

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Db:   
HABITAT FOR HUMANITY HAWAII ISLAND, INC                      HABITAT HAWAII ISLAND

Amount of State Funds Requested: \$ 500,000.00

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

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

HFHHI's goal is to build 15 new, affordable, sustainable homes with low-income families earning between +

Amount of Other Funds Available:

State:            \$ 450,000.00-HOME Grant  
Federal:        \$ 849,820.00-DHHL  
County:        \$ 20,000.00-Non-profit Grant  
Private/Other: \$ 751,180.00-Habitat/Other

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

\$ 365,000.00 Awarded

Unrestricted Assets:

\$ 1,345,538.00

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:

P.O. BOX 4619

City:

State:

Zip:

KAILUA-KONA

HI

96745

**Contact Person for Matters Involving this Application**

Name:  
PATRICK F. HURNEY

Title:  
EXECUTIVE DIRECTOR

Email:  
pat@habitat-hawaii-island.org

Phone:  
808-331-8010 ext.103

Federal Tax ID#:

State Tax ID#

  
Authorized Signature

Patrick F. Hurney, Executive Director  
Name and Title

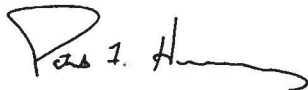
01/10/2020  
Date Signed



## 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



Patrick F. Hurney, Executive Director

01/14/2020

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



**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 International Inc.**

**DBA/Trade Name:** **Habitat for Humanity Hawaii Island, Inc.**

**Issue Date:** **01/09/2020**

**Status:** **Compliant**

Hawaii Tax#: W20585252-01  
New Hawaii Tax#: GE056961843201  
FEIN/SSN#: XX-XXX5149  
UI#: XXXXXX3297  
DCCA FILE#: 122999

**Status of Compliance for this Vendor on issue date:**

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
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:**

<b>Status</b>	<b>Description</b>
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:

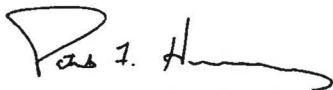
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

HABITAT FOR HUMANITYY HAWAII ISLAND

(Typed Name of Individual or Organization)



(Signature)

01/10/2020

(Date)

PATRICK F. HURNEY

(Typed Name)

EXECUTIVE DIRECTOR

(Title)

## 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, 2019.

Habitat for Humanity Hawaii Island is in Good Standing with the State of Hawaii Department of Commerce and Consumer Affairs. A Certificate of Good Standing has been submitted with the application.

*Please See Attached Certificate of Good Standing*

#### **2. Declaration Statement**

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

Habitat for Humanity Hawaii Island is in compliance with Section 42F-103 of the Hawaii Revised Statutes.

*Please See Attached Declaration Statement Form*

#### **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](#))

Yes, all funds received through the awarding of the GIA-CIP Grant Program for FY2020-2021 will be used for public purposes as specified in Section 42F-102, Hawaii Revised Statutes. More specifically, the funds will be used for the construction of affordable single-family homes.

### **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;

Habitat Hawaii Island is a faith-based 501 (C) (3) non-profit, organization seeking to break the cycle of poverty and homelessness by providing affordable homeownership opportunities to hardworking low-income families earning 80% or less than the Average Median Income (AMI) on the Big Island of Hawaii.

Since 2002, Habitat for Humanity Hawaii Island has built **60+ new homes** and provided **48 critical home repairs** to alleviate health and safety concerns and worked on **28 neighborhood revitalization projects**.

Habitat Hawaii Island partnered with Hope Services and others to build **30+ Micro-homes** in an effort to provide transitional housing for those displaced by the Kilauea Volcano eruption. The Micro-homes were built using a multisector approach that Habitat is known for and allowed many who were in the public shelter to relocate to the more private Micro-home while working through the disaster recovery phases with FEMA, etc. In addition to this effort, Habitat is currently working with **40+ additional Puna area families** who need homes.

The Habitat model helps families build homes and purchase them with low monthly mortgage payments so they may use the remainder of their income for nutritious food, adequate health care, education, and reliable transportation. The design of the mortgage program is such that payments go into a revolving mortgage fund called the **Fund for Humanity**, which is then available to help fund more homes in the future. This also allows Habitat homeowners to "pay it forward", creating more affordable housing opportunities for future families in need.

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

2. The goals and objectives related to the request;

Habitat for Humanity Hawaii Island's purpose is to provide affordable homeownership opportunities. Evidence-based, best practices guide the services provided for affordable, sustainable homeownership. Habitat staff work to build new homes *with* families

and then offer an affordable mortgage along with support such as classes in home maintenance, home repair, budgeting/financial literacy and more.

### **Goal FY 2020-2021**

Habitat for Humanity Hawaii Island has an ambitious goal of building 10 new, affordable, sustainable homes *with* low-income families earning between 30% and 80% of the Area Median Income (AMI).

### **Intended Outcomes FY 2020-2021**

This project will lead to the following intended outcomes:

1. 10 new affordable homes constructed with 10 hardworking low-income families, hundreds of volunteers and Habitat staff.
2. 10 Habitat families close on respective homes, pay an affordable mortgage and move into new, safe, affordable homes.
3. Strong partnerships and a multi-sector collaboration with foundations, corporations, small businesses, and the county, state and federal government lessens the burden on government and social services agencies.
4. 10 hardworking deserving families (an estimated 50 individuals) move out of the inescapable cycle of poverty/homelessness and into safe affordable homes leading to family stability and prosperity.

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

1. Increase monetary and in-kind resources to meet the costs of building 10 new homes in FY 2020-2021.
2. Develop partnerships and collaborate with foundations, corporations, local businesses and county, state and federal agencies to build safe, affordable single-family homes for low-income families on the Island of Hawaii.
3. Recruit and coordinate teams of volunteers to assist with the construction of the 10 homes.
4. Family Selection Committee: Identify 10 (qualified) low-income families earning between 30%-80% of the AMI for Habitat homes to be constructed.
5. Habitat families, staff, contractors, teams of volunteers work together to build 10 new affordable homes.
6. All 10 Habitat families close on their respective homes, move into new, safe homes and begin paying an affordable mortgage.

3. The public purpose and need to be served;

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

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

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

All of these factors create a cycle of poverty and/or homelessness that is inescapable no matter how hard a family works. In Hawaii, **1 in 5 households are at risk of homelessness**. Over half of the families that are homeless or in transitional housing **have jobs**. The high cost of living and homelessness is not only felt by those directly affected by it each year. **The public cost** of someone who is homeless (the most vulnerable and disabled) **can range between \$35,000 and \$150,000** in services funded by public assistance. Many of these services are temporary solutions to the problem.

Habitat Hawaii Island offers the **permanent solution of homeownership** as a cost-effective efficient way to impact this issue. Building and owning a home provides the foundation for families to realize their true potential. Studies show that students with a stable home environment have higher grades in school, and increased participation in social activities. Children are healthier and safer. There is a great benefit to local, State and Federal agencies because homeownership means that families are less likely to rely on those agencies for funding and services, therefore, improving the entire community.

By building these 10 homes there is the potential to improve the lives of an estimated 50 or more individuals (depending on family size) living in poverty and unhealthy, unsafe, and overcrowded conditions.

4. Describe the target population to be served; and

Habitat for Humanity Hawaii Island serves the following target population:

1. Hardworking low-income families earning between 30% and 80% of the Area Median Income (AMI) residing in Hawaii County.



2. Native Hawaiian families eligible for land through Hawaiian Homelands earning between 30% and 80% of the Area Median Income (AMI) residing in Hawaii County.
3. Families willing to share in the responsibility of building their own home through Habitat for Humanity's sweat equity program and meeting Habitat criteria.

**The number of persons served:**

The intended result is to serve 10 hardworking low-income families. The actual number of individuals depends on the size of each household. For example, a household of 3-5 members means serving between 30-50 individuals.

**The age range of persons served:**

Individuals served by this project range in age from infant to senior citizen. The average age depends on the specific family selected for each home project.

5. Describe the geographic coverage.

For the purposes of this grant, all affordable homes are to be constructed on Hawaii Island in Hawaii County. The specific location of each home is to be determined depending on the needs of the families selected and served. The property identified for construction is a combination of private and public land.

Some of the property available is through Habitat's partnership agreement with the Department of Hawaiian Homelands for families who qualify and are determined eligible. Also, Habitat Hawaii Island owns a number of parcels donated to be used for home construction on behalf of Habitat Families in need.

In addition, HFHHI submitted a grant application proposing to use of Community Development Block Grant (CDBG) funds in the amount of \$100,000 for a land acquisition project to purchase 6 properties (3 of which are subdividable).

### **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;

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

### **Scope of Work**

The primary focus of this project is to give a "hand up" not a "hand out" to 10 hard-working, low-income families who are affected by the nearly inescapable cycle of poverty and homelessness. Many of the families served would not be able to own a home otherwise and are families impacted by the devastating destruction of the Kilauea Volcano eruption and subsequent lava flow from fissure 8.

Each year Habitat Hawaii Island grows and strives to build capacity in alignment with the increasing need. Habitat Hawaii Island committed to significantly increasing its' impact on the increasing gap between affordable homes, the needs for working families and the crisis of homelessness and poverty on the Island of Hawaii.

A new habitat home begins with fundraising by the Resource Development Department for the cost associated with construction. Confirmation of adequate funding is the first step that begins the building process.

Working in partnership with the local and state agencies, the Department of Hawaiian Homelands, (through which leasehold property is provided on behalf of native Hawaiians), and our corporate and community partners, we will achieve our goal.

### **Tasks and Responsibilities**

Under the general direction of the Building and Construction Committee the Executive Director, Finance Manager and the Construction Manager will begin project planning March 1, 2020. Meetings are scheduled for project planning and will include the Deputy Director, Family Services Manager, and the Volunteer Coordinator.

Habitat Family Services staff will deliver orientations for prospective Habitat

Homeowners in locations across our services area, on the Big Island. After orientation, the Habitat Family Selection Committee meets and selects families based on need, ability to pay an affordable mortgage, and willingness to work 500 hours of sweat equity on the construction of their home.

The Volunteer Coordinator and Construction Manager recruit volunteers and sub-contractors to keep the costs for construction down to insure the home is affordable for Habitat families.

The Construction Manager puts together a construction schedule and draws up the plans. The schedule includes site preparation, installation of the foundation, acquiring building materials and all supplies, framing, roofing, and finishing. The Executive Director, Finance Manager, Construction Manager and the Board of Directors Building/Construction Committee oversees the schedule of tasks until complete.

These tasks have already been assigned for the 10 homes to be built beginning July 1, 2020. Although it is sometimes challenging to raise sufficient funds, Habitat staff and board members are committed to doing so to provide homeownership opportunities for hardworking, low-income, deserving Habitat families during FY 2020-2021.

The project is scheduled to begin with Habitat's fiscal year, **July 1, 2020, and completed by June 30, 2021**. The chart below is an estimated timeline of construction activities.

**Construction Timetable:**

Objectives/Tasks	Start Date	End Date
<b>Pre-Construction</b> <ul style="list-style-type: none"> <li>• Building Permits, Fees, etc.</li> <li>• Site Prep</li> <li>• Temporary Electric Utilities</li> <li>• Materials on Site</li> </ul>	Jul. 1, 2020	Oct. 31, 2020
<b>Construction</b> <ul style="list-style-type: none"> <li>• Concrete Foundation or Pier and Post and Beam Setting</li> <li>• Framing</li> <li>• Roofing</li> <li>• Exterior Finishes: walls, siding, windows, doors, painting</li> </ul>	Oct. 15, 2020	Dec. 15, 2020

<b>Plumbing and Electrical</b>	Dec. 15, 2020	Jan. 30, 2021
<b>Interior Finish Work</b>	Feb. 1, 2021	Mar. 31, 2021
<b>Additional Site Work</b>	Apr. 10, 2021	Apr. 30, 2021
<b>Walkways Installed</b>	May 1, 2021	May. 15, 2021
<b>Project Complete</b>		June 30, 2021

The result of this project will be 10 newly constructed affordable homes for habitat qualified low-income families. These homeownership opportunities will be sustainable due to the low, no-interest mortgage and through the service delivery model perfected by Habitat, which emphasizes homeownership development and training, and includes ongoing case management, life, and soft skills training and financial literacy education.

### **Quality Assurance**

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

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

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

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

### **Evaluation**

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

Habitat's evaluation process starts with setting the vision of what is to be achieved, defining the results, selecting the tools, implementing the monitoring activities, and then using the

resulting data to determine whether the right approach is being taken or what adjustments might be necessary because of what is learned.

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

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

Habitat Hawaii Island also administers an annual Habitat family survey in order to track each family's overall satisfaction with the process of becoming a homeowner. The survey delves into what they learned from the experience, and how they compare the quality, affordability, and size of their new space with that of their prior housing. The survey also asks questions regarding the experience that each family had with Habitat for Humanity Hawaii Island staff and volunteers.

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

Finally, in addition to local data collection, analysis, and evaluation programs, Habitat International has aggregated research that shows that affordable housing brings great benefits to communities and to individuals in the areas of economic development, safety, health, education, family stability and prosperity as well as civic participation.

This information establishes a template for a longitudinal evaluation of each affiliate's home building and critical repair program.

### **Measurable Results**

Habitat for Humanity measures effectiveness in several ways. Habitat Hawaii Island will measure the completion of the overall goal of completing the construction of 10 homes within the timeframe outlined. Habitat will report on the number of families participating in the orientation process as well as the number of low-income families qualified for the homes. Other data to report homeowner training, and a survey of families regarding the improvement of quality of life.

The following are the measurable results expected by the end of the project/grant period.

1. 10 families selected who qualify for Habitat homes.
2. 10 families complete a minimum of 500 sweat equity hours.
3. 10 Families complete homeownership training.
4. Construction of 10 new, safe, affordable homes completed on schedule.
5. 10 families participate in a survey to report on the quality of life changes after becoming an affordable homeowner.

## **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](#))

**Habitat for Humanity Hawaii Island Schedule of Costs:**

Project Budget - Budget	Cost Per Home	Total Cost for 10 Homes
Engineering	\$ 1,200.00	\$ 12,000.00
Architect: drawings/plans/blue prints	\$ 800.00	\$ 8,000.00
Utility Connection fees	\$ 750.00	\$ 7,500.00
Construction Insurance	\$ 1,056.00	\$ 10,560.00
Equipment Rentals	\$ 1,000.00	\$ 10,000.00
General Requirements	\$ 3,000.00	\$ 30,000.00
On Site Construction- Cesspool/Septic	\$ 16,000.00	\$ 160,000.00
Concrete -foundation, etc.	\$ 19,500.00	\$ 195,000.00
Driveway	\$ 2,000.00	\$ 20,000.00
Woods and Carpentry	\$ 26,500.00	\$ 265,000.00
Insulation	\$ 1,600.00	\$ 16,000.00
Roofing	\$ 8,000.00	\$ 80,000.00
Gutters	\$ 1,500.00	\$ 15,000.00
Doors & Windows/Openings	\$ 5,500.00	\$ 55,000.00
Finishes	\$ 9,000.00	\$ 90,000.00
Finish Carpentry	\$ 2,500.00	\$ 25,000.00
Furnishings: Cabinets, Countertops, hardware.	\$ 7,500.00	\$ 75,000.00
EQUIPMENT (Stove \$200/Fridge \$200)	\$ 400.00	\$ 4,000.00
Mechanical/Plumbing-Water Heating Systems, Catchment Tank , etc.	\$ 12,000.00	\$ 120,000.00
Electrical/Power	\$ 10,250.00	\$ 102,500.00
HAVAC-Solar Energy/Power, Ducting/Vents	\$ 5,900.00	\$ 59,000.00
Indirect Cost (Habitat Contribution)	\$ 17,500.00	\$ 175,000.00
Administrative Fee 10% of Cost (Habitat Contribution)	\$ 15,205.60	\$ 152,056.00
Contingency 1.5% on materials cost (Habitat Contribution)	\$ 2,738.40	\$ 27,384.00
<b>TOTAL</b>	<b>\$ 171,400.00</b>	<b>\$ 1,714,000.00</b>

**Note:** Habitat for Humanity Hawaii Island is able to build these homes at a monetary cost of \$171,400 due to the thousands of hours of volunteer labor contributed by committed Habitat

volunteers. Each home takes approximately 1200 hours of physical labor to construct with an average value of \$27.01 per hour.

