

House District(s)
9,10,11,12,13

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

Log No:

Senate District(s) 5,6,7

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 FOR INTERNATIONAL INC.

Db/a: **HABITAT FOR HUMANITY MAUI, INC.**

Street Address: 970 LOWER MAIN STREET
WAILUKU, HI 96793

Mailing Address:

SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SHERRI K. DODSON

Title EXECUTIVE DIRECTOR

Phone # 808-242-1140

Fax # 808-242-1141

E-mail sherri@habitat-maui.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 MAUI IS REQUESTING FUNDS TO HELP PURCHASE 25 LOTS IN HANA, HI FOR ITS AFFORDABLE HOMEOWNERSHIP PROGRAM. HANA HAS A CRITICAL NEED FOR AFFORDABLE HOUSING. THIS PROJECT WILL SERVICE 25 FAMILIES (OR UP TO 100 OR MORE INDIVIDUALS).

4. FEDERAL TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 1,000,000

5. STATE TAX ID #: [REDACTED]

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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE: _____ AUTHORIZED REPRESENTATIVE:

[REDACTED]

SHERRI K. DODSON, EXECUTIVE DIRECTOR

1/18/2018

DATE SIGNED

JAN 19 2018
11:51 AM

Application for Grants

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;

Habitat for Humanity Maui (HHM) is an anti-poverty, ecumenical nonprofit organization that builds affordable housing for low-income people on Maui and Lanai. Habitat has been building homes for Maui's families for the last eighteen years. With each year Habitat's capacity has grown. Since 2003, Habitat has completed over 100 projects on Maui, Lanai and Molokai.

As an affiliate of Habitat for Humanity International (HfHI), Habitat Maui has the full support of hundreds of affiliates who also build multi-family projects. Habitat Maui collaborates with larger affiliates across the nation in order to take their knowledge and expertise into consideration when planning local projects. HfHI construction personnel are also available for consultation on all affiliate projects. As part of our Construction team, we have two contractors on our board of directors, both with many years of both commercial and residential construction. Habitat for Humanity Maui is a licensed contractor with the State of Hawaii (BC 32403).

Habitat for Humanity Maui is applying for a grant to help purchase 25 lots described as the Kawaipapa Project in Hana. The project will solely be for families and individuals with incomes below 80% of the median income for Maui County. Habitat feels that this project is essential as there has been little or no affordable housing built in Hana.

The houses built will be single family homes. The size of the approved family will determine the size of the home with the smallest home being a two bedroom for a single person to four or five bedroom for a large family. Each home will be turn-key and come with a refrigerator and range.

The units will be financed by HHM, who will lend the money to potential homeowners at 0% interest. The units will also have a Silent Second Mortgage that will be the difference between the fair market value of the property and the sales price. The Silent Second will stay in effect for the entire mortgage period with the Homeowner acquiring shared equity after the 11th year of ownership.

Habitat for Humanity Maui is a certified U.S. Department (HUD) Housing Counseling Agency and will provide homeowner education, budget counseling and credit counseling. Habitat will continue family support for all the families after they move in to assure that the families are successful homeowners.

Habitat Maui will finance the project with funds from the Affordable Housing Fund, USDA, a sale of the potential mortgages and fundraising. The USDA grant is tentative but the financing is firm. Fundraising and grant writing will continue.

The Kawaipapa Project is a project that was brought before the County Council for a 201H approval and has been approved. All requirements for this project have been completed by the Developer. They will provide pad-ready lots to Habitat at a discount price. The entire project is deemed affordable, serving 25% to 140% of median income.

All environmental and land use issues are being handled by the developer and to our knowledge have been completed. We have already been given a Letter of Intent to purchase the 25 lots from the developer. We can purchase the lots as soon as funding becomes available. The project schedule as of this date is that site work should be complete by the last quarter of 2019 and then Habitat will take position once all infrastructure has been complete.

2. The goals and objectives related to the request;

This project addresses the recently 201H approved Kawaipapa Project in Hana, HI. The purpose of this project is to build 25 affordable homes while partnering with and selling homes to low and very low income families using the self-help model.

Goal: To Select, Qualify and House 25 families by building 25 homes.

Objectives:

- (1) Select and qualify twenty five very low to low income families that are in need of housing and that have income to be able to repay a 0% interest mortgage for the cost of the homes.
- (2) To produce and complete twenty five affordable house and lot packages using the self-help model and keep the total cost to about 50% of market value.
- (3) To provide financing for 30 year 0% interest mortgages to these twenty five low income families.

3. The public purpose and need to be served;

This project will provide a home ownership opportunity on fee-simple land for 25 low-income Hana families. Home ownership, like good health and education, creates stable families and communities, and helps families accumulate assets that contribute to their wellbeing for generations to come.

It is understood that the need for affordable housing is chronic and pervasive over all areas of the island and across a wide range of income levels and family sizes. There is not one solution to providing more affordable housing, but many. HHM serves the niche of the families who fall between 25-80% of the Adjusted Median Income for Maui County. There is no other affordable housing provider in Maui County that also services this population. It is our self-help model and ability to assemble substantial private support in

the form of money, services, materials and volunteer labor that makes our building cost-per-square-foot so low. At an average of \$100 per square foot, we are likely the lowest-cost builder on the island. In addition we have produced ready-to-builds lot (at least 6,000 sq. feet) for \$115,000, which is a very low cost for the County of Maui.

