*OE · Current Liabilities	204,653.30
Total Other Current Liabilities	193,692.15
Total Current Liabilities	524,151.84
Long Term Liabilities	
2100P · POB LONG TERM LIABILITES	
2110P · QLICI Due to HFHI NMTC	603,209.00
Total 2100P · POB LONG TERM LIABILITES	603,209.00
2200 · Long Term Liabilities	
2220 · Grant in Aid Loans Payable	179,000.00
2230 · OHA Funding Payable	221,750.00
2240 · SSO Habitat Loans	2,316.50
2250 · RCAC Loan	73,609.37
2200 · Long Term Liabilities - Other	42,351.00
Total 2200 · Long Term Liabilities	519,026.87
2290 · Discount on Notes Payable	-184,011.00

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Balance Sheet

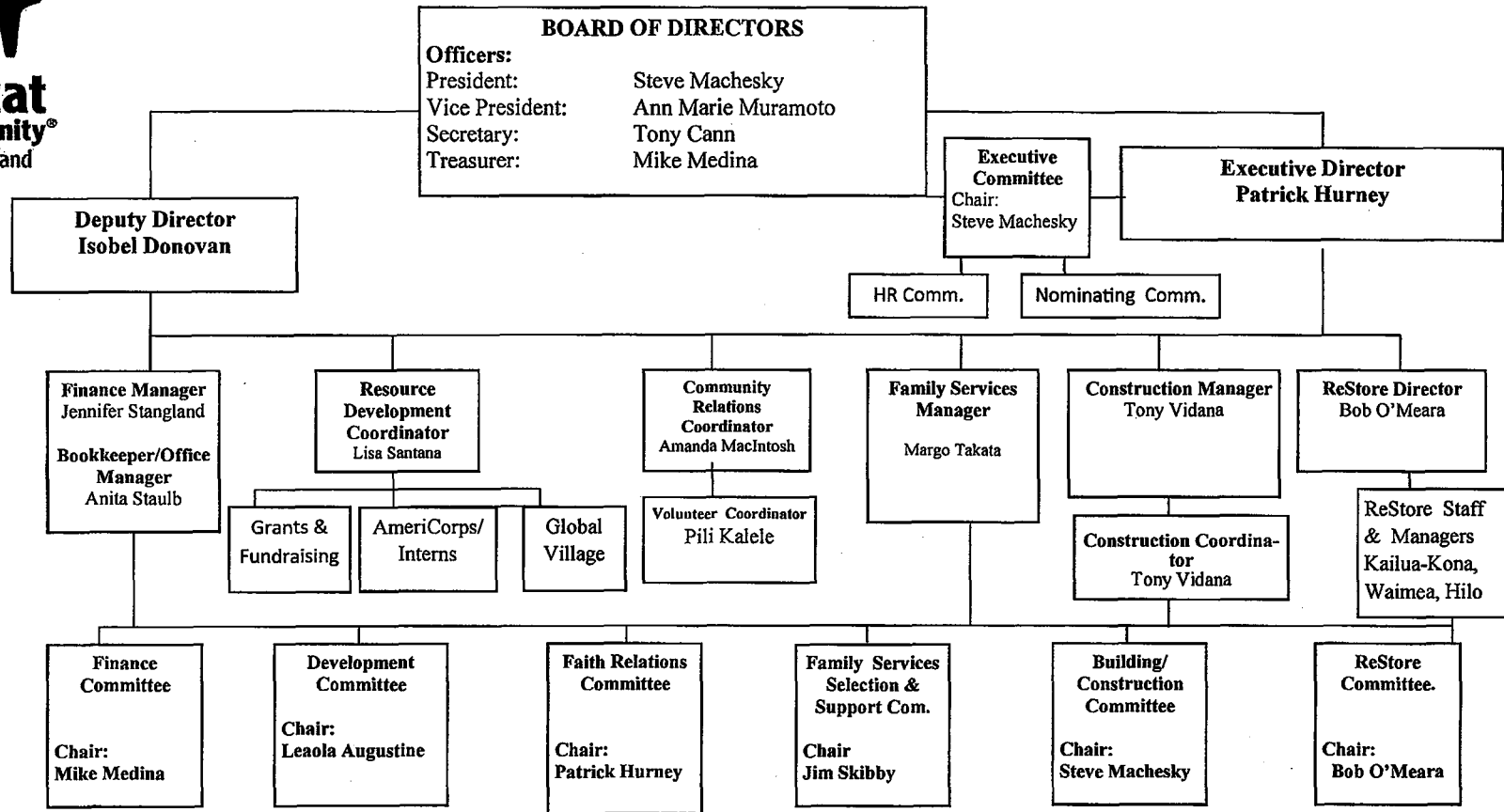
Accrual Basis

As of December 31, 2017

	Dec 31, 17
8400 · Deferred Revenue	-10,815.70
Total Long Term Liabilities	927,409.17
Total Liabilities	1,451,561.01
Equity	
30000 · Opening Balance Equity	1,742,668.36
3100 · Net Assets	-289,524.76
32000 · Retained Earnings	375,472.91
3210P · POB Retained Earnings	-80,463.73
Net Income	-156,329.95
Total Equity	1,591,822.83
TOTAL LIABILITIES & EQUITY	3,043,383.84



ORGANIZATIONAL CHART





JOB DESCRIPTION
JOB TITLE: EXECUTIVE DIRECTOR

Reports to: Board of Directors / President	Program: ALL
Agency/Division: Habitat West Hawaii	Location: Kona Office
Exempt (Y/N): Y	Job Code: Full-Time, Salary
Work Shift: As Needed	Date: May 1, 2017
Approved by:	

Overview:

Under the guidance of the Board President, the Executive Director of the Habitat for Humanity West Hawaii, Inc. is responsible for administering the total operation of the affiliate. The Executive Director provides the overall management and leadership to the affiliate in accordance with the directives, policies, and objectives set by the Board of Directors. The Executive Director accepts the covenant of Habitat for Humanity International (HFHI) and is the leading advocate in the community of HFHWH in regard to fulfilling its' mission and vision statements.