The project goal is 10 homes requiring a total of 12,000 hours labor at \$27.01 per hour for a total value of \$324,120.00 in volunteer labor contributed by Habitat Hawaii Island.

This is a significant in-kind financial contribution by Habitat, families, and the numerous community partners committed to this goal.

### Project Revenue:

Revenue Source	Amount
Habitat Revenue Includes: Restore revenue, Fund for Humanity, Event Revenue, In-kind Contributions/Donations, Materials, Supplies, etc. (Committed)	\$81,380.00
Habitat Volunteer Labor (Committed)	\$324,120.00
Department of Hawaiian Homelands-DHHL (Pending)	\$648,500.00
HEI Foundation (Pending)	\$10,000.00
CDBG Grant (Pending)	\$100,000.00
Hawaii Community Foundation (Awarded)	\$30,000.00
County of Hawaii Non-Profit Grant (Awarded)	\$20,000.00
State GIA Grant (Pending)	\$500,000.00
<b>TOTAL ANTICIPATED REVENUE</b>	<b>\$1,714,000.00</b>

**Note:** Through a Memorandum of Understanding, Habitat for Humanity receives funding from DHHL (via a Federal NHHBG Grant) for homes built on Hawaiian homelands for qualified families. Habitat anticipates approximately \$324,120.00 in support of eligible Hawaiian families.

**Please See MOU and Budget Forms Attached**

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$150,000	\$150,000	\$150,000	\$50,000	<b>\$500,000</b>



3. The applicant shall provide a listing of all other sources of funding that they are seeking for the fiscal year 2021.

Habitat for Humanity Hawaii Island anticipates seeking funds from the following organizations and agencies:

- County of Hawaii Non-Profit Grant
- CDBG Grant-Land Acquisition Project (applied)
- USDA-Home Preservation Grant Critical Home Repair Project
- Hawaii Community Foundation-Affordable Home Construction Project
- Cook Foundation
- Atherton Foundation
- Weinburg Foundation

Other sources of funding will be considered as opportunities arise.

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-Habitat Hawaii Island did not receive or apply for any State or Federal tax credits.

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 the fiscal year 2021 for program funding.

N/A-Habitat Hawaii Island is only receiving government funding for programs for the fiscal year 2020 at this time.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

Habitat for Humanity Hawaii Island has a balance of \$1,345,538.00 in unrestricted current assets as of December 31, 2019. Net unrestricted assets are shown in the preliminary statement of financial position. This information can be confirmed in the 2018 Habitat financial audit and can be provided upon formal completion of the audit if requested.

***Please See Attached Balance Sheet–Preliminary Statement of Financial Position***

## **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.

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

Habitat for Humanity Hawaii Island has served families on the Big Island since 2002 and has gained recognition as the only affordable homebuilder that addresses the holistic needs of low-income families. Habitat works to empower low-income families through a self-help program and develops permanent sustainable affordable housing.

In 2012, Habitat Hawaii Island successfully completed a 5-home Blitz Build, and In 2017 Habitat successfully conducted Blitz Build 2017 resulting in the construction of 10 new affordable homes in 10 days. In all, Habitat for Humanity Hawaii Island has built **60+ new homes** and provided **48 critical home repairs** to alleviate health and safety concerns and worked on **28 Neighborhood Revitalization projects**. Those homes are all filled with hardworking low-income Habitat families and **0% of the homes in foreclosure**.

Habitat Hawaii Island also partnered with Hope Services and other non-profit organizations to help build **30+ Micro-homes** in an effort to temporarily house people affected by the Kilauea Volcano eruption. The micro-units were used to move those in shelters into the small private units while they work on a permanent home solution.

This extensive experience coupled with Habitat's model for the construction of safe, affordable, decent homes makes Habitat Hawaii Island uniquely qualified for this project.

### **2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Habitat for Humanity Hawaii Island operates out of the main office located at 73-4161 Ulu Wini Place, Bay 1 Kailua-Kona, Hawaii, 96740. The office is co-located with the Kona ReStore, which operates on the lower level of the warehouse.

The construction office is centrally located at 65-1259 Kawaihe Road in Waimea, HI and is co-located with the Waimea ReStore. A third ReStore location is now at 871 Lolani Street, Hilo, HI 96720.

Offices and ReStores have access to office equipment, internet, and phone service as well as adequate meeting space. These three locations allow Habitat to adequately serve residents on the entire Big Island.

## **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.

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

Once hired, each staff person takes part in an orientation process and has the opportunity to enroll in Habitat International designed training aligned with his or her particular area of responsibility.

For this particular project, the following key personnel will work with low-income families toward success and meet the goal of building 10 homes:

**Board of Directors Building/Construction Committee:** Board Member Steve Machesky (Former Board President) is Chair of the Building and Construction Committee. The Board of Directors formed the Building/Construction Committee for oversight of all aspects of financial planning, scheduling, and evaluating the completion of homes as outlined in the annual goal, in this case, 10 homes. The Committee meets monthly and more often as needed to keep projects on target and within the budget and timelines.

**Executive Director:** Patrick F. Hurney, Executive Director of Habitat for Humanity Hawaii Island will provide general oversight of the entire Habitat for Humanity Hawaii Island organization and be administratively involved to ensure achievement of the overall goal of 10 Homes as planned. The Executive Director will meet regularly with the Finance Manager, Community Relations/Volunteer Coordinator, Family Services Manager, Resource Development Manager, Construction Manager and the Construction/Building Committee.

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

**Community Relations/Volunteer Coordinator:** The Community Relations/Volunteer Coordinator is responsible for identifying, recruiting, engaging, oversight and recognition of volunteers throughout the organization. Creatively engage volunteers by administratively implementing the HFHHI volunteer utilization model. Ensure all volunteers have an excellent volunteer experience while lending their time at our construction sites, ReStores or other HFHHI departments, programs and services.

The Community Relations/Volunteer Coordinator also provides comprehensive administrative support to the resource development department, with a focus on administrative and fundraising support, effective donor database management and reporting, event logistics and donor stewardship efforts (i.e. donor acknowledgments, printed material inventory, etc.).

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

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

**Construction Manager/Site Supervisor:** The Construction Manager is responsible to oversee all aspects of the construction process in a way that utilizes staff, sub-contractors, site supervisors, volunteer labor and materials to produce quality homes in a safe and affordable manner. Construction management includes the following duties: managing construction staff and volunteers, overseeing residential construction sites, training volunteers, assisting with plan and site development, and developing methods for construction quality assurance to improve the long-term product. The Construction Manager also provides oversight of the logistics of coordinating sub-contractors, suppliers, schedule of delivery of building materials/supplies and working with inspectors at each phase of construction.

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

## 2. Organization Chart

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

*Please See Attached 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.

The Salaries of the three highest-paid employees at Habitat Hawaii Island range from \$55,984 to \$85,000 per year. The top three highest-paid employees of Habitat for Humanity Hawaii Island are:

1. Executive Director: annual salary at \$85,000 per year
2. Finance Manager: annual salary at \$55,984 per year
3. Resource Development Manager: annual salary at \$55,984 per year

## **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.

N/A-Habitat Hawaii Island does not have any pending, past or outstanding judgements.

### **2. Licensure or Accreditation**

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

Habitat for Humanity Hawaii Island is a registered 501 (C) (3) non-profit organization in the State of Hawaii. A letter documenting Habitat Hawaii Island's 501 (C) (3) status is included as an attachment.

*Please See Attached IRS 501 (c) (3) Documentation*

### **3. Private Educational Institutions**

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

N/A-Habitat Hawaii Island will not use any GIA/CIP funds to benefit any sectarian or non-sectarian private educational institution.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

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

Habitat Hawaii Island works on continuous fundraising efforts as part of the overall sustainability for future construction projects. Funding comes from a variety of revenue sources through Habitat's multi-sector approach.

One specific revenue source includes Habitat's three ReStore retail operations, which generate income by accepting donated building materials and home furnishings and selling these items at a drastically reduced price. The Habitat Hawaii Island administrative operations are supported by revenue generated through the 3 ReStore locations in Kailua-Kona, Waimea, and Hilo on the Big Island.

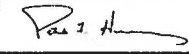
Another key source of revenue for Habitat Hawaii Island's projects is the Development Team's solicitation of federal, state, and county, grants as well as private foundations and corporate grants. Habitat also receives direct contributions from the faith community, individual donors, local businesses and corporate sponsorships.

Habitat Hawaii Island's *Fund for Humanity* is a revolving fund account into which all mortgage and repair recovery payments are deposited. Habitat can use these funds to build or repair more homes in the future. The more homes we build, the larger this fund becomes allowing Habitat to build more affordable housing with hardworking low-income families on Hawaii Island.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

App Habitat for Humanity Hawaii Island

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>0</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>500,000</b>	<b>648,500</b>	<b>20,000</b>	<b>545,500</b>
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Patrick F. Hurney	808-331-8010	
(b) Total Federal Funds Requested	648,500	Name (Please type or print)	Phone	
(c) Total County Funds Requested	20,000		Date	
(d) Total Private/Other Funds Requested	545,500	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>1,714,000</b>	Patrick F. Hurney Executive Director		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Habitat for Humanity Hawaii Island

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
<b>NOT APPLICABLE</b>				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				0.00
<b>JUSTIFICATION/COMMENTS: Not Applicable-no GIA funds will be used for salaries and wages</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Habitat for Humanity Hawaii Island

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
<b>NOT APPLICABLE</b>			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b> Not Applicable-no GIA unds will be used for equipment.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b> Not Applicable-no GIA unds will be used for vehicles.				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: **Habitat for Humanity Hawaii Island**

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	\$ 265,000.00	\$ 100,000.00	\$ 500,000.00	\$ 1,214,000.00		
EQUIPMENT						
<b>TOTAL:</b>			\$ 500,000.00	\$1,214,000.00		
<b>JUSTIFICATION/COMMENTS: GIA/CIP Grant funds will be expended for construction costs only.</b>						

**HABITAT FOR HUMANITY HAWAII ISLAND, INC.**  
**Statements of Financial Position**  
**June 30, 2019 and 2018**

<b>Assets</b>	<b>2019</b>	<b>2018</b>
<b>Current assets</b>		
Cash and cash equivalents	\$ 102,715	\$ 280,465
Grants receivable	163,521	-
Other receivables	13,167	23,532
Current portion of notes receivable	117,139	104,265
ReStore inventory	82,500	75,000
Prepaid expenses	15,247	17,193
Construction in progress	614,950	740,424
Total current assets	<u>1,109,239</u>	<u>1,240,879</u>
<b>Noncurrent assets</b>		
Restricted cash	41,429	13,693
Debt issuance costs	47,982	53,710
Investment in Joint Venture	412,599	412,599
Assets held for investment	136,064	255,964
Property and equipment, net	345,542	385,409
Security deposit	12,714	14,381
Notes receivable, net	1,062,606	953,767
Total noncurrent assets	<u>2,058,936</u>	<u>2,089,523</u>
Total assets	<u><u>\$ 3,168,175</u></u>	<u><u>\$ 3,330,402</u></u>
<b>Liabilities and Net Assets</b>		
<b>Current liabilities</b>		
Accounts payable	\$ 186,678	\$ 322,039
Accrued payroll liabilities	18,070	16,185
Current portion of long-term debt	188,270	120,928
Deferred revenue	-	42,000
Security deposits for tenants	3,650	-
Escrow accounts	9,129	16,630
Total current liabilities	<u>405,797</u>	<u>517,782</u>
<b>Noncurrent liabilities</b>		
Loan payable	603,896	603,896
Long-term debt, net	424,880	491,743
Total liabilities	<u>1,434,573</u>	<u>1,613,421</u>
<b>Net assets</b>		
Without donor restrictions	1,345,538	1,461,017
With donor restrictions		
Purpose restrictions	388,064	255,964
Total net assets	<u>1,733,602</u>	<u>1,716,981</u>
Total liabilities and net assets	<u><u>\$ 3,168,175</u></u>	<u><u>\$ 3,330,402</u></u>

Form **990**

# Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

# 2017

Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Open to Public Inspection

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

A For the 2017 calendar year, or tax year beginning **JUL 1, 2017** and ending **JUN 30, 2018**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>HABITAT FOR HUMANITY HAWAII ISLAND, INC.</b>		<b>D</b> Employer identification number <b>99-0355149</b>
	Doing business as		<b>E</b> Telephone number <b>(808) 331-8010</b>
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	<b>G</b> Gross receipts \$ <b>4,345,582.</b>
	P.O. BOX 4619		<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	City or town, state or province, country, and ZIP or foreign postal code <b>KAILUA-KONA, HI 96745</b>		<b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)
<b>F</b> Name and address of principal officer: <b>PATRICK HURNEY</b> <b>SAME AS C ABOVE</b>		<b>H(c)</b> Group exemption number	
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
<b>J</b> Website: <b>WWW.HABITATHAWAIIISLAND.ORG</b>			
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other			<b>L</b> Year of formation: <b>2001</b>
<b>M</b> State of legal domicile: <b>HI</b>			

## Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <b>HABITAT FOR HUMANITY HAWAII ISLAND WORKS IN PARTNERSHIP WITH PEOPLE IN NEED TO BUILD AND</b>			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a) ..... 14		
	4	Number of independent voting members of the governing body (Part VI, line 1b) ..... 14		
	5	Total number of individuals employed in calendar year 2017 (Part V, line 2a) ..... 35		
	6	Total number of volunteers (estimate if necessary) ..... 904		
	7a	Total unrelated business revenue from Part VIII, column (C), line 12 ..... 0.		
7b	Net unrelated business taxable income from Form 990-T, line 34 ..... 0.			
Revenue	8	Contributions and grants (Part VIII, line 1h) ..... 935,707.	Prior Year	Current Year
	9	Program service revenue (Part VIII, line 2g) ..... 37,404.	935,707.	2,198,882.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d) ..... 4,197.	37,404.	1,060,733.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) ..... 784,661.	4,197.	5,483.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) ..... 1,761,969.	784,661.	488,353.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3) ..... 0.	1,761,969.	3,753,451.
	14	Benefits paid to or for members (Part IX, column (A), line 4) ..... 0.	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) ..... 880,054.	0.	0.
	16a	Professional fundraising fees (Part IX, column (A), line 11e) ..... 0.	880,054.	669,068.
	b	Total fundraising expenses (Part IX, column (D), line 25) <b>374,098.</b>	0.	0.
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) ..... 708,565.	708,565.	3,514,503.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) ..... 1,588,619.	1,588,619.	4,183,571.
Net Assets or Fund Balances	19	Revenue less expenses. Subtract line 18 from line 12 ..... 173,350.	173,350.	-430,120.
	20	Total assets (Part X, line 16) ..... 3,080,210.	Beginning of Current Year	End of Year
	21	Total liabilities (Part X, line 26) ..... 1,532,494.	3,080,210.	3,330,402.
22	Net assets or fund balances. Subtract line 21 from line 20 ..... 1,547,716.	1,532,494.	1,613,421.	
			1,547,716.	1,716,981.

## Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer <i>Ann Marie Muramoto</i>	Date <b>5-13-19</b>			
	DR. ANN MARIE MURAMOTO, VICE-PRESIDENT Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name <b>ALEX J. SMITH</b>	Preparer's signature	Date	Check if self-employed <input checked="" type="checkbox"/>	PTIN <b>P00994702</b>
	Firm's name <b>ALEX J. SMITH, CPA</b>	Firm's EIN <b>46-5002021</b>	Firm's address <b>1403 FRANK STREET HONOLULU, HI 96816</b>		
					Phone no. <b>808-737-7761</b>

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:

THROUGH THE USE OF ORGANIZATION RESOURCES, COMBINED WITH VOLUNTEER LABOR, BUILD DECENT, SIMPLE, AFFORDABLE HOUSING OR MAKE CRITICAL REPAIRS TO EXISTING HOUSING. THE HOUSES ARE THEN SOLD TO THOSE IN NEED AT NO PROFIT AND WITH NO INTEREST CHARGED, WHILE HOMEOWNERS OF

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 2,868,292. Including grants of \$ ) (Revenue \$ 882,086.)

CONSTRUCTION CONTINUED ON HOMES - COMPLETED 13 HOMES AND 0 CRITICAL HOME REPAIRS DURING FY 18, BRINGING THE TOTAL OF NEW HOMES COMPLETED SINCE 2002 TO 58, AND OVER 45 HOUSEHOLDS SERVED WITH CRITICAL HOME REPAIRS TO ADDRESS ISSUES OF HEALTH AND SAFETY.

(THESE NUMBERS INCLUDE HOUSEHOLDS SERVED BY THE FORMER HALE ALOHA O HILO HABITAT FOR HUMANITY, WHICH WAS MERGED BY FORMAL AGREEMENT WITH HABITAT WEST HAWAII, TO FORM HABATAT FOR HUMANITY HAWAII ISLAND, INC., AS OF JULY 1, 2017.)

4b (Code: ) (Expenses \$ 101,869. Including grants of \$ ) (Revenue \$ 14,560.)

WORK CLOSELY WITH FAMILIES FROM SELECTION, THROUGH BUILD PROCESS, AND CONTINUING THROUGH MORTGAGE PAY OFF, OFFERING SUPPORT AND EDUCATION TO SELECTED FAMILIES FOR THEIR ENTIRE FIRST TIME HOME OWNERSHIP EXPERIENCE. HOMEOWNERS PARTICIPATION INCLUDES 500 SWEAT EQUITY HOURS WITH THE ORGANIZATIOIN AND EDUCATIONAL CLASSES INCLUDING HOMEOWNER FINANCIAL LITERACY EDUCATION.

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 2,970,161.

**Part IV Checklist of Required Schedules**

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4	<b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	X	
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
11a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
11b	Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
11c	Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
11d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	X	
11e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
11f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
12b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
14b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> .....		X
b <i>If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?</i> .....		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i> .....		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> .....		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> .....	X	
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> .....		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....		X
b <i>If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2</i> .....		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? .....	X	

Note. All Form 990 filers are required to complete Schedule O



**Part V** Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1a	48		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
1c			
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2a	35		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <i>Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)</i>	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
3b	If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	X	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
7e			
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
7f			
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
7g			
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	X	
7h			
8	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
8			
9	<b>Sponsoring organizations maintaining donor advised funds.</b>		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
9b			
10	<b>Section 501(c)(7) organizations.</b> Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	<b>Section 501(c)(12) organizations.</b> Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
a	Is the organization licensed to issue qualified health plans in more than one state? <i>Note. See the instructions for additional information the organization must report on Schedule O.</i>	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b	

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

	1a	1b	2	3	4	5	6	7a	7b	8a	8b	9	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	14													
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.														
b Enter the number of voting members included in line 1a, above, who are independent		14												
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			X											
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?				X										
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?					X									
5 Did the organization become aware during the year of a significant diversion of the organization's assets?						X								
6 Did the organization have members or stockholders?							X							
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?								X						
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?									X					
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:														
a The governing body?						X								
b Each committee with authority to act on behalf of the governing body?						X								
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O												X		

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	10a	10b	11a	11b	12a	12b	12c	13	14	15a	15b	16a	16b	Yes	No
10a Did the organization have local chapters, branches, or affiliates?															X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?															
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?			X												
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.															
12a Did the organization have a written conflict of interest policy? If "No," go to line 13					X										
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?						X									
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done							X								
13 Did the organization have a written whistleblower policy?								X							
14 Did the organization have a written document retention and destruction policy?									X						
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?															
a The organization's CEO, Executive Director, or top management official										X					
b Other officers or key employees of the organization												X			
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).															
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?													X		
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?															

**Section C. Disclosure**

- 17 List the states with which a copy of this Form 990 is required to be filed **HI**
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request     Other (explain in Schedule O)
- 19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records: **THE ORGANIZATION - (808) 331-8010**  
**73-4161 ULU WINI PLACE, BAY 1, KAILUA-KONA, HI 96740**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) DEACON MICHAEL ROSS PRESIDENT	1.00	X		X				0.	0.	0.
(2) DR. ANN MARIE MURAMOTO VICE-PRESIDENT	0.30	X		X				0.	0.	0.
(3) TONY CANN SECRETARY	0.30	X		X				0.	0.	0.
(4) HOBBS LOWSON TREASURER	0.30	X		X				0.	0.	0.
(5) CRAIG "BO" KAHUI DIRECTOR	0.30	X						0.	0.	0.
(6) LEIOLA AUGUSTINE DIRECTOR	0.30	X						0.	0.	0.
(7) STEVE MACHESKY DIRECTOR	0.30	X						0.	0.	0.
(8) JULIE ZIEMELAS DIRECTOR	0.30	X						0.	0.	0.
(9) FR. RICHARD TARDIFF DIRECTOR	0.30	X						0.	0.	0.
(10) RON LLOYD DIRECTOR	0.30	X						0.	0.	0.
(11) EDWINA FUJIMOTO DIRECTOR	0.30	X						0.	0.	0.
(12) NAPUA KEKAUOHA-CHARTRAND DIRECTOR	0.30	X						0.	0.	0.
(13) MELANIE LUCAS DIRECTOR	0.30	X						0.	0.	0.
(14) ADRIENNE EISELE DIRECTOR	0.30	X						0.	0.	0.
(15) PATRICK HURNEY EXECUTIVE DIRECTOR	40.00			X				81,665.	0.	2,788.



**Part VIII** Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A)	(B)	(C)	(D)	
		Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c	121,777.			
	d Related organizations	1d				
	e Government grants (contributions)	1e	1,650,000.			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	427,105.			
	g Noncash contributions included in lines 1e-1f: \$		28,451.			
	<b>h Total. Add lines 1a-1f</b>		<b>2,198,882.</b>			
Program Service Revenue	2 a <b>TRANSFER TO HOMEOWNER</b>	Business Code	882,086.	882,086.		
	b <b>ORIGINAL DISC. ON NOTE</b>	236000			121,296.	
	c <b>AMORT. OF NOTE DISC.</b>	522292	121,296.		57,351.	
	d	522292	57,351.			
	e					
	f All other program service revenue					
	<b>g Total. Add lines 2a-2f</b>		<b>1,060,733.</b>			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		5,483.		5,483.	
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6 a Gross rents	(i) Real	15,520.			
		(ii) Personal	0.			
		b Less: rental expenses				
		c Rental income or (loss)	15,520.			
	d Net rental income or (loss)		15,520.	15,520.		
	7 a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
		b Less: cost or other basis and sales expenses				
		c Gain or (loss)				
	d Net gain or (loss)					
	8 a Gross income from fundraising events (not including \$ 121,777. of contributions reported on line 1c). See Part IV, line 18	a	194,061.			
	b Less: direct expenses	b	189,593.			
c Net income or (loss) from fundraising events		4,468.		4,468.		
9 a Gross income from gaming activities. See Part IV, line 19	a					
b Less: direct expenses	b					
c Net income or (loss) from gaming activities						
10 a Gross sales of inventory, less returns and allowances	a	871,863.				
	b Less: cost of goods sold	b	402,538.			
	c Net income or (loss) from sales of inventory		469,325.		469,325.	
<b>Miscellaneous Revenue</b>		<b>Business Code</b>				
11 a <b>OTHER INCOME</b>		900099	-960.	-960.		
b						
c						
d All other revenue						
e Total. Add lines 11a-11d			-960.			
<b>12 Total revenue. See instructions.</b>			<b>3,753,451.</b>	<b>896,646.</b>	<b>0. 657,923.</b>	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	88,214.	38,324.	49,890.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	445,869.	9,807.	436,062.	
8 Pension plan accruals and contributions (Include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	100,364.	172.	100,192.	
10 Payroll taxes	34,621.	4,466.	30,155.	
11 Fees for services (non-employees):				
a Management				
b Legal	785.	750.	35.	
c Accounting	17,746.		17,746.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	12,051.	2,969.	9,066.	16.
12 Advertising and promotion	12,941.	409.	-149.	12,681.
13 Office expenses	61,378.	3,822.	27,341.	30,215.
14 Information technology	17,914.		13,490.	4,424.
15 Royalties				
16 Occupancy	220,048.	4,980.	2,299.	212,769.
17 Travel	43,489.	8,901.	27,520.	7,068.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	3,176.	750.	2,426.	
20 Interest	585,529.	585,529.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	71,376.	11,583.	18,863.	40,930.
23 Insurance	27,310.	2,073.	17,429.	7,808.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24a. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a CONSTRUCTION/RENOVATION	2,251,036.	2,232,326.		18,710.
b AMERICORP/OTHER PROGRAM	88,223.	53,862.	26,892.	7,469.
c VEHICLE EXPENSE	54,597.	16,733.	12,992.	24,872.
d DUES AND SUBSCRIPTIONS	32,795.	263.	25,720.	6,812.
e All other expenses	14,109.	-7,558.	21,343.	324.
25 Total functional expenses. Add lines 1 through 24e	4,183,571.	2,970,161.	839,312.	374,098.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here  if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1	Cash - non-interest-bearing .....	39,405.	1	294,158.
	2	Savings and temporary cash investments .....		2	
	3	Pledges and grants receivable, net .....	20,625.	3	
	4	Accounts receivable, net .....	9,205.	4	23,532.
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L .....		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L .....		6	
	7	Notes and loans receivable, net .....	533,167.	7	1,058,032.
	8	Inventories for sale or use .....	63,700.	8	75,000.
	9	Prepaid expenses and deferred charges .....	1,985.	9	17,193.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	10a 610,777.		
	b	Less: accumulated depreciation .....	10b 225,368.		
	11	Investments - publicly traded securities .....	396,888.	10c	385,409.
	12	Investments - other securities. See Part IV, line 11 .....		11	
	13	Investments - program-related. See Part IV, line 11 .....		12	
	14	Intangible assets .....		13	
	15	Other assets. See Part IV, line 11 .....	2,015,235.	14	
16	<b>Total assets. Add lines 1 through 15 (must equal line 34)</b> .....	3,080,210.	15	1,477,078.	
Liabilities	17	Accounts payable and accrued expenses .....	367,151.	16	3,330,402.
	18	Grants payable .....		17	338,224.
	19	Deferred revenue .....		18	
	20	Tax-exempt bond liabilities .....		19	42,000.
	21	Escrow or custodial account liability. Complete Part IV of Schedule D .....	4,348.	20	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L .....		21	16,630.
	23	Secured mortgages and notes payable to unrelated third parties .....	557,099.	22	
	24	Unsecured notes and loans payable to unrelated third parties .....		23	612,671.
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....	603,896.	24	
	26	<b>Total liabilities. Add lines 17 through 25</b> .....	1,532,494.	25	603,896.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			26	1,613,421.
	27	Unrestricted net assets .....	1,137,219.	27	1,461,017.
	28	Temporarily restricted net assets .....	410,497.	28	255,964.
	29	Permanently restricted net assets .....		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds .....		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund .....		31	
	32	Retained earnings, endowment, accumulated income, or other funds .....		32	
33	<b>Total net assets or fund balances</b> .....	1,547,716.	33	1,716,981.	
34	<b>Total liabilities and net assets/fund balances</b> .....	3,080,210.	34	3,330,402.	

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	3,753,451.
2	Total expenses (must equal Part IX, column (A), line 25)	2	4,183,571.
3	Revenue less expenses. Subtract line 2 from line 1	3	-430,120.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	1,547,716.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	-20,625.
9	Other changes in net assets or fund balances (explain in Schedule O)	9	620,010.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	1,716,981.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		X
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	X	
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	X	





**Part III Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	644,022.	681,492.	921,058.	935,707.	2,198,882.	5,381,161.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
3 The value of services or facilities furnished by a governmental unit to the organization without charge .....						
4 Total. Add lines 1 through 3 .....	644,022.	681,492.	921,058.	935,707.	2,198,882.	5,381,161.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
6 Public support. Subtract line 5 from line 4.						5,381,161.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
7 Amounts from line 4 .....	644,022.	681,492.	921,058.	935,707.	2,198,882.	5,381,161.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....	955.	62.	4,203.	4,197.	5,483.	14,900.
9 Net income from unrelated business activities, whether or not the business is regularly carried on .....	468,743.	449,575.	741,354.	785,215.	489,313.	2,934,200.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....	1,253.	13,829.	3,173.	-554.	-960.	16,741.
11 Total support. Add lines 7 through 10						8,347,002.
12 Gross receipts from related activities, etc. (see instructions) .....					12	1,502,309.
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f)) .....	14	64.47 %
15 Public support percentage from 2016 Schedule A, Part II, line 14 .....	15	57.69 %
16a 33 1/3% support test - 2017. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....		<input checked="" type="checkbox"/>
b 33 1/3% support test - 2016. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2017. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2016. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		<input type="checkbox"/>

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
3 Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
5 The value of services or facilities furnished by a governmental unit to the organization without charge .....						
6 Total. Add lines 1 through 5 .....						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
c Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
9 Amounts from line 6 .....						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
c Add lines 10a and 10b .....						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f)) .....	15	%
16 Public support percentage from 2016 Schedule A, Part III, line 15 .....	16	%

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2017 (line 10c, column (f) divided by line 13, column (f)) .....	17	%
18 Investment income percentage from 2016 Schedule A, Part III, line 17 .....	18	%

19a **33 1/3% support tests - 2017.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b **33 1/3% support tests - 2016.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
<b>b</b> Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> Substitutions only. Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI.		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI.		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI.		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
<b>b</b> Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
<b>b</b> A family member of a person described in (a) above?		
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
<b>2</b> Activities Test. Answer (a) and (b) below.		
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.		
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	

7  Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2017 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1 Distributable amount for 2017 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2017 (reasonable cause required- explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2017			
a			
b From 2013			
c From 2014			
d From 2015			
e From 2016			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2017 distributable amount			
i Carryover from 2012 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2017 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2017 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2018. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2013			
b Excess from 2014			
c Excess from 2015			
d Excess from 2016			
e Excess from 2017			





**Schedule B**  
(Form 990, 990-EZ,  
or 990-PF)

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

- ▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
- ▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2017**

Name of the organization

Employer identification number

**HABITAT FOR HUMANITY HAWAII ISLAND, INC.**

**99-0355149**

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust not treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the General Rule or a Special Rule.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the General Rule applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ \_\_\_\_\_

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it must answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF. Schedule B (Form 990, 990-EZ, or 990-PF) (2017)

Name of organization <b>HABITAT FOR HUMANITY HAWAII ISLAND, INC.</b>	Employer identification number <b>99-0355149</b>
---	---

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	DEPARTMENT OF HAWAIIAN HOMELANDS  P.O. BOX 1879  HONOLULU, HI 96805	\$ 1,550,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	STATE OF HAWAII  830 PUNCHBOWL STREET  HONOLULU, HI 96813	\$ 100,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