And because we are, at our core, an anti-poverty organization, our mission is to reach out and work with motivated families at the lowest income range for home ownership. Our Habitat Homebuyers are often not able to qualify for a market price home with a conventional loan, but we work intensively with them to reduce debt, and improve their credit rating so that they can fulfill their mortgage obligation for the new home. We believe that our Habitat Homebuyers are the agents of their own success and it is our role to help them prepare for and take advantage of the benefits of home ownership.

4. Describe the target population to be served; and

Our target population includes low- to very-low income families who are at or between 25%-80% of the median income for Maui County. The table below represents the 2017 income range and family size for the population we serve:

FY 2017 Income Limits Summary Maui County, Hawaii

FY 2017 Income Limit Area	Median Income	FY 2017 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
		Extremely Low (30%) Income Limits	\$18,100	\$20,700	\$23,300	\$25,850	\$27,950	\$30,000	\$32,100	\$34,150
Maui County	74,100	Very Low (50%) Income Limits	\$30,150	\$34,450	\$38,750	\$43,050	\$46,500	\$49,950	\$53,400	\$56,850
		Low (80%) Income Limits	\$48,250	\$55,150	\$62,050	\$68,900	\$74,450	\$79,950	\$85,450	\$90,950

In general, the homebuyer households we work with are people who work in low wage jobs, have large families, and/or live on a fixed income of retirement or disability payments. It is important to us that they meet a basic threshold of income level because

they will assume an affordable mortgage for their new home and they must have enough income to make their monthly payment.

Families in our Target Population are residents in Maui County, must be first-time home buyers, must meet the income eligibility as stated above, must demonstrate a need for improved housing, have good enough credit, and must be willing to work for this opportunity by contributing over 500 hours or more of their own labor. There are no other requirements or restrictions for application.

There are few opportunities to increase home ownership for most families in our Target Population. Their income level and lack of enough savings for a traditional down payment often put home ownership out of their reach. They usually remain renters, remaining in substandard or over crowded living conditions. Owning their own home is an opportunity that changes their lives and improves the community they live in.

5. Describe the geographic coverage.

This project serves the entire island of Maui. The actual lots are located in Hana on Hana Highway TMK (2) 1-3-04:01.

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;

Habitat for Humanity Maui follows the long standing and tested family selection process created by Habitat for Humanity International. Applications are provided online, mailed or available at our office. We will also provide applications at local community meetings in Hana. Deadlines are established for the return of applications and for all information needed to evaluate the application. The files are reviewed by the Family Selection Committee. This committee is comprised of mortgage lenders, bank officials, and social workers. The file is reviewed for completeness, as well as for meeting the basic requirements of Habitat, which includes the showing of need, the ability to repay the 0% interest loan and the willingness to partner with Habitat (including providing at least 500 hours of sweat equity).

Habitat looks for families that are living in substandard housing, living in overcrowded quarters, paying more than 30% of their income for housing or who are currently or recently homeless. The family's financial situation is accessed to see if they fall within the 25% to 60% of median income guidelines. Habitat will accept families that earn up to 80% of median income if there are not enough qualified families within the 25% to 60% median income category.

Habitat reviews the families' credit report and if inadequate, refers the family to our homeownership counselor who helps the family repair their credit report. Habitat will accept families with poor credit history if they are willing and able to repair their credit history.

Lastly, families are required to read and fully understand Habitat's partner agreement. The Agreement clearly states sweat equity of at least 500 hours that is required by each family. In addition each family must do at least 8 hours of "Get Acquainted Hours" on someone else's house so they clearly understand our program and make sure it's the right fit. The elderly and disabled are provided opportunities for their sweat equity in creative ways to accommodate physical constraints.

The Family Selection committee does a home visit and then determines if they will recommend the family for Partnership. If the family is referred then the file is given to the Executive Director for final review. The Executive Director prepares a summary for the Board of Directors deleting any reference to family name. The Board of Directors makes the final decision of approval.

Once the family is approved, they must attend HHM's HUD-certified classes that include credit counseling, budget counseling and debt management. They also learn more about Habitat and the requirements of sweat equity. They begin their sweat equity immediately and may work on other Habitat homes.

Once a family is accepted they are monitored by our Family Support Committee. Each committee member is a skilled social worker and works with the family on any issue that will help them with home ownership. The Family Support Manager continues working with the family even after they move into their home.

Habitat requests income verification each year from all its Partner Families. HHM's Family Support Manager continues to be available for families for whatever they might encounter as new homeowners.

