

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:

Hawaii Habitat for Humanity Association, Inc.

Amount of State Funds Requested: \$ 175,100

Brief Description of Request (Please attach word document to back of page if extra space is needed):

These funds will be used to develop, market and implement the Hawaii Village Build program for four local Habitat for Humanity direct service organizations that will host volunteer groups from around the world to help build homes for low income Hawaii families who will own them. This program will provide financial resources to Habitat across the state from participation volunteer groups. Hawaii Habitat is replicating Habitat for Humanity International's (Habitat's national headquarters) Global Village program, which is no longer offered to US based Habitat affiliates.

Amount of Other Funds Available:

State: \$ 175,100

Federal: \$ _____

County: \$ _____

Private/Other: \$ 76,900

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 240,000

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

2051 Young Street #82

City: Honolulu State: HI Zip: 96826

Contact Person for Matters Involving this Application

Name: Jean Lilley	Title: Executive Director
Email: jean@hawaiihabitat.org	Phone: 808.847.7676

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Authorized Signature

Jean Lilley, Executive Director
Name and Title

January 17, 2019
Date Signed

received
1/18/19 11:05am JLR

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

JEAN LILLEY, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 17, 2019

DATE

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. 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, 2018.

Attached

2. Declaration Statement

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

Hawaii Habitat for Humanity is and will be compliant with this Section upon receipt of grant funding from the State of Hawaii.

3. 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](#))

Hawaii Habitat for Humanity will use the grant funds for a public purpose and has provided the information necessary in the submission attached, as required in this Section of the HRS.

II. 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;

Founded in 1996, Hawaii Habitat for Humanity Association (Hawaii Habitat) is a resource development and support organization that connects, strengthens and accelerates the work of local Habitat for Humanity program offices – or “affiliates” – throughout Hawaii. Hawaii Habitat supports five Habitat affiliates across the state through programs that support the local affiliates’ work and increase their capacity to serve more families through Habitat’s unique self-help

homeownership model. As a Habitat State Support Organization, Hawaii Habitat provides resource development, technical assistance and training opportunities, advocacy and disaster preparedness support across the state.

2. The goals and objectives related to the request;

Our proposal is for funding support for a new program within the state of Hawaii that is replicating a program that Habitat for Humanity International has discontinued to Habitat affiliates across the US. Habitat's Global Village program provided opportunities for volunteer groups to provide volunteer services and financial support to Habitat affiliates across the US. Hawaii affiliates were active in this program and found that it provided not only much needed funding but also volunteers who helped them build capacity across the board within their communities. This program has been discontinued by our headquarters company, which has also given Hawaii Habitat the go ahead to replicate the program within the state.

Our work to date and through June is putting together the infrastructure of the program. We have hired an AmeriCorps VISTA worker to help us pull together the program, so that we can start working on marketing the program and hosting volunteer groups in fiscal year 2019-2020. Hawaii Habitat will start a local campaign, to promote local groups to sign up for the program. We will contact the Universities and Community Colleges as well as churches and community groups across the state as part of our soft roll out. This will give us an opportunity to test the program with local volunteers first before marketing the program on a National scale.

The goals and objectives in FY 2019-2020 for this new program for Hawaii Habitat are:

Goal 1: Develop materials and infrastructure to support a national appeal for Hawaii Village Build volunteer groups.

Objectives:

- Hire a marketing consultant to develop marketing strategies and promotional
- Improve Hawaii Habitat website to host the portal for volunteers and Habitat affiliates for connecting
- Develop print materials for promoting the program at local and national events
- Provide video and written testimonials regarding the program to post on the website
- Develop social media presence across the state

Goal 2: Promote the program through Habitat for Humanity resources, colleges and universities and church communities across the country

Objectives:

- Attend key events as an exhibitor or vendor to promote
- Connect with college and university student affairs offices, as well as fraternities and sororities on campuses through voice, video and face-to-face conversations
- Attend national church conferences to connect with the faith community and promote group leaders
- Attend Habitat for Humanity State Support Organization conferences as an exhibitor to introduce the program to Habitat affiliate leaders and volunteers

Goal 3: Host a minimum of 20 national volunteer groups throughout the state of Hawaii (five per Habitat affiliate)

Objectives:

- Groups will have 10 -20 people who will work at their sites a minimum of five full days
- Each group will provide financial support for Habitat through donations that will be built into their trip costs – approximately \$500/person
- Each Habitat affiliate will show a change in production schedules of their homes, which will enable them to expedite their work
- Each Habitat affiliate will also receive donations to help expand their program – a minimum of \$150,000 in year 1.