**HABITAT FOR HUMANITY HAWAII ISLAND, INC.**

**99-0355149**

**Part II Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	<hr/> <hr/> <hr/> <hr/>	\$ _____	_____
	<hr/> <hr/> <hr/> <hr/>	\$ _____	_____
	<hr/> <hr/> <hr/> <hr/>	\$ _____	_____
	<hr/> <hr/> <hr/> <hr/>	\$ _____	_____
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	<hr/> <hr/> <hr/> <hr/>	\$ _____	_____
	<hr/> <hr/> <hr/> <hr/>	\$ _____	_____
	<hr/> <hr/> <hr/> <hr/>	\$ _____	_____

Name of organization <b>HABITAT FOR HUMANITY HAWAII ISLAND, INC.</b>	Employer identification number <b>99-0355149</b>
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**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ \_\_\_\_\_  
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

**SCHEDULE D**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2017**

Open to Public Inspection

Name of the organization

**HABITAT FOR HUMANITY HAWAII ISLAND, INC.**

Employer identification number  
**99-0355149**

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

Preservation of land for public use (e.g., recreation or education)     Preservation of a historically important land area

Protection of natural habitat     Preservation of a certified historic structure

Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

Yes  No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

Yes  No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ..... ▶ \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X ..... ▶ \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ..... ▶ \$ \_\_\_\_\_

b Assets included in Form 990, Part X ..... ▶ \$ \_\_\_\_\_

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a  Public exhibition
- b  Scholarly research
- c  Preservation for future generations
- d  Loan or exchange programs
- e  Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment  %
- b Permanent endowment  %
- c Temporarily restricted endowment  %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations	3a(i)	
(ii) related organizations	3a(ii)	

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?  Yes  No

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		366,625.	108,472.	258,153.
d Equipment		27,406.	15,262.	12,144.
e Other		216,746.	101,634.	115,112.
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				<b>385,409.</b>

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely-held equity interests .....		
(3) Other .....		
(A) .....		
(B) .....		
(C) .....		
(D) .....		
(E) .....		
(F) .....		
(G) .....		
(H) .....		
<b>Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.)</b>		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) .....		
(2) .....		
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
<b>Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.)</b>		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) HOMES/RENOVATIONS UNDER CONSTRUCTION	740,424.
(2) INVESTMENT IN JOINT VENTURE	412,599.
(3) DONATED LAND AND COSTS	255,964.
(4) DEBT ISSUANCE COSTS	53,710.
(5) RENTAL SECURITY DEPOSIT	14,381.
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)</b>	<b>1,477,078.</b>

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) NMTC LOAN PAYABLE	603,896.
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)</b>	<b>603,896.</b>

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	4,345,582.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d	592,131.	
e	Add lines 2a through 2d	2e		592,131.
3	Subtract line 2e from line 1	3		3,753,451.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c		0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5		3,753,451.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	4,775,702.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d	592,131.	
e	Add lines 2a through 2d	2e		592,131.
3	Subtract line 2e from line 1	3		4,183,571.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c		0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5		4,183,571.

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART IV, LINE 2B:**

**PART IV, LINE 2B - HOMEOWNER'S INSURANCE AND PROPERTY TAX, IF APPLICABLE, ARE PAID BY THE HOMEOWNER TO WEST HAWAII HABITAT, PRO-RATA ON A MONTHLY BASIS, WITH THE PROMISSORY NOTE PAYMENTS. IN ORDER TO PROTECT THE HOME, WEST HAWAII HABITAT THEN PAYS ON THE HOMEOWNERS' BEHALF WHEN THE APPLICABLE BILL BECOMES DUE. DEPOSITS FOR HOMES IN PROGRESS ARE ALSO HELD IN ESCROW UNTIL APPLIED TO HOMEOWNER'S NOTE RECEIVABLE.**

**PART XI, LINE 2D - OTHER ADJUSTMENTS:**

**RESTORE ACTIVITY SHOWN NET. 402,538.**

**FUNDRAISING ACTIVITY SHOWN NET. 189,593.**

**AMORTIZATION ACTIVITY SHOWN NET.**



**Part XIII** Supplemental Information (continued)

TOTAL TO SCHEDULE D, PART XI, LINE 2D 592,131.

PART XII, LINE 2D - OTHER ADJUSTMENTS:

RESTORE ACTIVITY SHOWN NET. 402,538.

FUNDRAISING ACTIVITY SHOWN NET. 189,593.

AMORTIZATION ACTIVITY SHOWN NET.

TOTAL TO SCHEDULE D, PART XII, LINE 2D 592,131.



**Part III Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))	
		GLOBAL VILLAGE (event type)	DREAM BEDROOM (event type)	2 (total number)		
Revenue	1	Gross receipts	262,094.	24,689.	13,228.	300,011.
	2	Less: Contributions	111,818.	700.	9,259.	121,777.
	3	Gross income (line 1 minus line 2)	150,276.	23,989.	3,969.	178,234.
Direct Expenses	4	Cash prizes				
	5	Noncash prizes		23,989.		23,989.
	6	Rent/facility costs	142,426.		4,143.	146,569.
	7	Food and beverages				
	8	Entertainment				
	9	Other direct expenses	7,850.		2,221.	10,071.
	10	Direct expense summary. Add lines 4 through 9 in column (d)				180,629.
	11	Net income summary. Subtract line 10 from line 3, column (d)				-2,395.

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1	Gross revenue			
Direct Expenses	2	Cash prizes			
	3	Noncash prizes			
	4	Rent/facility costs			
	5	Other direct expenses			
	6	Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No
	7	Direct expense summary. Add lines 2 through 5 in column (d)			
	8	Net gaming income summary. Subtract line 7 from line 1, column (d)			

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_

a Is the organization licensed to conduct gaming activities in each of these states?  Yes  No

b If "No," explain: \_\_\_\_\_

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year?  Yes  No

b If "Yes," explain: \_\_\_\_\_

- 11 Does the organization conduct gaming activities with nonmembers?  Yes  No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming?  Yes  No
- 13 Indicate the percentage of gaming activity conducted in:
- |                               |     |   |
|-------------------------------|-----|---|
| a The organization's facility | 13a | % |
| b An outside facility         | 13b | % |
- 14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

- 15a Does the organization have a contract with a third party from whom the organization receives gaming revenue?  Yes  No
- b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party ▶ \$ \_\_\_\_\_
- c If "Yes," enter name and address of the third party:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

16 Gaming manager information:

Name ▶ \_\_\_\_\_

Gaming manager compensation ▶ \$ \_\_\_\_\_

Description of services provided ▶ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Director/officer       Employee       Independent contractor

17 Mandatory distributions:

- a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?  Yes  No
- b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ \_\_\_\_\_

**Part IV** Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_



**SCHEDULE M  
(Form 990)**

**Noncash Contributions**

OMB No. 1545-0047

**2017**

Open To Public Inspection

Department of the Treasury  
Internal Revenue Service

- ▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
- ▶ Attach to Form 990.
- ▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

Name of the organization

**HABITAT FOR HUMANITY HAWAII ISLAND, INC.**

Employer identification number

**99-0355149**

**Part I Types of Property**

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art - Works of art				
2 Art - Historical treasures				
3 Art - Fractional interests				
4 Books and publications				
5 Clothing and household goods				
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities - Publicly traded				
10 Securities - Closely held stock				
11 Securities - Partnership, LLC, or trust interests				
12 Securities - Miscellaneous				
13 Qualified conservation contribution - Historic structures				
14 Qualified conservation contribution - Other				
15 Real estate - Residential	X	3	12,500	ESTIMATED FMV
16 Real estate - Commercial				
17 Real estate - Other				
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other ▶ ( CONSTRUCTION )	X	0	15,951	ESTIMATED FMV
26 Other ▶ ( )				
27 Other ▶ ( )				
28 Other ▶ ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement

29

30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?

	Yes	No
30a		X
31		X
32a		X

b If "Yes," describe the arrangement in Part II.

31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?

32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?

b If "Yes," describe in Part II.

33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule M (Form 990) 2017



**SCHEDULE O**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2017**

Open to Public  
Inspection

Name of the organization

HABITAT FOR HUMANITY HAWAII ISLAND, INC.

Employer identification number

99-0355149

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

RENOVATE DECENT, AFFORDABLE HOUSING. THE HOUSES THEN ARE SOLD TO THOSE  
IN NEED AT NO PROFIT AND WITH NO INTEREST CHARGED.

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

HOUSES WHERE CRITICAL REPAIRS ARE CONDUCTED SIGN A PROMISSORY NOTE FOR  
THE COST OF THE REPAIRS WITH NO INTEREST CHARGED.

FORM 990, PART VI, SECTION A, LINE 1:

MEMBERS OF THE EXECUTIVE COMMITTEE: DEACON MICHAEL ROSS - PRESIDENT, DR.  
ANN MARIE MURAMOTO - VICE-PRESIDENT, TONY CANN - SECRETARY, AND HOBBS  
LOWSON - TREASURER.

FORM 990, PART VI, SECTION B, LINE 11B:

THE EXECUTIVE DIRECTOR AND BOARD REVIEWS AN ELECTRONIC COPY OF THE 990  
PRIOR TO BEING SIGNED BY AN OFFICER AND SUBMITTED TO THE IRS.

FORM 990, PART VI, SECTION B, LINE 12C:

EACH BOARD MEMBER WILL SIGN THEIR AGREEMENT WITH THE POLICY AT THE ANNUAL  
MEETING. THE EXECUTIVE COMMITTEE MONITORS AND ENFORCES COMPLIANCE.

FORM 990, PART VI, SECTION B, LINE 15A:

THE PRESIDENT OF THE BOARD OVERSEES THE EVALUATION OF THE EXECUTIVE  
DIRECTOR ON AN ANNUAL BASIS. COMPENSATION IS BASED ON PERFORMANCE,  
ACHIEVEMENTS AND BUDGET. HABITAT FOR HUMANITY INTERNATIONAL IS ALSO  
CONSULTED FOR COMPARISON COMPENSATION.



Name of the organization

HABITAT FOR HUMANITY HAWAII ISLAND, INC.

Employer identification number  
99-0355149

FORM 990, PART VI, SECTION C, LINE 19:

THE ORGANIZATION'S GOVERNING DOCUMENTS, AND FINANCIAL STATEMENTS ARE MADE  
AVAILABLE ON A CASE BY CASE BASIS UPON REQUEST.

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

ADDITION OF HALE ALOHA O HILO HFH ASSETS AND LIABILITIES 620,010.



# Habitat for Humanity®

## Hawai'i Island

### Board of Directors Official Roster 2019

Address: 73-4161 Ulu Wini Place, Bay #1, Kailua-Kona, HI 96740  
 Mailing Address: P.O. Box 4619 Kailua-Kona, HI 96745  
 Phone: 808-331-8010 Fax: 808-331-8020  
 Websites: [www.habitathawaiiisland.org](http://www.habitathawaiiisland.org) or [www.my.habitat.org](http://www.my.habitat.org) (Affiliate # 4786-2080)  
 Email: [info@habitathawaiiisland.org](mailto:info@habitathawaiiisland.org)

Name	Tenure	Affiliation	Address	Email	Phone
<b>President</b> Father Richard Tardiff	Class of 2016	Pastor: Christ Church Episcopal	81- 6627 Kekaa Place Kealakekua, HI 96750	<a href="mailto:fathertardiff@me.com">fathertardiff@me.com</a>	H 323-8204
<b>Vice President</b> Dr. Ann Marie Muramoto	Class of 2016	Owner: Kona Ohana Dental	73-1404 KaKau Place Kailua-Kona, HI 96740	<a href="mailto:muramotoam@gmail.com">muramotoam@gmail.com</a>	C 896-0274 H 325-0205
<b>Treasurer</b> Hobbs Lowson	Class of 2018	Bank of Hawaii Senior Vice President	75-687 Paai Place Kailua-Kona, HI 96740	<a href="mailto:Hobbs.Lowson@boh.com">Hobbs.Lowson@boh.com</a>	C 808-315-0024 Tel/FAX 808-854-2164
<b>Secretary</b> Tony Cann	Class of 2015	VP of HPM	68-3515 Malina Street Waikoloa, HI 96738.	<a href="mailto:anthony.cann@hpmhawaii.com">anthony.cann@hpmhawaii.com</a>	C 960-4424 W 334-4216
Craig "Bo" Kahul	Class of 2012	Executive Director: La'i Opua 2020	74-5146 Haleolono Place Kailua-Kona, HI 96740	<a href="mailto:bokahul@yahoo.com">bokahul@yahoo.com</a> <a href="mailto:bokahul@lalopua.org">bokahul@lalopua.org</a>	W 896-2252
Steve Machesky	Class of 2013	Owner: Kokua Contracting and Project Management (KCPM)	77-6447 Kuakini Hwy Kailua-Kona, HI 96740	<a href="mailto:smachesky@kcom.net">smachesky@kcom.net</a>	C 960-0675 W 326-6043
Ron Lloyd	Class of 2014	Owner: Kokua Roofing	73-4353 Amaama Street Kailua-Kona, HI 96740	<a href="mailto:ronlloyd@xmission.com">ronlloyd@xmission.com</a>	C 217-5996
Leiola Augustine	Class of 2017	Realtor, Hawaii Life Real Estate Brokers	75-370 Aloha Kona Drive Kailua-Kona, HI 96740	<a href="mailto:leiolaaugustine@hawaiilife.com">leiolaaugustine@hawaiilife.com</a>	W 895-5570
Julie Ziemelis	Class of 2018	Owner, Ziemelis Communication	75-6002 Alii Drive #3101 Kailua-Kona, HI 96740	<a href="mailto:juliezpr@gmail.com">juliezpr@gmail.com</a>	808-785-2898
Edwina Fujimoto	Class of 2018	Habitat Community Representative Homeowner	74 5131 Aheahea Way Kailua-Kona, Hawaii 96740	<a href="mailto:winz4jesus@gmail.com">winz4jesus@gmail.com</a>	808-895-7105
Napua Kekauoha-Chartrand	Class of 2018	Habitat Community Representative Homeowner	74-5133 Aheahea way Kailua-Kona, Hawaii 96740	<a href="mailto:napuakekauoha@gmail.com">napuakekauoha@gmail.com</a>	808-896-1675
Melanie Lucas	Class of 2018	Habitat Community Representative Homeowner	73-1176 Ka'iminani Dr Kailua Kona, HI 96740	<a href="mailto:mlucas@konabeachhotel.com">mlucas@konabeachhotel.com</a> <a href="mailto:borlem@hotmail.com">borlem@hotmail.com</a>	808-345-6657 H 345-6658 W 329-2911
Gail Noeau	Class of 2018	Habitat Community Representative Homeowner	61-4047 Honouli Street Kawaiheae, HI 96743	<a href="mailto:agnoeau@gmail.com">agnoeau@gmail.com</a>	808-315-3473

Revised: 4/3/2019

## **HABITAT HAWAII ISLAND BOARD OF DIRECTORS COMPOSITION**

Habitat for Humanity Hawaii Island is governed by a 13 member highly qualified and knowledgeable Board of Directors. The Board of Directors is a team of diverse and dedicated individuals. Those serving on the Board have a vast amount of experience in areas such as construction, finance, project management, the banking industry, family services, ministry and more.

The Board is structured as follows: There are 4 officers on the Board including the following positions: President, Vice-President, Treasurer, and Secretary. In addition, the Board includes 4 Habitat family representatives and has a good balance of 51% female and 49% male. Five Board members represent hardworking low-income families from the community they serve.

Their oversight mainly includes, but is not limited to, budget and finance, the strategic plan, and ensuring that the overall financial health of the organization is strong and that Habitat Hawaii Island is meeting its' mission and goals.

All board members serving on the Board of Directors volunteer their time and talents to Habitat Hawaii Island and the families they serve.



**Habitat  
for Humanity®**  
Hawai'i Island

## Habitat for Humanity West Hawaii Organizational Chart

### BOARD OF DIRECTORS Officers'

**President: Fr. Richard Tardiff**  
**Vice President: Dr. Ann Marie Muramoto**  
**Secretary: Tony Cann**  
**Treasurer: Hobbs Lowson**

#### Executive Committee

**Chair:**  
Fr. Dick Tardiff

### Executive Director Patrick Hurney

HR Comm.