Habitat not only builds the project, we also are the lender and issue a mortgage at a 0% interest rate that only includes the cost of the unit with no profit. The unit is sold with a 30 year 0% interest mortgage for the actual cost. There is a buy back clause and restriction for owner occupancy. A Silent Second Mortgage is also executed that includes the difference between the fair market value and the actual sales cost of the unit. This Silent Second Mortgage will stay in effect the entire mortgage period (with the Homeowner acquiring shared equity after the 11th year of ownership), well beyond the 10 years required by the Residential Workforce Housing Ordinance. All mortgages will be recorded so that no sale can occur without notification to Habitat.

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

- (1) Select and qualify twenty five very low to low income families
Timeframe: 3 months
- (2) Produce and complete twenty five affordable house
Timeframe: 4 years
- (3) Close mortgages
Timeframe: 2 months

The total project timeline is four and half years. There will be overlap between the building of homes and final mortgage closings which can be done concurrently.

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

HHM's Construction Supervisor monitors all construction activities at our home sites on a regular basis. This includes work conducted by subcontractors as well as HHM staff and volunteers. All material orders are done through the Construction Supervisor and all work is tracked through established systems and schedules. The Construction Supervisor also receives and complies with all necessary County Building Regulations and Permits and coordinates and receives County inspections and approvals throughout the home construction process. Ensuring that each stage of home construction is started and completed according to our construction timetable is essential to keeping at or under budget and completing the building project without significant delay.

Further evaluation occurs through job costing and subsequent surveys of homeowners, staff, and vendors in an effort to make improvements and streamline future projects.

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.**

We will measure the effectiveness of our efforts on this project by routinely checking our progress against the three objectives outlined in Part I Background and Summary, Item 2.

- (1) Select and qualify twenty five very low to low income families that are in need of housing and that have income to be able to repay a zero percent interest mortgage for the cost of the homes (3 months)
- (2) Produce and complete twenty five affordable house and lot packages using the self-help model and keep the total cost to about 50% of market value (4 years)
- (3) Provide financing for twenty five 30 year 0% interest mortgages to the low income Homebuyers (2 months)

III. Financial

Budget

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

Attached.

- 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
\$0	0	\$1,000,000	0	\$1,000,000

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

Other Sources of funding:

HHM will seek funding from the Maui County Affordable Housing Fund in the amount of \$3,000,000. The construction will be financed through forward commitments from an existing partnership with HomeStreet Bank. HHM continues to see the balance of funding through grants such as through USDA or HOME funds.

- 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 and grants it has been and will be receiving for program funding.**

See the attached government contract and grant page of this GIA application. Please note that none of the listed contracts are directly related to the GIA Project referenced in this application.

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

See attached Balance Sheet.

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.

Habitat for Humanity Maui is a locally-governed affiliate of Habitat for Humanity International. HHM employs 10 full-time employees. It manages and directs the work of over 1,000 volunteers annually. All staff have proven experience to carry out their respective duties and to oversee the work of volunteers under their supervision. The Executive Director, Sherri K. Dodson, was the affiliate's first employee and has been in the position since 2003.. There are 12 members of the Board of Directors who meet monthly to review and approve the business of the organization. HHM's service area is the islands of Maui and Lanai.

HHM has completed 115 homes since 2003, serving over 400 individuals.

Experience of related projects:

Project title: Kahawai Condominium (16 units)

Year funded: 2006, 2007 2009, 2010

Date started: 11/15/2012

Date completed: 3/01/2015

Total grant/loan amt: \$2,322,757 Source: HOME

Description: Development of the 16 unit condominium project for for low income residents of Maui. Onsite improvements for sewer, water, roads, drainage were required by Maui County. Total cost of the project was \$5,649,784.

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.

The HHM administrative offices and ReStore are currently located at 970 Lower Main St. in Wailuku on Maui. This location includes 8,000 sq. feet of retail space for the ReStore, storage space for materials and equipment, admin offices,

and a conference room for meetings and homeowner education classes. By May 2018, HHM will be completely relocated to a newly purchased warehouse at 1162 Lower Main St, Wailuku HI 96793. The new warehouse will include 24,000 sq. feet of space for the ReStore (tripling our capacity for sales and donations, including bulk donations), a state of the art Homeowner Education Center, and expanded admin offices including more private space for confidential meetings such as personalized credit counseling sessions.

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.

HHM has a team of seasoned professionals responsible for implementing, executing, and completing our home construction project. In addition to Executive Director Sherri Dodson and our Construction Supervisor Mike Gerry, other staff members directly involved in this project include: Deputy Director Richard Carr, Director of Development & Community Relations Max Tornai, and Family Services Manager Sophie Lee.

In Administration, Executive Director Sherri Dodson oversees the project. Assisting her is Deputy Director Richard Carr, who also helps in coordinating logistics and the processing of accounts receivable and accounts payable.

The Family Services department consists of a full-time manager, Sophie Lee. Sophie is a certified NeighborWorks Homeownership Counselor and works closely with the homebuyer applicants to initiate and complete the loan application process.

HHM has a dedicated and very experienced team of Construction staff to carry out the project, which is conducted under the expertise of Construction Supervisor Mike Gerry. Two AmeriCorps National Members (long-term volunteers) assist with leading volunteers crews to provide the home construction labor.

Please see attached resumes of our management team – Sherri K. Dodson, Richard Carr, Mike Gerry, Max Tornai, and Sophie Lee.