Goal 4: Self-sustainability

Objective:

- Hawaii Habitat will collect approximately \$50 per volunteer donation amounts to help cover the cost of being a sending organization, this would be a minimum of \$15,000 in the first year, as the program is rolling out.
- Increase the number of volunteer groups to 20 per affiliate in year two of the program, for a total of at least 2000 volunteers, each year this will increase at 5% until the affiliates have reached their hosting capacity.
- Within the first two years, Hawaii Habitat will cover its costs for the program, which will be self-sustaining from donations received within the program

3. The public purpose and need to be served;

Hawaii Village Build will fulfill two purposes: 1) Habitat affiliate needs for volunteers and financial support; 2) Volunteer groups desires for providing meaningful work in communities of need by building homes with low income Habitat partner families, who will become the home owner.

Habitat affiliates across the state of Hawaii are challenged to find enough volunteer to build at capacity and fill the needs of the community. It is especially

difficult to find volunteers who can commit to working during the week. These mid-week builds are essential for the affiliates to increase their services and their building program to serve their communities.

Not only are the volunteers important to the program, but so are the funds that the volunteer groups bring with them. Each volunteer raises a certain amount of funds to cover their costs and an additional donation to the Habitat affiliate to support the organization. These funds are essential to help leverage the funds for the next group of projects Habitat will start.

4. Describe the target population to be served; and

The population that will benefit most from this program are families earning between 30-80% of the area median income (roughly families of four people earning between \$28,000 and \$75,000 annually). Habitat partner families qualify through the local Habitat affiliate based on their need, ability to pay a monthly mortgage and their willingness to partner with Habitat. Habitat Partner families submit applications that are similar to traditional mortgage applications and must meet certain standards to qualify. Family members are required to provide sweat equity, which includes financial and homeownership education, construction work alongside volunteers on their own home as well as other Habitat homes, or other responsibilities that fit within their schedules or physical abilities. Habitat affiliates will then sell the home to the Partner families for the cost of construction of the home, a much-reduced cost because of the volunteer labor for most of the construction.

Hawaii Village Build will support the Habitat affiliates by providing much needed labor, as well as funds to help cover the construction costs. Volunteer groups of 10-20 people will visit an affiliate for a week to 10 days and provide construction labor, which substantially decreases the time for the construction because of the consistent labor for their entire visit. These groups may be college students on a spring or summer break who want to provide community service while visiting places they have not been to before. They could also be church groups, as well as groups within the Habitat family across the country, who want to expand their community of service to Hawaii. We hope to eventually promote this program to volunteers in other countries, making it a more international program and providing Hawaii visitors a chance to work within our communities.

In addition to our usual build cycle and including these groups in the ongoing plans, we will also use Hawaii Village Build program for special appeals for groups to work with us in disaster recovery, such as the flooding in April in Kauai and the lava flow during the summer on Hawaii Island. Habitat remains active in the long-term recovery for both of these disasters.

5. Describe the geographic coverage.

This program is a statewide program and will benefit all the islands of Hawaii through services provided by Hawaii Habitat, as well as our five local Habitat affiliates:

- Kauai Habitat for Humanity;
- Habitat for Humanity Leeward Oahu;
- Honolulu Habitat for Humanity;
- Habitat for Humanity Maui; and
- Habitat for Humanity Hawaii Island.