The Executive Director is responsible for the overall success of the affiliate. This position is primarily concerned with ensuring that the affiliate is meeting the short term and long term goals of the strategic plan therein meeting its mission. Therefore, successful fulfillment of this position should be measured by:

1. Continued growth of the budget, allowing for additional builds.
2. Increased utilization of volunteers.
3. The effectiveness of the affiliate Board of Directors and Board committees.
4. Achievement of affiliate operating objectives.

Job Duties:

The Executive Director will be responsible for:

Administration

- Holding the chief administrative responsibility for public accountability of the affiliate.
- Working through the Deputy Director to oversee the affiliate's strategic plans, new initiatives, and establishes policy and objectives of the organization in accordance with Board directives and organizational mission.
- Oversight of the Deputy Director to administer and manage the daily operations of the affiliate and responsible for all functions of affiliate, including but not limited to construction, the ReStores, volunteer management, family services, mortgage servicing, site selection, faith

relations, marketing and administration

- Oversight of the affiliate financials and expenditures within Board-approved guidelines
- Oversight of all required official records and documents are properly maintained to ensure confidentiality and compliance with federal, state, and local regulations and HFHI guidelines.
- Maintain a working knowledge of significant developments and trends within the affordable housing/homelessness realm and the broader Habitat for Humanity community

Board Development

- Keeping the board fully knowledgeable on the condition of the affiliate and all important factors influencing it.
- Recommending all appropriate Board action and implements Board policies needed to insure that affiliate operates as a progressive Christian non-profit organization.
- Providing organizational development opportunities for board, including annual planning meetings, retreats, and recognition events.
- Recruiting and maintaining board member for the optimum number of directors for the success of the affiliate.