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 organization chart that illustrates the placement of this request.

Attached.

C. 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.

Sherry Dodson, Executive Director: \$92,800

Richard Carr, Deputy Director: \$55,125

Max Tornai, Director of Development & Community Relations: \$53,000

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.

Not Applicable.

B. 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.

Not Applicable.

C. 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.

D. 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:

- (1) Received by the applicant for fiscal year 2018-19, but**
- (2) Not received by the applicant thereafter.**

The scope of work in the project will be completed with the funds from this Grant in Aid 2018-2019.

Future Habitat Maui housing projects thereafter will be funded by individual, foundations, business donations, USDA 502 direct loan funds, CDBG loan funds, direct fundraising efforts, and pursuing other financing opportunities through banks and state institutions. The Maui County Affordable Housing Fund is expected to be utilized for construction costs.

E. 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.

Attached.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) 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 is awarded;
 - b) Complies 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;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant 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.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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.

Habitat for Humanity Maui, Inc.

(Typed Name of Individual or Organization)



(Signature)

January 18, 2018

(Date)

Sherri K. Dodson

(Typed Name)

Executive Director

(Title)

Government Contract List

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Habitat for Humanity Maui, Inc.

Contracts Total: 2,322,757

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME PROGRAM)	11/15/2012 - 3/1/2015	Dept. of Housing & Human Concerns	Maui County	2,322,757
2					
3					
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Budget Forms

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: **HABITAT FOR HUMANITY MAUI, INC**

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS:				
No GIA Funds will be used for salaries.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: **HABITAT FOR HUMANTY MAUI, INC**

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				
No GIA Funds will be used for Equipment.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				
No GIA funds will be used for motor vehicles.				

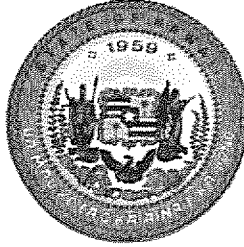
BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: **Habitat for Humanity Maui, Inc.**

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			1000000			
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:			1,000,000			
JUSTIFICATION/COMMENTS:						
\$1,000,000 will goes towards land acquisition of 25 lots in Hana for affordable housing.						

Certificate
of
Good Standing



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: HABITAT FOR HUMANITY, MAUI, INC.*

DBA/Trade Name: Habitat for Humanity Maui, Inc.

Issue Date: 01/18/2018

Status: Compliant

Hawaii Tax#: [REDACTED]

New Hawaii Tax#: [REDACTED]

FEIN/SSN#: [REDACTED]

UI#: [REDACTED]

DCCA FILE#: 109229

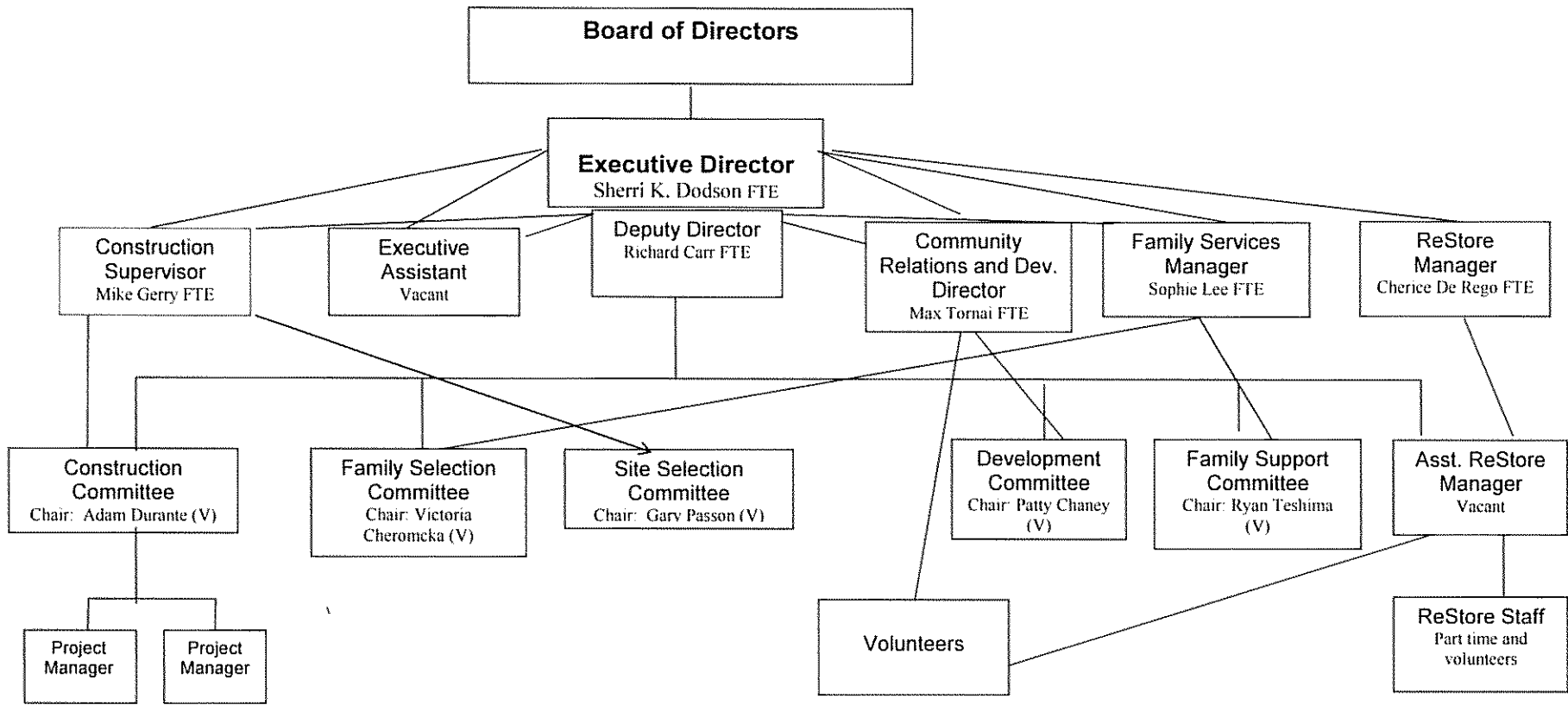
Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