Nominating Comm.

**Finance Manager**  
Chris Patulski  
**Bookkeeper/Office Manager**  
Anita Stalb

**Resource Development Coordinator**  
Lisa Santana

**Community Relations Coordinator**  
Margo Takata

**Family Services Manager**  
Jane Mireles

**Construction Manager**  
Ana Kapihe

**ReStore Managers**  
Liz Royale  
Bridget Paulson

Grants & Fundraising

Neighborhood Revitalization

Global Village

**Volunteer Coordinator:**  
Adrienne Eisele

AmeriCorps /Interns

**Construction Coordinator**  
Site Supervisors/ Job

**ReStore Staff:**  
Asst. Manager  
Coordinator &

### Committee Level:

**Finance Committee**

**Chair:**  
Hobbs Lowson

**Development Committee**

**Chair:**  
Leiola Augustine

**Faith Relations Committee**

**Chair:**  
Dr. Ann Marie

**Advancement Committee**

**Chair:**  
Pat Hurney

**Family Services Selection & Support Com.**

**Chair**  
Jim Skibby

**Building/ Construction Committee**

**Chair:**  
Steve Machesky

**ReStore Committee:**

**Chair:**  
Ron Lloyd



# Habitat for Humanity®

Hawai'i Island

## JOB DESCRIPTION

<b>Job Title:</b>	Executive Director	<b>Job Classification:</b>	Full Time-Exempt
<b>Reports to:</b>	President-Habitat Board	<b>Department:</b>	All
<b>Affiliate:</b>	Habitat Hawaii Island	<b>Location:</b>	Kona Office

### ***Job Overview:***

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

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

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

### ***Job Duties:***

The Executive Director will be responsible for:

### ***Specific Leadership Responsibilities:***

#### ***Administration:***

- Holding the chief administrative responsibility for public accountability of the affiliate.
- Working through the Deputy Director to oversee the affiliate's strategic plans, new initiatives, and establishes policy and objectives of the organization in accordance with Board directives and organizational mission.
- Oversight of the Deputy Director to administer and manage the daily operations of the affiliate and responsible for all functions of affiliate, including but not limited to construction, the ReStores, volunteer management, family services, mortgage servicing, site selection, faith relations, marketing and administration
- Oversight of the affiliate financials and expenditures within Board approved guidelines
- Oversight of all required official records and documents are properly maintained to ensure confidentiality and compliance with federal, state, and local regulations and HFHI guidelines.
- Maintain a working knowledge of significant developments and trends within the affordable

housing/homelessness realm and the broader Habitat for Humanity community

***Board Development:***

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

***Fundraising:***

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

***Public Relations & Communication:***

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

***Education & Experience:***

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

# Patrick F. Hurney

P.O. Box 437251 Kamuela, Hawaii 96743 Cell: 937-7443 E-mail: phurney@hawaiiintel.net

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## Objective

To promote and lead a non-profit organization by providing the highest quality of standards while delivering its mission and to be an “employer of choice” for nonprofits, by using my diverse background of academia, counseling and resource management skills.

## Work experience

December 2009 – present	Executive Director Habitat for Humanity Hawaii Island	Kailua-Kona, Hawaii
September 2006- Nov. 2009	Program Director Kawaihae Transitional Housing Program	Kailua-Kona, Hawaii
February 2005 – August 2006	Program Manager Neighborhood Place of Kona	Kailua-Kona, Hawaii
September 2003-January 2005	Clinical Supervisor Personal Parenting & Assessment Services	Kailua-Kona, Hawaii
August 2002 – August 2003	Substance Abuse Counselor Big Island Substance Abuse Council	Kamuela, Hawaii
July 1999 – August 2002	Director of Religious Education St. Joseph Parish	Hilo, Hawaii
August 1997- August 1999	Teacher/Campus Minister & Parish Youth Director St. Joseph High School	Hilo, Hawaii
August 1993 – August 1997	Teacher/Junior Varsity Basketball Coach/ Golf Club Advisor St. Anthony High School	Wailuku, Maui, HI

## Education

Masters of Counseling, Marriage and Family Therapy  
University of Phoenix, Hawaii Campus, October 2002. Honolulu, Hawaii

Bachelor of Science, Social Science, Secondary Education  
St. Cloud State University, February 1992, St. Cloud, Minnesota

## Professional Memberships

Chairperson of Community Alliance Partners  
Founder of Kona’s Executive Directors Hui

## Community Activities

Coach and Church Volunteer



# Habitat for Humanity®

Hawai'i Island

## JOB DESCRIPTION

<b>Job Title:</b>	Finance Manager	<b>Job Classification:</b>	Full Time-Exempt
<b>Reports to:</b>	Deputy Director	<b>Department:</b>	Finance
<b>Affiliate:</b>	Habitat Hawaii Island	<b>Location:</b>	Kona Office

### **Job Overview:**

Under the direct supervision of the Deputy Director and general supervision of the Executive Director, the Finance Manager is responsible for the input/gathering of financial data, reporting and monitoring the financial position of Habitat for Humanity Hawaii Island. The Finance Manager is also responsible for forwarding regular reports to the Deputy Director, Executive Director, Finance Committee, as well as the Board of Directors in an accurate, complete, and timely manner. In addition, the Finance Manager oversees the administration of all accounts payable/receivable including payroll.

### **Responsibilities:**

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

### **Principal Accountabilities:**

#### **Budgeting/Cost Accounting**

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

January 14, 2019





# Habitat for Humanity®

## Hawai'i Island

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

### **Administration:**

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

### **Reporting:**

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

### **Payroll and Human Resources:**

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

### **Committee Involvement:**

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

### **Monitor Compliance:**

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

### **Staff Leadership:**

- Lead and motivate staff to meet their objectives via the cost-effective use of resources.
- Develop the volunteers to take on new and expanded responsibilities.

January 14, 2019



# Habitat for Humanity®

## Hawai'i Island

- Evaluate and recruit appropriate volunteer candidates for the finance and office roles.
- Ensure all associates receive adequate training to perform their duties.
- Provide on-going feedback and prepare annual performance evaluations.
- Participate in periodic strategic planning sessions and activities for the future of Habitat for Humanity West Hawaii.
- Attend key fundraising and networking events as invited as a member of the Habitat for Humanity West Hawaii Finance Committee.

### ***Internal Interactions:***

All Staff & Volunteers

### ***External Interactions:***

Board of Directors

Habitat Volunteers

Attorneys

Insurance Agents

Habitat Homeowners

Sub-contractors & Suppliers (e.g. accts payable inquiries)

### ***Knowledge/Education:***

- Thorough knowledge of generally accepted accounting principles
- Bachelor's Degree in Accounting, Business or a related field is required.
- 5 years of experience in accounting or business related field.
- Proficiency with accounting software is required, QuickBooks Desktop is preferred.
- Proficiency with Microsoft Office, including Excel & Word.
- Ability to effectively communicate in a professional manner with vendors, staff, board members, families, and anyone associated with Habitat for Humanity.
- Strong analytical, quantitative, problem solving and technical skills.
- Ability to maintain confidential information, high ethical standards, positive attitude.

# CHRIS MARLETT PATULSKI

Well rounded accounting and financial background including hands on and supervisory experiences in both large and small corporate environments. Skilled in the following functions: General Ledger, Financial Analysis, Treasury Management, Risk Management, System Administration, Taxation, Accounts Payable, Accounts Receivable, Payroll and HR, Inventory Control, Corporate Procurement, Audit., and Government Grant Accounting Compliance. Experienced with Excel, Lotus 123, Microsoft Office Products, and various ERP systems.

## Professional Experience

### CELLANA INC. AND LLC

2014 to Present

#### Controller

- Responsible for all aspects of the accounting department operations including Accounts Payable, General Ledger, Budgeting, Full Financial Statement reporting packages, Fixed Asset and Intangible Asset accounting, Grant Billing and accounting for Government grant awards, and System Administration.
- Direct on site Human Resource functions including on boarding and off boarding of employees, and act as liaison for all employee related issues with PEO providers in Hawaii and California.
- Manage Risk Management and Treasury functions.
- Oversee procurement of materials and supplies necessary for all operating departments on site.

### BETTER BAGS, INC.– HOUSTON, TX

2004 to 2014

#### Controller and Corporate Secretary

- Responsible for all aspects of the accounting department operations including Accounts Payable, Accounts Receivable and Collections, General Ledger, Commission calculations, Rebate calculations, Budgeting, Full Financial Statement reporting packages, and Fixed Asset and Intangible Asset accounting.
- Primary contact in the banking relationships, responsible for selecting appropriate Treasury Management services, negotiating the Line of Credit, Borrowing Base Reporting and Compliance, and any other banking services needed for the successful funding of the company.
- Oversee certain payroll and HR compliance functions, particularly in the area of 401K trustee functions and Taxable Fringe Benefits Compliance.
- Primary liaison for the IT needs of the company with a Third Party provider, acting as first point of resolution for any server or computer related problems.
- Acting Office Manager in the procurement of insurance products, computers, copiers, telephone services (both wireless and VOIP), and electricity services that meet or exceed the company's requirements.
- Responsible for all official recording activities as Corporate Secretary including recording of the minutes of all Board of Directors meetings and issuance and control of the Corporate Stock Ledger.
- Project manager of ERP and CRM transition.

### MEREDITH O'DONNELL, INC. – HOUSTON, TX

2003

#### Controller

- Responsible for all aspects of the accounting department functions, including General Ledger, Accounts Payable, Accounts Receivable, Commissions calculations, Payroll, Inventory Control, Financial Reporting and Analysis.
- Worked closely with Third Party IT consultants to achieve query and data manipulation results through an SQL database.

### ROYAL WINDOW COVERINGS – HOUSTON, TX

2001 to 2003

#### Controller

- Responsible for all accounting functions for the facility in Houston including General Ledger, Accounts Payable, Accounts Receivable, Payroll Reporting, Fixed Asset Reporting, Inventory Reporting, Intercompany transactions, and Financial Package Reporting to Corporate Headquarters.
- Key member of the ERP transition team.

**TRITEN CORP. – HOUSTON, TX**

1999 to 2001

Assistant Controller

- Responsible for the General Ledger, Accounts Payable, Fixed Asset Reporting, Intercompany Accounting, and Financial Statement Reporting for 3 Divisions under the Corporate Name.
- Assisted the Controller with banking relationship tasks such as Borrowing Base Reporting and Compliance, Line of Credit transactions, issuance of Letters of Credit, Bank Reconciliations, and Ratio Compliance.
- Key member of ERP transition team.

**XETEL CORP. – DALLAS, TX**

1997 to 1998

Plant Controller

- Responsible for all aspects of accounting for the operational transactions of the Dallas facility including General Ledger, Accounts Payable, Accounts Receivable, Inventory Reporting, and Fixed Asset Reporting, and submission of the plant's portion of pertinent information to Corporate Headquarters for the 10Q and 10K SEC filings.
- CEO Management Team Member, the team's function being to meet quarterly with the CEO to prepare him for the quarterly shareholders' meeting.

**J.R. SIMPLOT CO. – GRAND RAPIDS, MI**

1995 to 1997

Facility Accounting Manager

- Responsible for all aspects of accounting for the operational transactions of the Grand Rapids facility including General Ledger, Accounts Payable, Inventory Reporting, and accurate weight measurements of incoming raw product for payment to 3<sup>rd</sup> party growers.

**ZENITH DATA SYSTEMS – ST. JOSEPH, MI**

1986 to 1995

Warranty Analyst, Sales Accounting Supervisor, General Accounting Supervisor, System Administrator

- As Warranty Analyst, responsible for the updating of the warranty provision methodology and reporting for the products sold.
- As Sales Accounting Supervisor, responsible for the reporting of the sales of over 40 retail stores through a POS (Point of Sale) system into the General Ledger, maintenance of revenue segment reporting for all divisions of the company, and rebate provisions and payouts and inventory protection payouts for customers.
- As General Accounting Supervisor, responsible for the accurate reporting and consolidation of all company transactions to the general ledger, including intercompany transactions and currency translations necessary to prepare the financial reporting package for management for all domestic and international divisions.
- As System Administrator, responsible for the all maintenance functions and data integrity for the general ledger system including accurate data flow from other operating systems, user security set up, report writing, query writing, set up of key elements of system processing, and training of users to accurately perform their tasks and processes related to data entry into the system.

**SPARTAN STORES, INC. – GRAND RAPIDS, MI**

1983 to 1986

Retail Accountant

- Responsible for the accounting and financial statement preparation for approximately 25 independent retail grocery stores whose owners were cooperative members.

**EUSTRATIOUS K. BACALIS & CO. – GRAND RAPIDS, MI**

1979 to 1983

Accountant

- Responsible for the accounting for approximately 40 small businesses supplying such services as monthly accounting services, financial statement preparation, payroll processing, payroll tax preparation, sales tax preparation, individual and basic corporate income tax account preparation, compilations, reviews, and audits.
- Transitioned record keeping from manual systems to computerized systems.

**EDUCATION**

**AQUINAS COLLEGE – GRAND RAPIDS, MI**

**B.S., Business Administration-Major in Accounting, 1983**

**Graduated Magna Cum Laude**

**DAVENPORT COLLEGE OF BUSINESS – GRAND RAPIDS, MI**

**Associates Degree-Major in Accounting, 1981**

**Graduated with Highest Honor**



## Job Description

<b>Job Title:</b>	Family Services/ Mortgage Compliance Manager
<b>Department:</b>	Homeowner Services
<b>Employee Status:</b>	Non-exempt, full-time, salaried
<b>Reports Directly To:</b>	Director of Operations

**Basic Functions:** This position will manage the HFHHI procedures for the recruitment, processing, selection and education of homeowner families, coordinate the sale of homes, and provide direction for the programs designed to support families after they have been selected.

A key element of the family selection and approval process is ensuring that the affiliate's policies and procedures remain in compliance with all mortgage/housing regulations and income guidelines, and the incumbent must be qualified under both state and federal laws. These laws include Fair Housing, SAFE Act, TILA, ECOA, and RESPA.

### Responsibilities:

#### 1. Outreach and Marketing

- Develop and maintain various recruitment processes so an adequate number of homeowner applicants will be prepared to purchase a Habitat home each year.
- Coordinate and implement small group and public speaking orientations to educate homeowner candidates about HFHHI family selection and support policies and procedures.
- Research and coordinate planning to address needs in diverse communities across the island.

#### 2. Homeowner Selection

- Work with homeowner applicants to determine appropriate financing tool for their circumstances (e.g. Habitat – held mortgage, Department of Hawaiian Homelands, USDA 502 Loan, etc.)
- Manage the homeowner selection process according to Fair Housing and other fair lending and housing laws, including:
  - making applications available to potential applicants,
  - assessing the application
  - notifying applicants of the status of their application,.
  - informing applicants of ways to strengthen their chances of being accepted into the homeownership program in future, if not eligible immediately.
  - Assist with loan packaging, as appropriate to financing mechanism.