Fundraising

- Oversight of the Deputy Director with Resource Development Committee in developing and implementing its fundraising plan and budget
- Oversight of the Deputy Director with ReStore Operations in developing and implementing its marketing plan and budget

Public Relations & Communication

- Assisting the Deputy Director work with Public Relations Committee in developing and implementing a public awareness strategy
- Establishing and maintaining effective working relationships for advocacy with all governmental agencies and legislatures necessary for affiliate success.
- Representing Habitat for Humanity to interested communities, churches, businesses, groups, foundations, and community leaders.
- Serving as the primary communication link among the HFHI office, SSO office, and board members
- Providing organizational development opportunities for staff, and community volunteers, including annual planning meetings, retreats, and recognition events
- Oversight of orientation to board, staff, and community volunteers
- Insures positive communications and relations with constituents and staff.



Education & Experience:

Masters degree in related field, minimum of ten years with Habitat for Humanity or nonprofit management experience or equivalent in a related field. Background must include strong skills in human relations, budgeting, sound fiscal management, financial development, board, staff, and donor development, committee and board relations and personnel supervision.



Job Description:

Job Title:	Finance Manager
Department:	Finance, Exempt
Reports Directly To:	Deputy Director

Basic Function: Responsible for the gathering and reporting of the financial position of Habitat for Humanity West Hawaii to the Executive Director, Finance Committee, and Board of Directors in an accurate, complete, and timely manner.

Dimensions:

- Communicate effectively with people of all levels
- Oversee finance and mortgage receivables
- Ensure that HFHWH is a good steward of financials
- Be willing to learn and report on any program that would benefit the financial situation of HFHWH
- Develop and maintain relationships with volunteers, vendors, and professional service providers
- Utilize volunteers for administrative tasks, as appropriate
- Interface with all management staff to identify support needs of the organization

Principal Accountabilities:

Budgeting/Cost Accounting

- Provide current and forecasted reports on the financial position of HFHWH.
- Create internal financial controls and best practices.
- Provide monthly financial recap for executive leadership team.
- Provide monthly and quarterly dashboard reports.
- Collaborate with all management staff regarding implementation of best practices; staying within established budgets and guidelines, and streamlining processes.
- Lead annual budget process.
- Direct the annual audit and 990 preparations.
- Perform/review daily, weekly, and monthly account reconciliations, as appropriate.
- Approve cash transfers between accounts.
- Prepare and administer 1099's.
- Process pay-roll and all tax reporting.
- Monitor the financials of ReStore operations
- Maintain and report on all POB account transactions.
- Oversee mortgage servicing, origination, and reconciliation including late payments.
- Record foreclosed, modified, or repurchased mortgages.
- In cooperation with The Family Services Coordinator, assure organization maintains current mortgage related practices with federal regulations.

- Maintain and nurture productive relationships with third-party mortgage related financial institutions.
- Record any sale of mortgage including any loan of mortgage.
- Manage cash flow and maintain accurate forecasts of organizations cash position.

Administration: * these duties are to be performed in conjunction with Deputy Director and Executive Assistant******

- Coordinate and oversee human resources activities with Deputy Director
- Manage confidential data including; hiring, corrective actions, terminations, and pay increases.
- Review organizations employment compensation package to be competitive with local nonprofit market.
- Oversee coordination of staff benefits, including but not limited to, health, dental, vision, retirement, and workers comp.
- Ensure that reasonable internal controls are in place to safeguard corporate assets, financial, and employee data.
- Perform other duties as assigned

Reporting

- Provide required monthly, quarterly, and annual financial reports and remittances to financial institutions.
- Provide monthly, quarterly, and annual financial reports to the Deputy Director and Board of Directors.
- Coordinate with the board treasurer and report financial activities and needs to the finance committee.
- Create monthly and quarterly cash flow, variance, and dashboard reports for the executive leadership team.

Payroll and Human Resources

- Supervise bi-weekly payroll
- Ensure all necessary tax reporting has taken place.
- Collecting and data entering time accurately, completely and timely.
- Generating and controlling disbursements effectively and efficiently.
- Ensuring benefits and human resources record retention.
- Ensure all records are prepared and filed with Deputy Director.

Committee Involvement

- Recruit and manage volunteer participants for the Finance Committee
- Provide necessary reports to any committee seeking financial forecasting with approval of the Deputy Director.
- Lead by example and take hands on approach.
- Work with development committee to advise and produce fundraising opportunities.