Organization Chart



FTE – Full time equivalent
(V) - volunteer

Management Team Resumes

617 Kaiola Street Phone 808-879-1353
Kihei, Hawaii 96753 Cell 808-357-3416
E-mail sherddodson@hawaiiantel.net

Sherrilee K. Dodson (Sherri)

Education	1983 – 1986 – Western State University School of Law (Thomas Jefferson School of Law) San Diego Juris Doctor Law Review Editor
	1979 – 1983 - University of Hawaii Manoa Bachelor of Arts, Political Science Emphasis in Hawaiian Studies
Work Experience	2003 - Present Executive Director Wailuku, Maui Habitat for Humanity Maui
	1989 – 2004 Professor, University of Phoenix Wailuku, Maui Professor of Law and Ethics in the Master’s program and undergraduate program.
	2000 - 2003 Self Employed Kihei, Maui Attorney, Immigration Law.
	2001 – 2003 Substitute Teacher Pukalani, Maui Kamehameha School, Maui Campus
	1989 - 2001 Law Offices Of Jan K. Apo Wailuku, Maui Attorney, Immigration Law
	1987 - 1989 Case & Lynch Kahului, Maui Legal Assistant in Personal Injury, Business Law and Corporations
Volunteer Experience	Certified Mediator, Mediation Services of Maui; Past Officer and Board Member of First Night Maui; Past Officer, Lupus Support Group of Maui; Volunteer, National Kidney Foundation; Volunteer and Speaker, Organ Donation Center of Hawaii; Treasurer, Maui Nonprofit Directors Association

Appointments and Commission	1991 – Maui County Charter Commission; 2004 – State of Hawaii Executive Salary Commission; 2008 Governor’s Task Force on Barriers to Affordable Housing; 2008 – 2012 Board of Director for Hawaii Public Housing Authority; 2007 -2009 Maui Housing Council
Other Qualifying Experience	Experience in Grant writing and fundraising
Publications Recognitions	Immigration Law, Pacific Business News, 1989 Clarence Jordan Award, 2004, Western States Region (for demonstrated Creativity and Innovation); HomeStreet Community Housing Award, 2006; Executive Director of the Year, Maui Nonprofit Directors Association on 2009; Finalist for Pacific Business News 2011 Women Who Mean Business, Outstanding Women Leaders in Business & the Community
Fellows	PONO Fellow, Class of 2007; Weinberg Fellows Class of 2006

Mike Gerry

2861 Liholani Street
Pukalani HI 96768
Phone: (808) 281 8701
Email: mike-habitat@hawaiiintel.net

EDUCATION

1963-1967 BA Physical Education, San Diego State University

EMPLOYMENT

2005-present- *Construction Supervisor Habitat for Humanity Maui*
Oversee new home construction at several project sites.

1989-2003 *Owner/Manager Silver Cloud Ranch*
Refurbished old ranch buildings, created and ran 12 unit bed and breakfast on 9 acres in Kula Maui, HI. Sold business and property in 2003.

1978 -1989 *General Contractor, Michael S. Gerry General Contractor and Gerry Brothers Builders*
Built single family homes on Maui including Federally subsidized Farm Home Loan Administration housing.

19xx-1978 *Lead Carpenter and Job Superintendant, several companies in San Diego area.*
Worked on high end custom homes, and light commercial construction.

1968-1971 *Faculty, San Diego State College*
Taught PE classes and coached varsity swimming and water polo teams.

1967-1968 *Swimming and Water Polo coach, University of Calif. San Diego.*

ACTIVITIES

Masters swimming, outrigger canoe paddling , 6 years head coach Kihei Canoe Club.

One of the original founders of the Kihei Youth Center.

RICHARD CARR

(808) 205-4790

68 Papahi Loop, Kahului HI 96732

Richard@Habitat-Maui.org

Objective

To obtain a position where I can utilize my customer service, interpersonal, communication, and organizational skills, as well as contribute to an efficient work environment.