III. 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;

Scope of Work and Tasks

While Habitat's Global Village program has a 20-year history of providing volunteer groups experiences both within the US and on a global scope, Habitat affiliates in Hawaii have been destination sites through the program for only five years, some affiliates less. Habitat for Humanity International discontinued the domestic Global Village program in December 2018, which has an impact on Hawaii's affiliates both financially and labor needs. With the ongoing challenges of finding enough volunteer labor within their service areas, Habitat in Hawaii was reliant upon the extra help they received through this program. The five affiliates approached Hawaii Habitat as the state support organization and asked if there was something similar that we could offer together.

In partnership with four of these affiliates, Hawaii Habitat has committed to taking the lead in becoming a "sending organization" for volunteer groups to provide services across the state. We have already established a name for the program "Hawaii Village Builds" and are developing the policies, procedures, insurance requirements and working on adding a portal to the website for any interested parties. The local Habitat affiliates already have volunteer leaders through Habitat's Global Village program, who still want to bring groups to Hawaii. We are working to make it work for these groups on a temporary basis until we have the program fully operational.

The current scope of work for the program includes the following list:

- Develop policies and procedures, including collecting funds and distributing them to the affiliates
- Develop handbook for volunteer groups
- Develop information for participating Habitat affiliates

- Set up a portal on Hawaii Habitat for Humanity's website for information for each affiliate's program and what the groups can expect at specific locations
- Develop forms for group leaders to build their teams
- Develop a business plan for the program
 - Collect cost budgets from each affiliates for hosting groups – includes housing, local transportation, construction tools and safety gear, additional insurance costs, etc.
 - Collect specific information from each affiliate as site host and what groups need
 - Determine swag needed for the groups: t-shirts, hats, water bottles, etc., costs included with the funds collected from the group
 - Determine Hawaii Habitat's costs to include in the group volunteer budgets
- Assess Marketing needs

Once we have pulled together the infrastructure of the program and tested it locally, the scope of work that we propose for funding will be the national marketing campaign for the project. While we hope to develop a significant national market, for US groups, we will also plan for expansion into the international market.

The following is the proposed scope of work for funding this program:

- Identify and contract with marketing consultant
 - Develop marketing campaign with detailed plan and national roll out timeline
 - Develop marketing materials: printed collateral, web collateral, exhibits and displays, media releases, etc.
 - Contact organizations that would provide volunteers and volunteer leaders for Hawaii Village Builds program
 - Colleges and Universities (student and faculty)
 - Churches and faith communities
 - Habitat conference planners (regional and national)
 - Others as identified in plan
 - Contact event coordinators
 - Gather appropriate information for exhibitors
 - Prioritize and budget events for most impact
 - Send appropriate materials and information needed
 - Develop and exhibition plan
 - Determine internal needs and improvements needed to manage the program
- Identify and hire staff to manage program
 - Create job description
 - Salary, benefits and computer/software needs
 - Advertise position
 - Interview candidates

- Hire
- Identify permanent office location (currently temporary)
 - Set up office with furniture, equipment and technology needs
- Develop a sustainability plan
 - Goal for self-sustainability expected within the first year of the program

Responsibilities

Hawaii Habitat for Humanity will become the “sending” organization for this program. Hawaii Habitat will provide the business plan, develop supporting documents, receive and process applications, provide an online portal to match affiliates with volunteer groups and administer the ongoing program.

Four of the five *Habitat affiliates* in Hawaii will become the “host” organization providing the jobsites, project management, liability insurance, accommodations, transportation and coordinate cultural and visitor experiences within their visits. They will introduce the volunteer groups to the families who have partnered with Habitat to own the homes, as well as other key volunteers, staff and community leaders.

Volunteer group leaders will connect with both Hawaii Habitat as the sending organization and the Habitat affiliate where they will receive group leader orientation and their responsibilities for the group and what they need to communicate with their group members regarding the requirements of a volunteer at the site (appropriate attire, footwear and safety gear), what to expect, what their costs will cover, etc.

Volunteers will provide construction labor and jobsite responsibilities based on their skills and knowledge (though no experience is necessary). Volunteers will also guide the group leader on activities they would most be interested in doing or seeing in the communities they will be working.