- Monitor progress of approved applicants to ensure they fulfill the conditions of the Partnership Agreement/approval notification
  - Monthly communication with approved applicants
  - Collecting updated information
  - Performing credit and background checks for each applicant
  - Work with Family Services Committee on application review and home visits in accordance with HFHHI guidelines
  - Maintain homeowner files in both hard and electronic copy
- Prepare for consummation of home purchase in accordance with RESPA/TRID guidelines:
  - Determine purchase price and affordability for each homeowner
  - Prepare Loan Estimate, schedule closing and prepare Closing Disclosure
  - Prepare homebuyer for closing: Loan Estimate, acquiring homeowner insurance, etc.
- Work with Finance Department or Mortgage Servicing Company to set up and manage escrow accounts for each homeowner and ensure that homeowner's insurance and property taxes are paid at appropriate times.
  - Recalculate escrow accounts for each homeowner annually and notify homeowners of any changes in payment amount
  - Manage mortgage delinquencies by sending out appropriate letters and conducting home visits with homeowners to ensure their continued payment. Mortgage delinquency rate should be below 18%

### **3. Family Services and Nurturing**

- Implement Family Services Policy and ensure current practices are consistent with policies.
- Investigate new opportunities for HFHHI to connect with current homeowners (i.e newsletters, meetings/potlucks)
- Connect homebuyers and homeowners to HFHHI -sponsored activities: dedications, volunteer/sponsor group gatherings, publicity and media events
- Provide staff support to Family Services Committee, including scheduling, coordinating and attending committee meetings.
- Ensure family selection and family support activities are assigned to members of the Family Services Committee, and that these activities are monitored and reported on monthly
- Liaise with construction department regarding site meetings, ordering of materials (appliances, flooring, cabinets, where appropriate)
- Identify other social services agencies as community partners, and make referrals as appropriate
- Develop/deliver a curriculum for Homeowner Education classes. Ensure that the curriculum covers both pre- and post-ownership phases

### **4. Dimensions: The incumbent will be able to:**

- Communicate effectively with people of all levels

- Develop and maintain relationships with families, volunteers, vendors, and professional service providers
- Perform with little supervision
- Execute organizational skills relating to routine duties
- Utilize volunteers for administrative tasks, as appropriate
- Interface with all management staff to identify support needs of the organization

**5. Required Skills / Experience / Physical Requirements**

- Must take annual federal and state certification training to maintain Qualified Mortgage Originator status
- Must be familiar with, and provide leadership for annual renewal of NMLS mortgage
- Knowledge and experience in the mortgage origination process preferred
- Management experience preferred.
- Team building a real plus.
- Should have a Christ-centered approach to leadership.
- Must have good anticipatory abilities and personally act on same as need arises.
- Must be willing to understand the big picture of the HFHHI ministry and know that Family Services are only a part of the larger goal.
- Must pass Criminal Background Check and Sexual Offender Check.
- Must have valid driver’s license and cell phone

**Internal Interactions:**

All Staff & Volunteers

**External Interactions:**

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

**Date of Description:**

July 20, 2018

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_



**JANE MIRELES**  
**PO Box 390025**  
**Keauhou, HI 96739**  
**Jane.Mireles@gmail.com**  
**(808) 217-2567**

**OBJECTIVE:** A challenging and rewarding position servicing the community.

My adaptable personality allows me to enter into new situations and take off running. I have proven to be an asset in maintaining and cultivating relationships with both fellow employees and clients.

**EXPERIENCE:** **Big Island Sales & Marketing Manager** March 2016  
Hawaii Adventure & Romance Magazine to Present  
Big Island Coupon Book, Kailua-Kona, HI

Identify, prioritize, pursue and close potential new advertisers. Handle all advertising campaigns from their conceptualization to their completion. Manage time effectively in order to prospect, grow the existent consumer base and follow up on prospective accounts.

**Realtor / Salesperson** September 2014  
Century 21 Paradise International, Kailua-Kona, HI to March 2016

Represented Buyers and Sellers in real estate transactions. Coordinated with escrow companies, lenders, home inspectors, and other vendors to ensure that terms and conditions of purchase agreements were met before closing dates.

**Sales Representative** March 2013  
Wyndham Vacation Ownership, Kailua-Kona, HI to August 2014

Engaged in face to face sales. Built rapport, negotiated and closed sales resulting in new Wyndham Owners or upgrading existing Owners to increased benefits.

**Sales/Office Manager, Property Manager** June 2009  
Century 21 Paradise International, Kailua-Kona, HI to March 2013

Responsible for daily operations of real estate office and oversee sales performance of real estate agents. Coordinated completion of Escrow files. Managed long-term rental properties. Screened tenants, negotiated leases, performed inspections of all properties. Maintained and strengthened relationships with both the owners of the properties and the tenants.

**Realtor, Salesperson** February 2005  
Century 21 All Islands, Kailua-Kona, HI to December 2008

Represented Buyers and Sellers in real estate transactions. Coordinated with escrow companies, lenders, home inspectors, and other vendors to ensure that terms and conditions of purchase agreements were met before closing dates.

**Property Manager** August 2004  
Augustine Realty, Kailua-Kona, HI to November 2006

Managed Homeowner's Associations. Supervised correspondence with Board of Directors, coordinated all meetings. Maintained and enhanced relationships with Board Members to successfully ensure renewal of Management contract and annual increase in Management fee. Prepared monthly Financial Statements and generated Annual Budgets.

**EDUCATION:** University of California, Riverside - Sociology, Administrative Studies  
Hawaii Real Estate License  
Hawaii Insurance License

**SKILLS:** Excellent managerial, organizational and multi-tasking skills. Ability to oversee projects to fruition without micro-managing. Can maintain harmony amongst employees/agents in stressful work environment.



# Habitat for Humanity®

## Hawai'i Island

### JOB DESCRIPTION

**Job Title:** Construction Manager  
**Reports to:** Executive Director  
**Affiliate:** Habitat Hawaii Island

**Job Classification:** Full Time-Exempt  
**Department/Program:** Construction  
**Location:** Waimea Office

#### ***Job Overview:***

To oversee all aspects of Habitat for Humanity Hawaii Island construction procedures, including new home builds, home repair, deconstruction, and all construction related activities, in a way that utilizes Build Committee members, board, staff, Sub-contractors, Site Supervisors, volunteer laborers, stakeholders, vendors, and materials to produce quality homes in a safe affordable manner. Position will include managing construction staff and volunteers, overseeing all construction sites, training volunteers, assisting with plan and site development, developing construction quality assurance methods to improve long term product, and working closely with Habitat team to rehabilitate and build new residential homes.

#### ***Key Responsibilities:***

##### ***Pre-Construction Planning:***

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

##### ***Construction Staff Management:***

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

##### ***Construction Procedure:***

- Provide contracts to subs and ensure timely and accurate completion.
- Order inspections; ensure that houses are built to code.
- Use in-kind material and labor when possible.

January 9, 2020

- Provide updates regarding project status and estimated completion dates.
- Responsible for projects until 100% complete and sold to homeowner.
- Work to develop QA methodology to ensure quality construction.
- Provide clear leadership with the safety plan to ensure understanding and full utilization.
- Work with Habitat Team to quickly handle any warranty repairs.

***Materials and Labor procurement:***

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

***Management of Information:***

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

***QUALIFICATION REQUIREMENTS:***

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

**Education & Experience:** College degree in related field preferred with five years experience in the provision of services and home construction and home repair with an emphasis on sustainable building.

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

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

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

**Desired Experiences, Skills & Abilities:** Experience in Construction and Project Management skills with proven record of increasing responsibility and achievement.



*Help build it!*

August 12, 2019

Habitat for Humanity Hawai'i Island  
PO Box 4619  
Kailua Kona, HI 96745-4619

**RE: 501(c)(3) Letter for Habitat for Humanity Hawai'i Island, Partner ID# 4786-2080**

Dear affiliate leader:

This letter will confirm that Habitat for Humanity Hawai'i Island, with employer identification number 99-0355149, is considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under Section 501(c)(3) of the Internal Revenue Code.

The group exemption number assigned to HFHI by the IRS is 8545. This number may be provided to prospective donors, foundations and other grant organizations as they request it and is required on certain IRS forms.

Enclosed is a copy of the determination letter dated June 18, 2019, provided by the IRS as evidence of HFHI's tax exempt status as well as its group exemption. The determination letter, together with this letter, confirms Habitat for Humanity Hawai'i Island's subordinate status and provides evidence of its tax exempt status under Section 501(c)(3) of the Code.

In partnership,

A handwritten signature in black ink, appearing to read "Jim Mellott", with a horizontal line underneath.

**Jim Mellott**  
VP Finance

Enclosure



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077383720  
June 18, 2019 LTR 4167C 0  
91-1914868 000000 00

00034202

BODC: TE

HABITAT FOR HUMANITY INTERNATIONAL  
INC  
HABITAT FOR HUMANITY INTRNL PARENT  
322 W LAMAR ST  
AMERICUS GA 31709-3543

019599

Employer identification number: 91-1914868  
Group exemption number: 8545

Dear Taxpayer:

This is in response to your request dated Mar. 28, 2019, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in January 1987, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to [www.irs.gov/charities](http://www.irs.gov/charities) for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

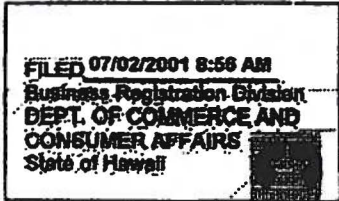
4077383720  
June 18, 2019 LTR 4167C 0  
91-1914868 000000 00  
00034203

HABITAT FOR HUMANITY INTERNATIONAL  
INC  
HABITAT FOR HUMANITY INTRNL PARENT  
322 W LAMAR ST  
AMERICUS GA 31709-3543

Sincerely yours,

*Stephen A. Martin*

Stephen A. Martin  
Director, EO Rulings & Agreements



## Articles of Incorporation

The undersigned, desiring to form a non-profit corporation under and in accordance with Chapter 415B, Hawaii Revised Statutes and other applicable laws of said State of Hawaii and to obtain the benefits conferred by said laws upon corporations, hereby execute and adopt the following Articles of Incorporation.

1. The name of the corporation shall be Habitat for Humanity Kona, Inc.
2. This corporation is organized as a nonprofit corporation under the State of Hawaii Nonprofit Corporation laws and as a tax exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Law (the "Internal Revenue Code"). The corporation shall have and exercise all rights and powers as provided for by law to a tax-exempt non-profit corporation, notwithstanding any of the purposes and powers of the corporation, but this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the charitable purposes of the corporation, or which are not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code and the regulations promulgated thereunder.
3. This corporation is a public benefit corporation.
4. The corporation shall have perpetual duration and succession in its corporate name.
5. The corporation shall have no members.
6. The purposes for which the corporation is organized are exclusively religious, charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code. Within the scope of such purposes:
  - (a) To witness to and implement the Gospel of Jesus Christ in Hawaii and throughout the United States and the world by working with economically disadvantaged people to help them to create a better human habitat in which to live and work;
  - (b) To cooperate with other charitable organizations, through grants and otherwise, which are working to develop a better human habitat for economically disadvantaged people;
  - (c) To allow people of all faiths to participate in all capacities in the charitable goals of this ministry without prejudice or restriction;
  - (d) To communicate the Gospel of Jesus Christ by means of the spoken and written word;

(e) To enable an expanding number of persons from all walks of life to participate in this faith based ministry;

(f) To receive, maintain, and accept as assets of the corporation, any property, whether real, personal, or mixed, by way of gift, bequest, devise, or purchase from any person, firm, trust, or corporation, to be held, administered, and disposed of exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, and in accordance with and pursuant to the provisions of these articles of incorporation; but no gift, bequest, devise, or purchase of any such property shall be received or made and accepted if it is conditioned or limited in such manner as shall require the disposition of income or principal to any organization other than a charitable organization or for any purposes other than charitable purposes which would jeopardize the status of the corporation as an entity exempt from federal income tax pursuant to the relevant provisions of the Internal Revenue Code;

(g) To exclusively promote and carry on any other religious, charitable, or educational purposes and activities for which corporations may be organized and operated under the relevant provisions of the Internal Revenue Code and under 415B, Hawaii Revised Statutes;

(h) To enter into and perform contracts of every sort and description with any person, entity, municipality, county, state, nation or other body politic, or with any agency of any of the foregoing;

(i) In general, to carry on any business and to have and exercise all of the powers conferred by the laws of the State of Hawaii, and to do any or all of the things set forth above; and

(j) To perform every act necessary or proper for the accomplishment of the objects and purposes set forth above or for the protection and benefit of the corporation.

7. The powers and activities of the corporation shall be limited as follows:

(a) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to any of its members, trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles of incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

(b) Anything contained in these articles of incorporation to the contrary notwithstanding, the corporation shall not carry on or otherwise engage in any activities



not permitted to be carried on or engaged in by: (1) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or any corresponding section of any future tax code; (2) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or any corresponding section of any future tax code; or, (3) a corporation organized and existing under 415B, Hawaii Revised Statutes.

8. No voluntary dissolution of the corporation or liquidation of its assets shall take place without the assent of a majority of the directors of the corporation, obtained by vote at a meeting of the directors of the corporation duly called and held for the purpose of authorizing such dissolution or liquidation. Written notice, setting forth the purpose of the meeting shall be given to all directors not less than thirty (30) days in advance of the meeting. In the event of the dissolution and liquidation of this corporation, to the extent allowed or permitted under applicable laws, the property and assets of the corporation shall be, as determined by the board of directors, distributed to or sold and the proceeds of such sales distributed to: (i) Habitat for Humanity International, Inc., a Georgia Nonprofit Corporation and a corporation exempt from taxation under Section 501(c)(3) of the Internal Revenue Code; or, (ii) any other organization(s) organized and operating for the same purposes for which the corporation is organized and operating or any organization(s), foundation(s), fund(s), or corporation(s) organized and operating exclusively for religious, charitable, scientific, educational, or other purposes permitted by Section 501(c)(3) of the Internal Revenue Code, all of which such organizations, foundations, funds, or corporations shall be exempt under Section 501(c)(3) of the Internal Revenue Code. In the event that any assets are not disposed of in accordance with the provisions of these articles of incorporation or that the corporation shall fail to act within a reasonable time in the manner provided in these articles of incorporation, the Circuit Court of the Third Circuit, State of Hawaii shall, upon application of one or more persons having a real interest in the corporation or its assets, make such distribution(s) as provided in these articles of incorporation.

9. The affairs of this corporation shall be conducted by a Board of Directors, who shall elect the officers as provided below. The number of directors of the corporation and the method of their election shall be as provided in the bylaws. The number of directors constituting the initial board of directors shall be 7 and the names and addresses of the persons who shall serve as directors until their successors shall be elected and qualified are as follows:

Morty Breier	73-4548 Mahi St.	Kailua-Kona, HI 96740
Helen Gram	82-1021 Kaimalu Pl	Captain Cook, HI 96704
Lorraine Highkin	P.O. Box 563	Holualoa, HI 96725
Jacqueline Kowrach	77-301 Noelani Way, #21	Kailua-Kona, HI 96740
Steve Marquis	75-5336 La'Aulu Rd.	Holualoa, HI 96725
R. Allen Robinson	P.O. Box 383065	Waikoloa, HI 96738
Jonel Stahr-Brown	82-984 Paikapahu St	Captain Cook, HI 96704

10. The officers of the corporation shall be a President, one or more Vice-Presidents, a Secretary, a Treasurer and such additional officers as shall be determined in accordance with the bylaws. The officers shall have and may exercise the powers, perform the duties and be appointed in the manner set forth in the bylaws. Any person may hold two (2) or more offices of the corporation unless such practice is prohibited by the bylaws; provided that the corporation shall have not less than two (2) persons as officers. The initial officers of the corporation and their residence addresses, who shall hold their respective offices until their successors shall be elected or appointed pursuant to the bylaws are as follows:

<b>Name</b>	<b>Residence Address</b>	<b>Office</b>
Morty Breier	73-4548 Mahi St. Kailua-Kona, HI 96740	President
Jonel Stahr-Brown	82-984 Paikapahu St Captain Cook, HI 96704	Vice-President
Lorraine Highkin	P.O. Box 563 Holualoa, HI 96725	Treasurer
Jocqueline Kowrach	77-301 Noelani Way, #21 Kailua-Kona, HI 96740	Secretary

11. The location of the corporation and the street address of its initial principal office is c/o Church of Christ, 74-4907 Palani Rd., Kailua-Kona, HI 96740.