Monitor Compliance

- Ensure all federal, state and/or local tax, withholding and other government reporting is completed/maintained as required for not-for-profit organizations.
- Ensure compliance with all grant standards including audit guidelines for each of these.
- Ensure compliance with all POB related activities.
- Ensure compliance with any future finance leveraged activities.

Staff Leadership

- Lead and motivate staff to meet their objectives via the cost-effective use of resources.
- Develop the volunteers to take on new and expanded responsibilities.
- Evaluate and recruit appropriate volunteer candidates for the finance and office roles.
- Ensure all associates receive adequate training to perform their duties.
- Provide on-going feedback and prepare annual performance evaluations.
- Participate in periodic strategic planning sessions and activities for the future of Habitat for Humanity West Hawaii.
- Attend key fundraising and networking events as invited as a member of the Habitat for Humanity West Hawaii Finance Committee.

Internal Interactions:

All Staff & Volunteers

External Interactions:

Board of Directors
 Habitat Volunteers
 Attorneys
 Insurance Agents
 Habitat Homeowners
 Sub-contractors & Suppliers
 (e.g. accts payable inquiries)

Knowledge/Education:

Accounting exposure/experience
 Computer skills, including database management, spreadsheet and accounting software
 Communication Skills
 Organizational Skills
 Attention to Detail
 Managing Multiple Priorities

Date of Description:

May 17, 2017

Staff signature: _____

Date: _____



Job Description: Construction Manager

Reports to: Deputy Director	Program: Construction
Agency/Division: Habitat for Humanity Hawaii Island	Location: West Hawaii
Job Code: Full-Time (exempt)	Date: October 12, 2017
Approved by: Board of Directors	

Position Summary:

To oversee all field aspects of Habitat for Humanity West Hawaii construction department in a way that utilizes staff, Sub-contractors, Site Supervisors, AmeriCorps members, and volunteer labor and materials to produce quality homes and home repairs in a safe affordable manner. Position will include managing construction staff and volunteers, overseeing residential construction sites, training volunteers, assisting with plan and site development, developing construction quality assurance methods to improve long term product, and working closely with Habitat team to rehabilitate and build new residential homes.

Key Responsibilities

Pre-Construction Planning:

1. Attend Habitat Building Committee meetings.
2. Work with Habitat Team to develop an overall construction plan.
3. Develop and execute short term construction schedule in partnership with Habitat team.
4. Communicate as-built drawings and help maintain working drawings.
5. Develop detailed schedules for each project.
6. Be familiar with Habitat requirements and suggestions regarding building.
7. Advocate for accessible to Sustainable Building and Energy-Efficient housing.

Construction Staff Management:

1. Supervise professional and volunteer construction personnel. Utilize existing skilled persons maximizing benefit.
2. Identify, train and support volunteer site supervisors.
3. Provide training and development opportunities for staff and long-term volunteers.
4. Work closely with construction staff on weekly plan update. Communicate the plan to all staff.
5. Work with Construction Staff, Volunteer Coordinator and Family Services to insure that volunteers and partner families are productively involved in the construction process. (The houses should not be built by the Construction Staff and/or a select few volunteers.)
6. Apprise Volunteer Coordinator of upcoming volunteer and skill needs.
7. Attend special events and conferences as appropriate.
8. Work with construction personnel to follow and continuously implement safety program.

Construction Procedure:

1. Provide contracts to subs and ensure timely and accurate completion.
2. Order inspections; ensure that houses are built to code.
3. Use in-kind material and labor when possible.
4. Provide updates regarding project status and estimated completion dates.
5. Responsible for projects until 100% complete and sold to homeowner.
6. Work to develop QA methodology to ensure quality construction.
7. Provide clear leadership with the safety plan to ensure understanding and full utilization.
8. Work with Habitat Team to quickly handle any warranty repairs.