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

The following chart shows a visual timeline for a 12-month period expected to cover the marketing and national roll-out of the Hawaii Village Builds program. We anticipate that the outcome will be that we will have groups from all over the country participate in the program across the state. These groups will access the program through a portal on the homepage on Hawaii Habitat for Humanity Association’s website. All materials needed, including payment instructions for groups to sign up will be available. The outcomes will be a result from the marketing campaign suggested above, in groups showing interest in working in Hawaii’s communities alongside Hawaii’s families and community volunteers to build homes for Hawaii’s low income people. The timeline tasks are described in the above Scope of Work.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Step 1: Identify and contract with a marketing consultant												
Step 2: Develop a national marketing campaign with a detailed schedule to rollout the marketing of the program												
Step 3: Develop collateral materials needed, update website information and access, create display and exhibit items, write media releases for phases of the program												
Step 4: Project rollout – implementing the plan. Schedule events, send marketing information and promote the web portal for signing up groups												
Step 5: Provide services needed to both volunteer groups signing up and affiliates hosting them – tweak the program as needed for more efficiency												
Step 6: Locate and move into permanent office space to accommodate the program needs (storage of logo items and office space for personnel)												
Step 7: Develop job description and hire staff to manage and administer program: advertise position, interview candidates, hire												
Step 8: Develop sustainability plan for program.												

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

While we are replicating an existing program offered by Habitat for Humanity Internationally, we are borrowing many of the materials that they have developed for their global program. One of the great pieces in this program is the evaluation process. Hawaii Habitat will be in a unique situation to objectively evaluate the experience of both the volunteer groups and individuals, as well as the affiliates' experiences with these groups. We will offer evaluation forms, either online or via mail (depending on the volunteer preferences) to participating volunteers in our program. We will review the evaluations and contact volunteer leaders if necessary to clarify any issues, and will then assess the situation for changes or tweaks needed. We will also have quarterly evaluations with the Habitat host affiliates for review of the program and changes that will accommodate their needs as well. Part of the full evaluation process will be to share the feedback we have received from volunteers with the host affiliates. Together we will work to make the program most efficient, effective and an educational and purposeful experience for both the host affiliate and the volunteer groups.

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.

Hawaii Habitat will provide quarterly reports to the State agency regarding the activities of the program and the results. Our report will include the number of volunteer groups committing to Hawaii Village Builds trips, the amount of funds they provide through the program and the number of return volunteer group leaders who will sign up in the future. Already we have groups asking about our program and already our hosting affiliates are finding ways to accommodate the groups until this program is up and running.

Hawaii Habitat will adjust the budget as needed based on the funding level provided.

IV. 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](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$57,025	\$39,400	\$39,338	\$39,337	\$175,100

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

Hawaii Habitat will request or provide funds from private sources to supplement and leverage this program, estimated at \$76,900.

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.

N/A

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 2020 for program funding.

N/A

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

See attached financial statements

V. 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.

Since its founding, Hawaii Habitat has worked in partnership with the affiliates to secure funding and provide financial and administrative infrastructure as well as technical expertise. Because we represent Hawaii's cadre of Habitat for Humanity program offices in their entirety, we have been able to facilitate partnerships with organizations and agencies seeking impact on a statewide—rather than local—scale. Hawaii Habitat has successfully administered grants from state, federal, and foundation funders in support of the affiliates' work and provided services that help them build capacity and respond to their communities.