The mailing address of the corporation is P.O. Box 4619, Kailua-Kona, HI 96745

And the name of its initial registered agent in that office is Jonel Stahr-Brown.

12. No director or officer of the corporation and no heir or personal representative of any such person shall be liable to the corporation for any loss or damage suffered by it on account of an action or omission by such person as a director or officer if such person acted in good faith and in a manner reasonably believed to be in or not opposed to the best interest of this corporation, unless with respect to an action or suit by or in the right of the corporation to procure a judgment in its favor such person shall have adjudged to be liable for willful negligence or willful misconduct in the performance of such person's duty to this corporation.

13. The corporation shall indemnify each present, former and future officer and director of the corporation and each person who serves at the request of the corporation, whether or not such person is also an officer or director of the corporation, against all costs, expenses and liabilities, including the amounts of judgments, amounts paid in

compromise settlements and paid for services or legal counsel and other related expenses, which may be incurred by or imposed in connection with any claim, demand, action, suit, proceeding, investigation or inquiry, civil or criminal, hereafter made, instituted or threatened in which such person may be involved as a party or otherwise by reason of being or having been such officer or director, whether or not the person continues to be such officer or director at the time of the incurring or imposition of such costs, expenses or liabilities, except in relation to matters as to which the person shall in such action, suit or proceeding be finally adjudged to be, or shall be liable by reason of his/her gross negligence or willful misconduct toward the corporation in the performance of his/her duties as such officer or director. As to whether or not a director or officer was liable by reason of gross negligence or willful misconduct toward the corporation in the performance of duties as such office or director, in the absence of such final adjudication of the existence of such liability, the Board of Directors and each officer and director may conclusively rely upon an opinion of legal counsel selected by the Board of Directors. The foregoing right of indemnification shall not be exclusive of other rights to which any such officer or director may be entitled as a matter of law or otherwise, and shall inure to the benefit of the heirs and personal representatives of each such officer or director.

14. The property of the corporation shall alone be liable in law for the payment of the debts and liabilities of the corporation. The directors, officers and employees of the corporation shall not be liable for the corporation's obligations. Recovery for any liability of the corporation shall be limited to the assets of the corporation, and there shall be no recourse against the directors, officers and employees of the corporation.

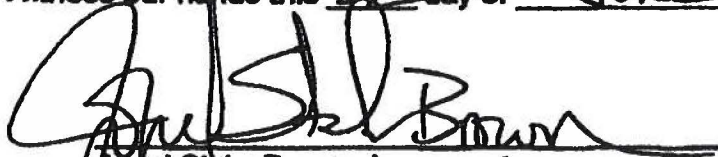
15. The corporation is nonprofit in nature and shall not authorize or issue shares of stock. No dividends shall be paid and no part of the income or profit of the corporation shall be distributed to its members, directors, or officers, except for services actually rendered to the corporation.

16. These Articles may be amended by the vote of a majority of the directors of the corporation. In the event any of the provisions of the Internal Revenue Code relating to tax-exempt corporations or otherwise affecting the corporation's tax status shall at any time or from time to time be amended, then and in each such instance, the directors and officers of the corporation shall then take such actions by amendment to the Articles of Incorporation or otherwise as may be necessary or appropriate by reason of said statutory amendment in order to protect the income tax exemption or other tax status of the corporation. No such amendment shall be made: (a) which would give to the corporation any purpose or purposes beyond those listed in Section 501(c)(3) of the Internal Revenue Code as it now exists and as it hereafter may be amended, or which would otherwise bring the corporation without the scope of said section; or (b) which would or might otherwise result in the loss by the corporation of its exemption from taxation under Section 501(a) of the Internal Revenue Code.

17. The initial By-Laws of the Corporation shall be approved by the Board of Directors of the Corporation, and thereafter may be adopted, amended or repealed by vote of the majority of the directors of the corporation present at any meeting of the directors duly called and held, the notice of which shall have stated that a purpose of the meeting is to consider the adoption or amendment or repeal of the By-Laws

We certify under the penalties of Section 415B-158, Hawaii Revised Statutes, that we have read the above statements and that the same are true and correct.

Witness our hands this 22 day of June, 2001.


  
Jonel Stahr-Brown, Incorporator


  
Morty Breier, Incorporator

  
Helen Gram, Incorporator

  
Lorraine Highkin, Incorporator

  
Jocqueline Kowrach, Incorporator

  
Steve Marquis, Incorporator

  
R. Allen Robinson, Incorporator

07/03/2001 120060

# **Bylaws of Habitat for Humanity Hawaii Island Inc.**

## **Article I: Name, Form of Organization and Purposes**

**Section 1.1 Name.** The name of the corporation is Habitat for Humanity Hawaii Island

**Section 1.2 Nonprofit and Tax Exempt Status.** The corporation is organized as a nonprofit corporation under the State of Hawaii Nonprofit Corporation laws and as a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code.

**Section 1.3 No Members.** The corporation shall have no members.

**Section 1.4 Purposes.** The purposes for which the corporation is organized, as stated in its Articles of Incorporation, are based on Christian principles as it is exclusively religious, charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code, as amended and under 415B, Hawaii Revised Statutes. Within the scope of such purposes:

- (a) To demonstrate the love of Jesus Christ, and to further the mission of Habitat for Humanity. Seeking to put God's love into action, Habitat for Humanity Hawaii Island brings people together to build homes, communities and hope.
- (b) To focus on shelter. We have chosen, as our means of manifesting God's love, to create opportunities for all people to live in safe and affordable shelter. We put faith into action by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.
- (c) To advocate for affordable housing. We promote decent, affordable housing for all, and we support the global community's commitment to housing as a basic human right. We will advocate for just and fair housing policy to eliminate the constraints that contribute to poverty housing. And, in all of our work, we will seek to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable.
- (d) To promote dignity and hope. We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.
- (e) To support sustainable and transformational development. We view our work as successful when it transforms lives and promotes positive and lasting social, economic and spiritual change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship

of all resources entrusted to us.

- (f) To receive, maintain, and accept as assets of the corporation, any property, whether real, personal, or mixed, by way of gift, bequest, devise or purchase from any person, firm, trust, or corporation, to be held, administered, and disposed of exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, and in accordance with and pursuant to the provisions of these articles of incorporation; but no gift, bequest, devise or purchase of any such property shall be received or made and accepted if it is conditioned or limited in such manner as shall require the disposition of income or principal to any organization other than a charitable organization or for any purposes of the charitable purposes which would jeopardize the status of the corporation as an entity exempt from federal income tax pursuant to the relevant provisions of the Internal Revenue Code, as amended; and
- (g) To exclusively promote and carry on any other religious, charitable, or educational purposes and activities for which corporations may be organized and operated under the relevant provisions of the Internal Revenue Code, as amended under the state of Hawaii Nonprofit Corporation laws.

**Section 1.5 Geographic Area Served:** The geographic service area for the affiliate's activities is Hawaii Island.

**Section 1.6 Affiliation with Habitat for Humanity International:** The organization, being a particular affiliate of Habitat for Humanity International, recognizes that it is a party to the U.S. Affiliation Agreement (as amended from time to time) and commits to work in partnership with Habitat for Humanity International to accomplish the Habitat ministry of building homes, communities, and hope.

## **Article II: Offices**

**Section 2.1 Principal, Registered and Other Offices, and Agent.** The principal office of the corporation and the office of its registered agent shall be located in Kailua-Kona, County and State of Hawaii. The corporation may establish other branch offices in other locations as necessary to more effectively and efficiently conduct its activities.

## **Article III: Board of Directors**

**Section 3.1 Authority, General Powers and Functions of the Board.** All corporate powers and affairs of the corporation shall be under the authority and direction of the Board of Directors. The Board of Directors shall perform, but not be limited to, the following functions:

- (a) oversee the implementation and administration of policies and procedures for handling and accounting for the finances of the corporation;
- (b) prepare an annual revenue and expense budget;

- (c) work closely with the Development Committee to coordinate development of the resources needed to meet the revenue goals of the budget;
- (d) monitor the implementation of the budget, revising the budget when necessary;
- (e) oversee the implementation and administration of policies and procedures relating to volunteers and any employees of the corporation;
- (f) co-ordinate the strategic and long range planning activities of the corporation; and, monitor and evaluate the performance of the corporation with respect to the achievement of its mission, purposes and goals.

**Section 3.2 Number, Term, Qualifications and Election.** The number of Directors of the corporation shall be a minimum of twelve (12). The number of Directors may be increased to a maximum of twenty-four (24) as the Directors may determine from time to time. The Board of Directors shall consist of two groups of approximately equal size. One group, on a rotational basis, shall be elected each year. Each Director shall serve for a term of two (2) years and until his or her successor is elected and qualified, or until such Director's earlier death, resignation, incapacity to serve, or removal. A Director shall not be eligible for re-election if he or she has served three (3) consecutive two (2) year terms. Directors shall reside in the West Hawaii area of the County of Hawaii. Directors shall be elected each year at the annual meeting from a slate presented by the Nominating Committee. Nominations may also be made by Directors from the floor. The nominees who receive a plurality of the votes cast shall be elected. There shall be no secret ballots. The constituting Board of Directors, as stated in the Articles of Incorporation, shall serve until the first annual meeting when it shall elect a new Board of Directors whose terms of office shall be one (1) or two (2) years.

**Section 3.3 Resignation.** A Director may resign by delivering written notice to the Board of Directors. A resignation is effective when the notice is received unless the notice specifies a later effective date. If a resignation is made effective at a later date, the Board of Directors may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date.

**Section 3.4 Removal.** A Director may be removed, with or without cause, by vote of two-thirds (2/3) of the Directors then in office. Such action shall be taken at a regular meeting of the Board of Directors or at a special meeting called for such purpose. In addition, a Director may be removed by the affirmative vote of a majority of the Directors then in office for failing to attend three (3) consecutive, regular meetings of the Board of Directors.

**Section 3.5 Vacancies.** Any vacancy occurring on the Board of Directors, including a vacancy resulting by increasing the number of Directors, may be filled by the Board of Directors. A Director elected to fill a vacancy shall hold office until the end of the unexpired term, and will be considered to have served the full term of office.

**Section 3.6 No Compensation.** The Board of Directors shall not permit compensation of

Directors for their services as Directors of the corporation.

### **Section 3.7 Director Conflict of Interest Transaction**

(a) A conflict of interest transaction is a transaction with the corporation in which a director of the corporation has a direct or indirect interest. A conflict of interest transaction is not voidable or the basis for imposing liability on the director if the transaction was fair at the time it was entered into or is approved as provided in subsection (b).

(b) A transaction in which a director has a conflict of interest may be approved if (1) the material facts of the transaction and the director's interest were disclosed or known to the board of directors or a committee of the board and the transaction was authorized, approved, or ratified by the board or committee of the board; or (2) the material facts of the transaction and the director's interest were disclosed or known to the members and they authorized, approved, or ratified the transaction.

(c) For purposes of this section, a director of the corporation has an indirect interest in a transaction if:

(1) Another entity in which the director has a material interest or in which the director is a general partner is a party to the transaction; or

(2) Another entity of which the director is a director, officer, or trustee is a party to the transaction.

(d) For purposes of subsection (b), a conflict of interest transaction is authorized, approved, or ratified if it receives the affirmative vote of a majority of the directors either on the board or on the committee, who have no direct or indirect interest in the transaction; provided that a transaction may not be authorized, approved, or ratified under this section by a single director. If a majority of the directors on the board who have no direct or indirect interest in the transaction vote to authorize, approve, or ratify the transaction, a quorum is present for the purpose of taking action under this section. The presence of or a vote cast by a director with a direct or indirect interest in the transaction does not affect the validity of any action taken under subsection [(b)(2)]; provided the transaction is otherwise approved as provided in subsection (b).

(e) For purposes of subsection [(b)(2)], a conflict of interest transaction is authorized, approved, or ratified by the members if it receives a majority of the votes entitled to be counted under this subsection. Votes cast by or voted under the control of a director who has a direct or indirect interest in the transaction, and votes cast by or voted under the control of an entity described in subsection (c)(1), may not be counted in a vote of members to determine whether to authorize, approve, or ratify a conflict of interest transaction under subsection [(b)(2)]. The vote of these members, however, is counted in determining whether the transaction is approved under other sections of this chapter. A majority of the voting power, whether or not present, that are entitled to be counted in a vote on the transaction under this subsection constitutes a quorum for the purpose of taking action under this section.



## **Article IV: Meetings of Directors**

**Section 4.1 Place of Meetings.** All meetings of the Board of Directors shall be held in Kailua-Kona, County and State of Hawaii, at such place and time as the Board of Directors may determine. The board may permit any or all directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.

**Section 4.2 Annual Meetings.** The annual meeting of the Board of Directors, for the purpose of electing Directors, appointing officers, approving a budget for the year, and transacting other business, shall be held at such time and place as the Board of Directors may determine. Additional meetings may be called by or at the request of the president or twenty percent (20%) of the Directors then in office.

**Section 4.3 Regular Meetings of the Board of Directors.** Regular meetings of the board of directors shall be held at 4:30 pm on the fourth Tuesday of the month, (with the exception of the months of July, August, and December.), or at any other time as the board of directors may determine.

**Section 4.4 Special Meetings:** Special meetings of the board of directors may be called by or at the request of the board president, or twenty percent (20%) of the directors then in office. Such meetings must be held in Kailua-Kona, County and State of Hawaii.

**Section 4.5 Notice of Meetings.** Meetings of the Board of Directors may be held without notice if the date, time and place of the meeting has been previously fixed by the Board; otherwise, meetings must be preceded by at least two (2) days notice to each Director at his or her address as shown by the records of the corporation. Such notice shall include the date, time, and place of the meeting. Notice may be given by any usual means of communication such as oral, written, or electronic transmission. A Director's attendance at the meeting shall constitute proof of notice to that Director.

**Section 4.6 Quorum and Manner of Acting.** A quorum of the Board of Directors consists of six (6) or a majority of the directors in office immediately before a meeting begins, whichever is less. If a quorum is present when a vote is taken, the affirmative vote of a majority of directors present is the act of the board of directors, unless the vote of a greater number of directors is required by law or these bylaws. Representation or voting by proxy shall not be allowed.

**Section 4.7 Action Without Meeting.** Action required or permitted by law or these bylaws to be taken at a meeting of the Board of Directors may be taken without a meeting if the action is taken by all of the duly elected and qualified Board of Directors. The action must be evidenced by signed written consent(s) describing the action taken and recorded

in the minutes. Consent may be evidenced by electronic transaction.

## **Article V: Officers**

**Section 5.1 Number.** The officers of the corporation shall consist of a president, vice president, secretary, treasurer, and other officers as may be elected by the Board of Directors. If two (2) or more persons are at any time serving as co-presidents, the offices of vice president, secretary and treasurer can be left unfilled during that period. However, at all times there will be at least four (4) principal officers. Officers whose authority and duties are not prescribed in these bylaws shall have the authority and perform the duties prescribed by the Board of Directors. No person shall hold more than one office.

**Section 5.2 Election and Term of Office.** The principal officers of the corporation shall be elected by majority vote by the Board of Directors at its annual meeting. The Nominating Committee shall present a slate of nominees for election. Nominations may also be made from the floor. All nominees for the four (4) principal offices must be members of the Board of Directors. The term of office for each officer shall be one (1) year, or until such officer's death, resignation, or removal, or until such officer's successor is elected and shall have qualified, provided that person may be elected to serve for more than two (2) successive terms in the office he/she has held. The Board of Directors may appoint assistant secretaries, assistant treasurers and other officers at any time the need may arise. A vacancy occurring in an officer position may be filled at any time by the Board of Directors. The term of an officer elected to fill a vacancy shall expire at the end of the unexpired term that such officer is filling.