Materials and Labor procurement:

1. Ensure timely clear communication with contractors and vendors. Develop working relationships.
2. Responsible for ordering correct quantity and having materials delivered on time.
3. Maintain and develop new connections to vendors.
4. Negotiate prices and timelines for subcontracted services in conjunction with the Project Manager.
5. Negotiate prices for materials in conjunction with the Site Supervisors.
6. Oversee tool/equipment inventory, management and repairs.

Management of Information:

1. Approve all construction-related invoices, code appropriately.
2. Estimate and report value of in-kind gifts.
3. Use pre-construction meetings to help Project Sponsors and Habitat team understand responsibilities, procedures and to have a meaningful volunteer experience.
4. Provide construction project budgets to Finance Director and Executive Director

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience: College degree in related field with two years experience in the provision of services and construction.

Physical & Mental Abilities: Must be able to lift 25 lbs. Must be able to manage individuals in leadership role and to use effective and clear communication; and effectively manage multiple tasks and work under pressure to meet multiple demands and deadlines; and communicate clearly, diplomatically, and effectively both verbally and in writing.

Attitudes & Attributes: Must be able to relate well and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial and educational diversity of clients and co-workers; and maintain positive personal and phone contacts, projecting open, warm and positive communications (written and oral). Person must have an absolute commitment to job safety.

Other Skills & Abilities: Must have PC skills, preferably with word processing, database and spreadsheets. In addition, must have access to a vehicle, and if driving, must have a valid driver's license, a safe and responsible driving record, plus current no-fault auto insurance, with at least the minimum State of Hawaii coverage requirements. May occasionally need to be flexible with work schedule, pending the need to deliver services outside the normal work shift and have access to cell phone.

Desired Experiences, Skills & Abilities: Minimum 5 years experience in Construction and Project Management skills with proven record of increasing responsibility and achievement.

Signature: _____ Date: _____

MEMORANDUM OF UNDERSTANDING BETWEEN HAWAII HABITAT FOR HUMANITY ASSOCIATION INCORPORATED AND DEPARTMENT OF HAWAIIAN HOME LANDS REGARDING HABITAT FOR HUMANITY AFFILIATES. (SUPPLEMENTS MOU DATED MAY 29, 2002)

This Memorandum of Understanding is entered into on this 25th day of July, 2013, by and between the State of Hawaii by its Department of Hawaiian Home Lands (hereinafter "DHHL") and Habitat for Humanity, Inc. (hereinafter "Habitat") (hereinafter collectively the "parties").

WHEREAS, the May 29, 2002 Memorandum of Understanding between Habitat for Humanity Association, Inc. and the DHHL (hereinafter "May 2002 MOU"), defined the basic relationship, responsibilities, agreements and requirements of the DHHL and Affiliates in carrying out its affordable housing program on Hawaiian home lands with eligible Lessees/applicants.

WHEREAS, the DHHL has been authorized by its Hawaiian Homes Commission to provide Habitat loans through its Native Hawaiian Housing Block Grant program (hereinafter "NHHBG"), to eligible homestead Lessees who have partnered with Habitat Affiliates to construct or repairs their homes.

NOW THEREFORE, the parties hereby agree to the following:

1. Whenever a DHHL Habitat loan is made to a Lessee working with an Affiliate to construct or repair their home, the Affiliate will be responsible for collecting the first year premium and forwarding Homeowners insurance and Hurricane insurance premiums to the insurance provider and forwarding copy of proof of insurance to DHHL. Should the Lessee who has partnered with the Habitat Affiliate become delinquent on its insurance, the Habitat Affiliate will assist DHHL in working with the family to bring insurance payments current.
2. Should the Lessee who has partnered with the Habitat Affiliate become delinquent on its DHHL mortgage, the Habitat Affiliate will assist DHHL with Loss Mitigation work to bring mortgage payments current.

by collecting an additional deposit from the Lessee

and prior to close of escrow
MR

IN WITNESS WHEREOF, the undersigns have executed this Memorandum of Understanding dated 25th day of July, 2013.

Hawaii Habitat for Humanity Association, Inc.


By its Authorized Representative

Kauai Habitat for Humanity, Inc.