Work History

2012 to Present: HABITAT FOR HUMANITY MAUI, INC. - WAILUKU, HAWAII

Deputy Director

- Office Manager / Database Manager
- Partner Family mortgage payment receiving and reporting
- Grant billing and payment receiving
- Construction Coordinator
- Materials ordering, receiving and delivery to jobsites
- CHODO Trained
- Assist in ReStore operations

2008 to 2012: KAYS JEWELERS - KAHULUI, HAWAII

Sales / Administrative Support – Seasonal Staff

- Customer Service / Sales
- Store opening / closing procedures / cash handling / bank deposits
- Merchandise receiving / shipping / Inventory control

2010 to 2012: WOMEN HELPING WOMEN - WAILUKU, HAWAII

Office Manager, Maintenance Operation Manager & Inventory Manager for ReVive Boutique

- Provide administrative and computer support to the Executive Director and other agency staff.
- Assist with opening and operation of the new agency Resale Boutique – ReVive Boutique
- Assist with food shopping and maintenance for the Domestic Violence Shelter

2000 to 2001 & 2008 to 2010: ARTHUR'S LIMOUSINE SERVICE - KAHULUI, HAWAII

Chauffeur / Airport Greeter

- Airport greeter, limousine driver
- Customer service, assisting clients with luggage during airport and hotel check-in and departures
- Wedding driver for Ritz Carlton Weddings in Kapalua
- Providing world class Maui Aloha spirit and service

2005 to 2008: TOWER OF JEWELS / NORTH AMERICAN GOLD – LAS VEGAS, NEVADA

Merchandise Controller

- Diamond /stock inventory control @ Corp. Office of multi-location jewelry manufacturing company
- Product receiving / stock balancing of 20 million dollars of inventory
- Vendor reporting / Stock distribution
- Merchandise – display stock at Corporate located store
- Controller of all Rolex stock for all locations – daily balance & sales reporting to Company Owner
- Assist with website photos & descriptions
- Represent Company- merchandise stock at many Corporate supported charity functions

2003 to 2005: AIDS ACTION COMMITTEE – BOSTON, MASSACHUSETTS

Events Office Manager

- Accounts payable/receivable
- Process event expenses and maintain records of incoming/outgoing finances
- Creating and updating computer records in the Access database for all of the events data
- Process all money from events, over two million annually
- Assist in marketing, planning and production of all events including AIDS Walk Boston, The Mass Red Ribbon Ride and ART-*cetera*
- Assist in website design and maintenance
- Manage online fundraising programs Active.com

Max Tornai

632 Wainee St. Lahaina, HI 96761
(808) 344-8985
maxtornai@yahoo.com

WORK EXPERIENCE

- | | | | |
|----------------|---|---|-----------------------|
| 2014 – Present | - | Habitat for Humanity Maui
Director of Development & Community Relations | Wailuku, Maui |
| 2009 – 2014 | - | Mediation Services of Maui
Executive Director | Wailuku, Maui |
| 2007 – 2009 | - | Publishers Communication Group
Project Manager | Cambridge, MA |
| 2003 – 2007 | - | Circles, Inc.
Team Leader | Boston, MA |
| 2002 | - | AmeriCorps / Rocky Mountain Youth Corps
Crew Leader | Steamboat Springs, CO |

VOLUNTEER EXPERIENCE

- | | | |
|---------------------|---|---------------|
| Board of Directors: | Maui Non Profit Directors Association
Secretary (2012-2013), Vice President (2014) | Wailuku, Maui |
| Other Agencies: | Maui United Way (Fundraising Volunteer), Big Brothers/Big Sisters (Big Brother), Walden Pond State Reservation (Park Restoration), University of Massachusetts Psychology Program ("Talent Advancement Program" Student Ambassador) | |

EDUCATION

- **University of Hawaii – Maui College** Wailuku, Maui
Ka Ipu Kukui Fellow Program
Graduated: 2013
- **University of Massachusetts** Amherst, MA
Majors: Psychology, German Language & Literature
Graduated: May 2003, Cum Laude
Awards: 2003 German Department Undergraduate Book Award
- **Albert-Ludwigs Universität Freiburg** Freiburg, Germany
1999-2001
Concentration: German Language & Literature

SPECIAL SKILLS

- CPR and AED Certified (Infant, Child, and Adult).
- Highly proficiency in all MS Office software, Intuit Quickbooks, and Adobe Photoshop.
- Experience with FileMaker Pro databases, Dreamweaver, Crystal Reports, Envision Recording Software, Avaya Monitoring Software, Aspect Scheduling Software, and Siebel Databases.
- Fluent in German.