In the last three years, Hawaii Habitat has provided the following services in support of Habitat affiliates across the state:

- **Mortgage Securitization Program:** Hawaii Habitat in partnership with Krambo Corporation, has developed and implemented a mortgage sales program. Habitat affiliates currently carry 0% mortgages with up to a 30-year terms. This program allows the affiliates to turn those mortgages into cash, whereas the mortgages are sold to Hawaii Habitat, who in turn sells the mortgages to banks who are willing to purchase them at a discount. To date, affiliates have sold \$1.3 million in mortgages, which increase their cash flow with funds they can use at their discretion. Monthly mortgage payments are still collected by the affiliates, but transferred to the bank for payment on the program.
- **Renewable Energy Program:** Hawaii Habitat has implemented a program for solar photovoltaic energy for Habitat homeowners. We have partnered with Mercury Solar, who provides the investors and equipment for this program. Hawaii Habitat has a Power Purchase Agreement with Mercury, whereby we purchase the energy from the solar system at a set amount from Mercury. Hawaii Habitat will then collect payments for the systems from the Homeowners, who pay a significant reduction in their power expenses. Two systems have been installed on this program. Both are installed with battery backup systems.
- **Disaster relief and support:** Three of our affiliates are still involved in working with victims of disasters from 2018. The island of Kauai, from flooding in April 2018; Hawaii Island from a summer lava flow and Maui from flooding and fires due to hurricane aftermath. Hawaii Habitat worked with the affiliates in hooking them up with other service providers and finding much needed resources to help families rebuild their homes and their lives. We are still working with the state to develop properties and support for all victims of disaster throughout the state, and continue to be involved in programs like FEMA's Voluntary Organizations Active in Disasters (VOAD) group.
- **Lastly, Hawaii Habitat for Humanity received its certification as a Community Development Financial Institution in 2015.** Since that time we have received a technical assistance grant from the Department of Treasury to grow our lending practices and expand our current loan fund with \$2.5 million revolving to support the construction activities of affiliates across the state. The funds were originally grants from State GIA funds in 2007 and 2008, as well as from the Office of Hawaiian Affairs in 2008 and 2009. They continue to revolve as loans of up to \$40,000, 0% interest, 20-year loans specifically for the construction of homes. Affiliates repay the fund through the homeowner payments they receive.

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.

Hawaii Habitat for Humanity Association has for the past six years become and operated as a virtual office. The Executive Director works from an office in her home as do contractors, who have helped support our programs. In November 2018, we moved into a temporary office space, which has been leased for one year, due to expire in December 2019. In order to accommodate the expansion of service by the organization, which will include this program, Hawaii Habitat will need to look for permanent office space for additional personnel and storage. While the business will remain virtual, in the sense that most files are electronically filed with a server back-up, a space for additional personnel will be necessary for effective management of the expanded programs, which will also financially support the office expenses, which have been a challenge in the past.

VI. 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.

Hawaii Habitat will hire a second full time employee to implement and manage the Hawaii Village Builds program. We anticipate that this will not be a full time responsibility, however, will include other marketing and communications responsibilities to this position, to match with the needs of the Hawaii Village Builds program. Currently, Hawaii Habitat is delighted to have an Americorps VISTA worker through the State of Hawaii's Americorps program. This VISTA employee is currently assigned the Hawaii Village Builds program has her big project for her one-year term with Hawaii Habitat. There may be an opportunity to either hire this employee, or apply for an extension through the Americorps program if necessary. Our VISTA worker is currently a Resource Development Specialist and including the Hawaii Village Builds program is also providing services in social media communication, as well as traditional communications services (including updating content on the website).

Hawaii Habitat's Executive Director oversees all the programs, administration, fundraising and communications of the organization. She works with a 16-member board of directors (including representatives from each of the five affiliates), to provide services and support that will help the affiliates meet their needs, as well as advocacy work with government leaders to provide resources and legislation that will support the

work of affordable housing developers and builders. Her capacity to provide services and support to the affiliates is limited by her capacity as the only employee. Thus, the need to find programs that will support affiliates and sustain Hawaii Habitat is critical. Hawaii Village Builds has the capacity to provide such a formula.

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 the attached Hawaii Habitat organizational chart.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director: \$90,000 annual salary

Americorps VISTA: \$6,000 (Hawaii Habitat's commitment, which supplements an amount provided through the state of Hawaii).

There are no other full-time employees.