By its Authorized Representative

~~EST~~ Kona Habitat for Humanity, Inc. ^{WEST HAWAII, Inc.}

[Redacted]

By its Authorized Representative

Molokai Habitat for Humanity, Inc.

By its Authorized Representative

Honolulu Habitat for Humanity, Inc.

[Redacted]

By its Authorized Representative

Leeward Habitat for Humanity, Inc.

[Redacted]

By its Authorized Representative

Habitat for Humanity Maui, Inc.

[Redacted]


By its Authorized Representative

Hale Aloha O Hilo Habitat for Humanity, Inc.

[Redacted]

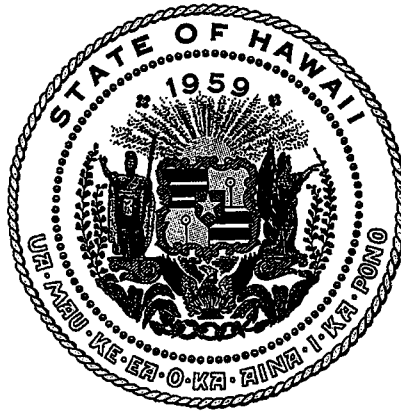
By its Authorized Representative

APPROVED AS TO FORM:


Deputy Attorney General
State of Hawaii

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN
HOME LANDS


By Jobie M.K. Masagajani,
Chairman
Hawaiian Homes Commission



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HABITAT FOR HUMANITY HAWAII ISLAND, INC.

was incorporated under the laws of Hawaii on 07/02/2001 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the
Department of Commerce and Consumer
Affairs, at Honolulu, Hawaii.

Dated: December 21, 2017

Director of Commerce and Consumer Affairs



The Senate

STATE CAPITOL
HONOLULU, HAWAII 96813

OFFICE OF SENATOR JOSHUA BOOTH GREEN M.D.

January 12, 2017

Senator Jill Tokuda
Chair, Committee on Ways and Means
Hawaii State Senate

Senator Sylvia Luke
Chair, Committee on Finance
Hawaii State House of Representatives

Re: Support for Habitat for Humanity West Hawaii's application for Grant-in-Aid

Aloha Chairs Tokuda and Luke,

I am pleased to offer my strong support for Habitat for Humanity West Hawaii's Grant-in-Aid application. Access to affordable housing is one of the major disparities on the Big Island. Habitat for Humanity West Hawaii has and continues to work to alleviate this housing situation in our community. I understand that they are requesting financial support from the State to complete a project which will have a tremendous impact on the people of West of Hawaii.

Habitat for Humanity is the only affordable home builder that serves the lower end of the income spectrum, serving those who earn between 30% and 80% of the AMI on a no-interest, no profit basis. They have built 32 homes for low income families on the west side of the Big Island, and have been advocating and providing training and access to resources to help families improve their living situations.

Owning a home is a dream that every family hopes to attain, however, the cost of living in Hawaii makes it challenging for most people. For most families, especially with low-income, that dream has become impossible. Habitat for Humanity has brought hope to many families in our community by providing homes and the opportunity to build wealth equity, and financial stability for healthcare services and other important life necessities.

I implore you to help Habitat for Humanity West Hawaii provide our families with the opportunity to have a durable place to live in with dignity and providing safety for our children, by granting their request.

Senator Joshua Booth Green M.D.

3rd District - Kona, Kau

HAWAII STATE CAPITOL, Room 407 - HONOLULU, HAWAII 96813

PHONE: (808) 586-9385 • Cell: (808) 937-0991 • TOLL FREE HAWAII ISLAND: (808) 974-400 ext. 9385 • FAX: (808) 586-9391 •

E-MAIL: sengreen@capitol.hawaii.gov

OFFICE OF SENATOR JOSHUA BOOTH GREEN M.D.

Please contact me should you have any questions or if there is anything I can help with to provide support for the people of West Hawaii, at 586-9385.

Sincerely,



Josh Green, M.D.
State Senate

Senator Joshua Booth Green M.D.

3rd District - Kona, Kau

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