SOPHIE LEE

212 Kamaha'o Circle • Wailuku, HI • 96793
(808)226-7767 • s1024lee@gmail.com

EXPERIENCE

Family Services Manager

Habitat for Humanity Maui - Wailuku, HI

2016

- Coordinate between Habitat and partner families to support current homeowners and prepare potential homeowners
- Provide staff support to the Family Selection Committee, including scheduling, coordinating, and attending committee meetings
- Develop a curriculum for Homeowner Education class and conduct individual counseling for partner families and the public at large
- Manage monthly payment schedule for current mortgage holders to determine who is delinquent and develop a proposed plan for approval to the Executive Director

English as a Second Language Teacher

Intrax International - San Diego, CA

2015

- Advanced communication skills in English, Korean, and French
- Communicated effectively with a diverse population from different cultures, socio-economic backgrounds, various age groups, and knowledge-levels
- Proved talent for identifying, interpreting, and delivering information clearly by breaking down complex ideas into meaningful and manageable segments
- Motivated and empowered students to engage in learning by designing, developing, and implementing a unique curriculum through technology and interactive learning

Restaurant Manager

Charlie's Main St. - Minot, ND

2013-2015

- Supervised tasks and managed the direction of employees to ensure compliance with food safety procedures, water conservation, and quality control guidelines
- Maintained a productive climate by recruiting, training, coaching, and motivating employees to meet the high performance standards in an efficient and timely manner
- Resolved problems to the mutual satisfaction of all involved parties by generating workable solutions with the highest level of customer service standards
- Handled administrative documents using MS Word, Excel, Outlook, and PowerPoint

Public Relations Intern

San Diego Foundation for Change - San Diego, CA

2012

- Planned, developed, and executed PR strategies to help modify the image of a non-profit organization to ensure strong brand alignment and consistency
 - Produced and managed highly innovative marketing campaigns, newsletters, and brochures through digital channels to grow digital audiences
 - Established community relations and gained recognition through event planning, fundraising, sponsorship development, and involvement in community initiatives
-

EDUCATION

San Diego State University - San Diego, CA

B.A. in Philosophy

2009-2013

- *Additional coursework:* French; Public Relations
- Leading member of the Institute for Ethics and Public Affairs
- Executive committee in the Special Events Department of The Philosophy Club

Lewis & Clark College - Portland, OR

Cambridge Certificate in English Language Teaching to Adults (CELTA)

2014

Balance Sheet

Habitat for Humanity Maui, Inc.
Balance Sheet
 As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
1000s · Checking	
1001 · Operating	24,842.98
1002 · Construction	31,882.30
1003 · ReStore	14,960.47
Total 1000s · Checking	71,685.75
1010s · Savings	
1011 · BoH savings	1,491.22
1013 · Valley Isle Community FCU Savgs	401.42
Total 1010s · Savings	1,892.64
1020s · Temp Restricted/Designated Fnds	
1021 · Escrow - FHB Checking	2,885.95
Total 1020s · Temp Restricted/Designated Fnds	2,885.95
1022 · HomeStreet Bank	503.00
Total Checking/Savings	76,967.34
Accounts Receivable	
1200s · Receivables	
1215 · Employee Receivable	1,384.12
1290 · Other Receivables	13,032.74
Total 1200s · Receivables	14,416.86
Total Accounts Receivable	14,416.86
Other Current Assets	
1300s · Prepaid Expenses	
1310 · Prepaid Insurance	13,054.48
1320 · Other Prepaid Expenses	987.50
1330 · Loan Costs to Amortized	5,000.00
Total 1300s · Prepaid Expenses	19,041.98
1400s · Construction in Progress	
1451 · CIP-Harbor Lights	
1451-01 · Improvements & Overhead	129,622.03
1451-02 · Carrying Costs	231,549.34
1451-03 · Original Condo Purchase	32,177.24
1451 · CIP-Harbor Lights - Other	287.00
Total 1451 · CIP-Harbor Lights	393,635.61
1452 · Kahawai Multifamily	
1452-01 · Site Improvments & Overhead	72.06
1452-02 · Carrying Costs	4,700.58
1452-04 · Construction	190,027.53
1452 · Kahawai Multifamily - Other	360.65
Total 1452 · Kahawai Multifamily	195,160.82
1453 · Lower Main Multifamily	
1453-01 · Site Improvement and Overhead	478,303.85
1453-02 · Carrying Costs	19,112.19
1453-03 · Land	586,577.22
Total 1453 · Lower Main Multifamily	1,083,993.26
1454 · CIP - Kaniho	121,393.70
1455 · CIP - Miller	133,107.88
1456 · CIP - 1162 Lower Main	
1456-01 · Carrying Costs	79,032.67
1456-02 · Construction	5,017.13