VII. 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.

We are currently in litigation with an organization formerly known as Molokai Habitat for Humanity in working to collect on the loans they receive from Hawaii Habitat's loan fund. A judgment in our favor was filed against the organization in December 2018. We are in the process of our legal options to collect the funds totaling \$292,000.

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.

Hawaii Habitat is an accredited Community Development Financial Institution through the US Department of Treasury. We are in good standing, however, because of the recent Government Shutdown, we were unable to file our end of year report in December 2018.

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.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

With our current operational funds, Hawaii Habitat is developing the business plan, policies and procedures and the basic infrastructure of this program with the help of staff from Habitat affiliates across the state.

Hawaii Habitat intends to use the funds from this grant for marketing and implementing this program during Fiscal year 2020. We intend that the program will be self-sustaining from the fees we receive from the volunteer groups that participate in the program. A small percentage of the donation amount made by each volunteer will be used by Hawaii Habitat to cover our expenses and help us expand the program to the capacity of the hosting affiliates. The plans that are created and implemented from these grant funds, will include expanding our reach from domestic US groups to international groups. We believe it will be a popular program, based on the numbers of groups hosted in the past by our affiliates through the now international-only Habitat for Humanity International Global Village program.



**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: HAWAII HABITAT FOR HUMANITY ASSOCIATION, INCORPORATED*

DBA/Trade Name: Hawaii Habitat

Issue Date: 01/17/2019

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#: GE053019852801

FEIN/SSN#: XX-XXX9292

UI#: XXXXXX4465

DCCA FILE#: 105665

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	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

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

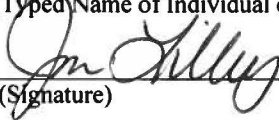
The undersigned authorized representative of the applicant certifies the following:

- 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.

Hawaii Habitat for Humanity Association Inc
(Typed Name of Individual or Organization)


(Signature)

January 17, 2019
(Date)

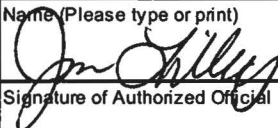
Jean Lilley
(Typed Name)

Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

App Hawaii Habitat for Humanity Association, Inc.

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	35,000			20,000
2. Payroll Taxes & Assessments	4,500			4,500
3. Fringe Benefits				5,000
TOTAL PERSONNEL COST	39,500			29,500
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,500			
Airfare, Mainland	10,000			2,500
2. Insurance				2,500
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				20,000
5. Staff Training	5,000			
6. Supplies				4,500
7. Telecommunication	600			600
8. Utilities				4,800
9. Marketing Campaign Contractor	20,000			5,000
10. Printed Marketing materials/banners	5,000			
11. Website update and enhancement	10,000			
Online volunteer training/orientation	5,000			
12. Program Marketing Products (T-shirts/hats/w	10,000			
13. Videos and advertisement	25,000			
14. Vender Fees at key events	5,000			2,500
15. Event Sponsorship	10,000			5,000
16. Promotional group stipend	25,000			
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	133,100			47,400
C. EQUIPMENT PURCHASES	2,500			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	175,100			76,900
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	175,100	Jean Lilley	808.847.7676	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	76,900	Signature of Authorized Official Date		
TOTAL BUDGET	252,000	Jean Lilley, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Habitat for Humanity Association i

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	1.00	\$2,000.00	\$ 2,000.00	
Program Software	1	\$500.00	\$ 500.00	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 2,500.00	2,500

JUSTIFICATION/COMMENTS:

Computer with appropriate volunteer management software and website management capabilities will be necessary for this program.

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, 2019 to June 30, 2020

Applicant: Hawaii Habitat for Humanity Associa

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
N/A						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Habitat for Humanity Inc.

Contracts Total: N/A

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Hawaii Habitat for Humanity Association

BALANCE SHEET

As of December 31, 2018

	JUL 2015 - JUN 2016	JUL 2016 - JUN 2017	JUL 2017 - JUN 2018	JUL - DEC, 2018
ASSETS				
Current Assets				
Bank Accounts				
FHB Checking ..7332	2,871	100	87	87
FHB Checking...3633	18,751	43,841	(7,220)	27,332
FHB Savings...7805	15,721	25,732	18,046	18,056
Schwab Brokerage Account	56,695	1,699	749,027	713,255
TIAA 0810004763 (Old Everbk)	253,245	254,668	473,114	425,870
Total Bank Accounts	\$347,284	\$326,039	\$1,233,054	\$1,184,599
Accounts Receivable				
Accounts Receivable (A/R)				(132,000)
Bad Debt		2,151	2,151	2,151
Current Portion of Loans Receivable	0	(414,203)	(414,203)	(414,203)
Loans Receivable HFHMFC	1,517,777	1,457,802	1,457,802	1,457,802
Pledge Receivable	5,000	0	0	0
TR - Kapuna Solar		(10,000)	0	0
Total Accounts Receivable	\$1,522,777	\$1,035,750	\$1,045,750	\$913,750
Other Current Assets				
Current Portion of Loans Receivable.	0	0	0	0
Due From Affiliates	164,663	215,776	193,214	306,751
Unamortized Discount HFHMFC	(543,255)	(524,359)	(524,359)	(524,359)
Total Other Current Assets	\$ (378,591)	\$ (308,583)	\$ (331,145)	\$ (217,608)
Total Current Assets	\$1,491,469	\$1,053,206	\$1,947,659	\$1,880,741
Fixed Assets				
A/D - Office Equipment	(5,384)	0	0	0
A/D - Software	(25,353)	0	0	0
Computer Equipment	5,384	0	0	0
Software	25,353	0	0	0
Total Fixed Assets	\$0	\$0	\$0	\$0
Other Assets				
Clearing	0	0	589	237
Loans Due from Affiliates	1,904,520	1,806,066	1,859,862	1,865,749
Rent Deposit				700
Unamortized Discount L/R	(749,948)	(687,934)	(687,934)	(687,934)
Total Other Assets	\$1,154,572	\$1,118,132	\$1,172,517	\$1,178,752
TOTAL ASSETS	\$2,646,040	\$2,171,338	\$3,120,176	\$3,059,493
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	6,240	6,240	6,240	6,240
Total Accounts Payable	\$6,240	\$6,240	\$6,240	\$6,240

	JUL 2015 - JUN 2016	JUL 2016 - JUN 2017	JUL 2017 - JUN 2018	JUL - DEC, 2018
Credit Cards				
FHB Bus CC 2382	345	0	0	1,140
Total Credit Cards	\$345	\$0	\$0	\$1,140
Other Current Liabilities				
Current Portion of Loan Payable	0	71,428	71,428	71,428
Current Portion of Loan Payable - Reclass		(71,428)	(71,428)	(71,428)
FHB Line Of Credit	0	10,000	0	0
Payroll Taxes Payable	134	0	75	144
Total Other Current Liabilities	\$134	\$10,000	\$75	\$144
Total Current Liabilities	\$6,718	\$16,240	\$6,315	\$7,523
Long-Term Liabilities				
Loans Due - OHA	41,020	29,566	20,976	16,862
Loans Payable HFHMFC	974,522	933,443	933,443	933,443
Total Long-Term Liabilities	\$1,015,541	\$963,009	\$954,419	\$950,306
Total Liabilities	\$1,022,260	\$979,249	\$960,734	\$957,829
Equity				
RESTRICTED FUNDS	2,500,000	2,500,000	2,500,000	2,500,000
Retained Earnings	(766,479)	(886,219)	(1,307,912)	(340,558)
Net Income	(109,740)	(421,692)	967,354	(57,778)
Total Equity	\$1,623,781	\$1,192,088	\$2,159,442	\$2,101,664
TOTAL LIABILITIES AND EQUITY	\$2,646,040	\$2,171,338	\$3,120,176	\$3,059,493

**Hawaii Habitat for Humanity Association
Board of Directors**

Executive Director
Administrator

Americorps VISTA
*(currently employed until
November 2019)*

**Marketing and
Communications
Manager**
*(to be hired in November
2019)*