Habitat for Humanity Maui, Inc.
Balance Sheet
 As of December 31, 2017

	<u>Dec 31, 17</u>
1456 · CIP - 1162 Lower Main - Other	184,134.64
Total 1456 · CIP - 1162 Lower Main	268,184.44
1457 · Kahoma Subdivision	18,008.89
1458 · CIP Meya - ABWK	4,623.87
1490 · CIP-Project Manager	2,025.00
1499 · CIP-Other	12,820.19
Total 1400s · Construction in Progress	2,232,953.66
Total Other Current Assets	2,251,995.64
Total Current Assets	2,343,379.84
Fixed Assets	
1700s · Fixed Assets	
1725 · Restore Property	2,125,000.00
1730 · Buildings and Real Estate	962,139.68
1731 · Leasehold Improvements	142,650.46
1750 · Office Equipment	27,472.14
1760 · Vehicles, Construction	65,935.17
1765 · Vehicles, Restore	56,682.97
1771 · Storage Equipment	4,260.40
1799 · Accumulated Depreciation	-169,091.44
Total 1700s · Fixed Assets	3,215,049.38
Total Fixed Assets	3,215,049.38
Other Assets	
1800s · Deposits Paid	
1810 · Lease Security Deposits	9,678.17
Total 1800s · Deposits Paid	9,678.17
1900s · Mortgages	
1910 · Mortgages Receivable	2,877,234.04
1920 · Unamortized Mortgage Discount	-1,805,795.48
Total 1900s · Mortgages	1,071,438.56
Total Other Assets	1,081,116.73
TOTAL ASSETS	6,639,545.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000s · Accounts Payable	
2010 · Accounts Payable	24,641.36
Total 2000s · Accounts Payable	24,641.36
Total Accounts Payable	24,641.36
Credit Cards	
2050 · FHB Mastecard 3513	4,729.49
2053 · Home Depot	-4.65
2054 · Lowe's Credit Account -5524	358.16
2056 · Lowes Gift Card - 3270	-4,634.93
2059 · FHB Mastercard 5715	-488.11
Total Credit Cards	-40.04
Other Current Liabilities	
2051 · FHB First Line Creditline- 2050	188,109.92
2080 · Security Deposits Received	6,050.00
2100s · Homeowner Escrow Liabilities	

Habitat for Humanity Maui, Inc.
Balance Sheet
As of December 31, 2017

	Dec 31, 17
2110 · Homeowner Escrow	-39,122.48
Total 2100s · Homeowner Escrow Liabilities	-39,122.48
2111 · Direct Deposit Liabilities	-482.44
2150s · Payroll Liabilities	
2155 · Direct Deposit Liabilities	-100.00
2158 · Employee 403B withholding	420.00
2159 · Maui United Way	140.00
2150s · Payroll Liabilities - Other	-71.06
Total 2150s · Payroll Liabilities	388.94
Total Other Current Liabilities	154,943.94
Total Current Liabilities	179,545.26
Long Term Liabilities	
2400s · Notes Payable	
2411 · RCAC Restore Loan	
2411-1 · RCAC Loan - Interest Reserve	-2,239.87
2411-2 · RCAC Loan - Future Disbursement	-376,308.05
2411 · RCAC Restore Loan - Other	2,720,000.00
Total 2411 · RCAC Restore Loan	2,341,452.08
2430 · Home Street Bank Long Term	-50,727.32
2450 · State Revolving Loan	
SRL Kaniho	19,000.00
SRL Miller	19,000.00
SRL Crawford, Marvelene	10,500.00
SRL Farias	11,500.00
SRL Hapakuka-Lono, Sandra	12,500.00
SRL Hapakuka, Hastings	11,750.00
SRL Kaalakea-Rust	11,250.00
SRL Kalelohi	11,750.00
SRL Kan-Hai	11,500.00
SRL Keahi	11,750.00
SRL Kekona	11,500.00
SRL Kipapa, Kahilihiwa	10,500.00
SRL Maialua, Earl and Lani	10,500.00
SRL Neal	11,750.00
SRL Needham	11,500.00
SRL Pali, Melanie	10,500.00
SRL Peralta	11,750.00
SRL Purdy	15,000.00
SRL Shim, Ewalani	12,000.00
SRL Yap, Linda	12,750.00
Total 2450 · State Revolving Loan	248,250.00
2451 · Unamort. Disc.- State Rev. Loan	-99,559.76
2460 · OHA Loans	
OHA Akahi	11,250.00
OHA Crawford, Marvelene	10,250.00
OHA Davidson, Malia	9,750.00
OHA Haleakala, Kevin	8,666.68
OHA Hapakuka, Hastings	11,750.00
OHA Kahalekai	12,750.00
OHA Keahi, Casey-Jolene	8,666.68
OHA Kekona, George	11,500.00
OHA Kepa, Loretta	9,250.00
OHA Maialua, Earle and Emily	10,250.00
OHA Masuda	12,750.00
OHA Neal, Irene	11,750.00
OHA Pahia, Robert and Juanita	8,666.68
OHA Pali, Melanie	10,250.00
OHA Yap, Linda	12,250.00

Habitat for Humanity Maui, Inc.
Balance Sheet
As of December 31, 2017

	Dec 31, 17
Total 2460 · OHA Loans	159,750.04
2461 · Unamortized Discount-OHA loans	-72,747.69
Total 2400s · Notes Payable	2,526,417.35
Total Long Term Liabilities	2,526,417.35
Total Liabilities	2,705,962.61
Equity	
3000 · Opening Balance Equity	319,421.21
3100s · Net Assets	
3110 · Unrestricted Net Assets	1,496,769.11
Total 3100s · Net Assets	1,496,769.11
32000 · Unrestricted Net Assets	1,194,441.45
Net Income	922,951.57
Total Equity	3,933,583.34
TOTAL LIABILITIES & EQUITY	6,639,545.95