**Section 5.3 Resignation and Removal.** An officer may resign at any time by delivering notice to the Board of Directors. A resignation is effective when the notice is effective. If a resignation is made effective at a future date, the Board of Directors may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date. The Board of Directors may remove any officer at any time, with or without cause, by a two-thirds (2/3) majority vote.

### **Section 5.4 Duties.**

**(a) President.** The president shall be the chief executive officer of the corporation and, subject to the control of the Board of Directors, shall supervise and control the management of the corporation in accordance with these bylaws. The president may sign, with any proper officer of the corporation so authorized by the Board of Directors, any deeds, leases, mortgages, bonds, contracts, or other instruments that lawfully may be executed on behalf of the corporation, except where the signing and execution thereof expressly shall be delegated by the Board of Directors to be otherwise signed and executed. The president shall serve as the chairperson of the Board of Directors and shall preside at all meetings of the Board of Directors. The president shall, in general, perform all duties incident to the office of president and such other duties as may be prescribed from time to

time by the Board of Directors.

**(b) Co-Presidents.** As may be required to effectively carry out the duties of the president no more than three (3) co-presidents may be elected by the Board of Directors; the duties must be specified by the nominating committee prior to election. In the absence of a co-president, the nominating committee shall specify which of the remaining co-presidents shall perform the duties of the absent co-president. In the event of death, inability or refusal to act of a co-president, the remaining co-presidents shall divide the duties of that co-president with approval by the Board of Directors.

**(c) Vice President.** In the absence of the president or all of the co-presidents, or in the event of death, inability or refusal to act of the president or all co-presidents, the vice president, unless otherwise determined by the Board of Directors, shall perform the duties of the president and, when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall also serve as vice chairperson of the Board of Directors. The vice president shall perform such other duties as may be assigned from time to time by the president or the Board of Directors.

**(d) Co-Vice Presidents.** As may be required to effectively carry out the duties of the vice president, no more than two (2) co-vice presidents may be elected by the Board of Directors; the duties must be specified by the nominating committee prior to election. In the absence of the president, when there are co-vice presidents, the president shall specify which of the co-vice presidents shall perform the duties of the president; or in the event of death, inability or refusal to act of the president, the co-vice presidents shall divide the duties of the president with approval by the Board of Directors.

**(e) Secretary.** The secretary shall perform all duties incident to the office of secretary including the following:

- (a) approve and sign minutes of all meetings of the Board of Directors and the Executive Committee;
- (b) authenticate records of the corporation when requested to do so;
- (c) give all notices required by law and by these bylaws;
- (d) have general charge of the corporate books and records and of the corporate seal, and affix the corporate seal to any lawfully executed instrument requiring it;
- (e) sign such instruments as may require such signature;
- (f) cause such corporate reports as may be required by state law to be prepared and filed in a timely manner; and other duties as may be assigned from time to time by the president or the Board of Directors.

**(f) Treasurer.** The treasurer shall perform all duties incident to the office of treasurer

including the following;

- (a) have custody of all funds and securities belonging to the corporation and receive, deposit or disburse the same under the direction of the Board of Directors;
- (b) keep full and accurate accounts of the finances of the corporation in books especially provided for that purpose;
- (c) cause such returns, reports and/or schedules as may be required by the Internal Revenue Service and the state taxing authorities to be prepared and filed in a timely manner;
- (d) cause a true balance sheet (statement of the assets, liabilities and fund balance) of the corporation as of the close of each fiscal year and true statements of activity (support and revenue, expenses, and changes in fund balance), functional expenses, and cash flows for such fiscal year, all in reasonable detail, to be prepared and submitted to the Board of Directors; and other duties as may be assigned from time to time by the president or the Board of Directors.

**5.5 Contract Rights and Compensation.** The appointment of an officer does not in itself create contract rights. There shall be no compensation for the services provided by any officer acting as an officer of the corporation.

#### **Article VI: Board of Advisors**

**Section 6.1 Appointment.** A Board of Advisors may be appointed to provide advice and counsel to the Board of Directors. Advisors shall serve at the pleasure of the Board of Directors. There shall be no limit on the number of persons who may be appointed to the Board of Advisors, nor shall there be any limit on the number of successive terms a person may serve on the Board of Advisors.

**Section 6.2 Qualifications.** The qualifications for appointment to the Board of Advisors shall be:

- (a) a sincere interest in the work of the organization;
- (b) a willingness to attend at least one meeting of the Board of Advisors per year;  
and
- (c) a desire to support the purposes and goals of the organization as set forth in Article I.

#### **Article VII: Committees**

**Section 7.1 Board Committees.** The Board of Directors, by resolution adopted by the majority of the Directors, may designate one (1) or more committees of the Board, in addition to the committees established by these bylaws, each of which shall include one (1) or more Directors. The creation of a committee of the Board and appointment of members to it must be approved by a majority of the Directors in office when the action is taken. Committees, to the extent provided in said resolution and not restricted by law,

shall have and exercise the authority and act on behalf of the Board of Directors in the management of the committee; but the designation of such committees and delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed by law. A committee of the Board may not, however:

- (a) authorize distributions;
- (b) prove or recommend dissolution, merger or the sale, pledge or transfer of the corporation's assets;
- (c) elect, appoint or remove Directors or fill vacancies on the Board or on any committee of the Board;
- (d) adopt, amend and repeal the Articles of Incorporation or any bylaws.

**Section 7.2 Executive Committee.** The Executive Committee shall consist of no more than eight (8) Directors including the four principal officers of the corporation, co-officers elected by the Board of Directors, and any additional Directors appointed by the President and approved by a majority of all Directors then in office. Additional Directors shall serve in such capacity until the next annual meeting of the Board of Directors. The president shall serve as the chairperson of the Executive Committee and shall preside at all of its meetings. Except to the extent prohibited or limited by Section 7.1 above or by resolution of the Board of Directors, the Executive Committee may exercise the authority of the Board of Directors at such times as the Board is not in session. In addition, the Executive Committee shall perform the functions described in Section 3.1, making the appropriate recommendations for action to the full Board of Directors as required.

**Section 7.3 Nominating Committee.** The Nominating Committee shall consist of three (3) to five (5) members, no more than two (2) of whom currently shall be Directors of the corporation. The current president may not be a member of this committee. The committee members shall be appointed by the Board of Directors on an annual basis, to serve until the next annual meeting of the Board. A vacancy on this committee may be filled by the Board of Directors at any time. Members of the Nominating Committee may be appointed to successive terms. The committee shall be responsible for identifying and recruiting prospective Directors of the corporation and shall present a slate of nominees for election as Directors at the annual meeting. The committee shall also present a slate of nominees for appointment as principal officers of the corporation and may make recommendation for chairpersons of the operating committees. The Nominating Committee is encouraged to make recommendations for the Board of Advisors.

**Section 7.4 Operating Committees.** Within thirty (30) days after the annual meeting each year, the Board of Directors by majority vote shall appoint a chairperson of each of the operating committees. A vacancy occurring in the position of committee chairperson shall be filled in like manner. The chairperson of each operating committee shall appoint the members of the committee. New members of the committees may be appointed at any time. A majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Each committee may adopt rules for its own operation that are not

inconsistent with these bylaws or with rules adopted by the Board of Directors. The operating committees shall perform the functions described below and such other functions as the Board of Directors may provide.

**(a) Development Committee.** The committee shall develop a fund-raising plan for the corporation and shall develop and coordinate fund-raising activities needed to conduct the business of the organization. Its responsibilities shall include such tasks as: fund-raising campaigns, grant proposal writing, special fund-raising events, and cultivation of major donors.

**(b) Public Relations Committee.** The committee shall develop an information plan and be responsible for disseminating information about the corporation and its projects. The committee shall develop and coordinate such activities as public speaking, communicating with media resources including newspapers, radio and television, and publishing a periodic newsletter. Responsibilities include working with all appropriate members of the media to educate and inform the public regarding the mission and purposes of the organization, the need for better and more affordable housing in certain areas, and the steps being taken to meet this need.

**(c) Family Selection Committee.** The committee shall develop the selection criteria and application forms, screen applications, interview applicants, and recommend applicants to the Board of Directors for approval as prospective homeowners. The committee shall coordinate its activities with the Family Support, Site Selection and Building Committees.

**(d) Family Support Committee.** The committee shall develop and implement a plan to provide Habitat homeowners and prospective homeowners with a mutual support system, educational opportunities, and a forum for discussions pertaining to home ownership and maintenance, all for the purpose of helping families to break the poverty cycle and become independent.

**(e) Site Selection Committee.** The committee shall develop criteria for site selection of projects to be approved by the Board of Directors. The committee shall be responsible for targeting the area(s) of the community in which projects will be developed, investigating and researching the availability of property, and recommending property to the Board of Directors for acquisition. The committee shall work in conjunction with the Building Committee to evaluate the suitability of potential sites prior to acquisition.

**(f) Building Committee.** The committee, working with the Site Selection Committee and the Family Selection Committee, shall develop plans for new or rehabilitated homes and buildings suitable to the sites and families selected. The committee is responsible for planning and implementing the construction projects including such tasks as obtaining house plans, soliciting professional help and donations of building materials, coordinating volunteers and supervising construction.

**(g) Finance Committee.** The committee shall work with the Treasurer to develop a financial plan to assure the long-term viability of the organization. It shall work closely with the fund-Raising Committee during fund-Raising activities and shall oversee the organization's long-term investment strategies.

**(h) Faith Relations Committee.** The committee shall work with the churches, synagogues, and other religious groups in West Hawaii to obtain their input and achieve their support regarding family selection, site selection, and fund-raising activities. The committee shall provide information to and obtain information from these groups about the mission and purposes of the corporation, the need for better and more affordable housing in certain areas, and the steps being taken to meet this need.

**(i) Human Resources Committee.** The committee shall develop and implement a plan to effectively and efficiently involve all volunteers in the activities and projects of the corporation. Responsibilities shall include the development and administration of policies and procedures relating to volunteers and any employees.

## **Article VIII: General Provisions**

**Section 8.1 Seal.** The corporation may have a seal whose design shall be approved by the Board of Directors.

**Section 8.2 Amendments.** These bylaws may be amended or repealed and new bylaws may be adopted by the Board of Directors; such action shall be preceded by at least seven (7) days written notice of any meeting of the Board of Directors at which the action may be approved. The notice must state that the purpose, or one of the purposes, of the meeting is to consider proposed action(s) regarding the bylaws and contain or be accompanied by a copy or summary of the action or state the general nature of the action. Any action must be approved by two-thirds (2/3) of the Directors in office at the time of the action.

**Section 8.3 Fiscal Year.** The fiscal year of the corporation shall begin on July 1 and end on June 30 of each year.

**Section 8.4 Financial Reports.** The books of the corporation shall be closed as of the end of each fiscal year and financial statements shall be prepared and submitted to the Board of Directors (see Section 5.4 regarding duties of the treasurer). The Board of Directors shall engage as independent certified public accountant to audit or review the financial statements.

**Section 8.5 Corporate Minutes and Records.** The Board shall keep as permanent records minutes of all its meetings, a record of all actions taken by the Directors without a meeting, and of any other committees of the Board of Directors. Records shall be

maintained in written form or in another form capable of conversion into written form within a reasonable time. The following records shall be kept at the principal office:

- (a) Articles of Incorporation or restated Articles of Incorporation and all amendments to them currently in effect;
- (b) bylaws or restated bylaws and all amendments to them currently in effect;
- (c) list of the names and business or home addresses of its current Directors and officers; and,
- (d) the most recent annual report delivered to the secretary of state, as required by the State of Hawaii Nonprofit Corporation laws.

The minutes and records described above, and copies of:

- (a) any application filed with and any letter or other document issued by the Internal Revenue Service with respect to the tax exempt status of the corporation; and
- (b) the annual returns filed with the Internal Revenue Service for the three most recent years (if such returns are required) provided, that the names and addresses of contributors to the corporation may be kept confidential;

shall be made available for inspection by any individual during normal business hours.

**Section 8.6 Investments.** The corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors without being Restricted to the class of investments that a Director is or may hereafter be permitted by law to make or any similar restriction; provided, that no action shall be taken by or on behalf of the corporation if such action is a forbidden activity or would result in the denial of tax exempt status under Section 501 (c) (3) of the internal revenue code, as amended.

**Section 8.7 Checks and Drafts.** All checks, drafts or other orders for the payment of money issued in the name of the corporation shall be signed by an officer of the corporation; provided, that any check, draft or other order for the payment of an amount in excess of Five Hundred Dollars (\$500.00) shall require two (2) authorized signatures. No payment of money issued in the name of the corporation shall be made unless authorization to disburse such funds is initially obtained as determined by resolution of the Board of Directors.

**Section 8.8 Prohibited Activities.** The corporation is organized as a nonprofit corporation under the State of Hawaii Nonprofit Corporation laws and as a tax exempt organization exclusively for charitable, religious, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended. The powers and activities of the corporation shall be limited as follows:

- (a) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, Directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in



furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

(b) Anything contained in these bylaws to the contrary notwithstanding, the corporation shall not carry on or otherwise engage in any activities not permitted to be carried on or engaged in by: (1) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; (2) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; or, (3) a corporation organized and existing under 415B, Hawaii Revised Statutes.

**Section 8.9 No Loans To or Guarantees For Directors.** The corporation may not lend money to or guarantee the obligation of a Director or officer of the corporation, but the fact that a loan or guaranty is made in violation of this section does not affect the borrower's liability on the loan.

**Section 8.10 Indemnification.** The corporation shall indemnify a Director who was successful, on the merits or otherwise, in the defense of any proceeding to which the Director was a party because he or she was a Director of the corporation, against reasonable expenses actually incurred by the Director in connection with the proceeding. In addition, if an individual is made a party to a proceeding because the individual is or was a Director, officer, employee or agent of the corporation, the Board of Directors may, to the extent permitted by law, authorize the corporation to advance expenses to such individual and/or indemnify such individual against liability incurred in the proceeding.

**Section 8.11 Insurance.** The Board of Directors shall require the purchase of and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the corporation or who is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against and incurred by the individual in any such capacity, or arising out of the individual's status as such, whether or not the corporation would have the power to indemnify against such liability under the provisions of Section 8.10. As a minimum, the purchased insurance shall provide protection to the extent provided by the liability insurance available from Habitat for Humanity International Inc. and other similar nonprofit organizations.

**Section 8.12 Dissolution.** In the event of the dissolution and liquidation of this corporation, to the extent allowed or permitted under applicable laws, the property and assets of the corporation shall be, as determined by the Board of Directors, distributed to or sold and the proceeds of such sales distributed to:

- (a) Habitat for Humanity International, Inc., a Georgia Nonprofit Corporation and a corporation exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, as amended; or
- (b) any other organization(s) organized and operating for the same purposes for which the corporation is organized and operating, or any organization(s), foundation(s), fund(s), or corporation(s) organized and operating exclusively for religious, charitable, scientific, educational, or other purposes permitted by Section 501(c)(3) of the Internal Revenue Code, as amended, all of which such organizations, foundations, funds, or corporations shall be exempt under Section 501(c)(3) of the Internal Revenue Code, as amended. In any event that any assets are not disposed of in accordance with the provisions of the Articles of Incorporation, the Court of Hawaii County shall, upon application of one or more persons having a real interest in the corporation or its assets, make such distribution(s) as provided in the Articles of Incorporation.

**Section 8.13 Conduct of Proceedings.** Robert's Rules of Order, newly revised, shall govern the proceedings of all meetings of the incorporation, except as otherwise provided in these bylaws.

Approved by the Board of Directors of Habitat for Humanity Hawaii Island on the 20<sup>th</sup> day of JUNE 2017.

Signed \_\_\_\_\_  
Board President



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

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

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

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

NOW THEREFORE, the parties hereby agree to the following:

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

*by collecting an additional deposit from the Lessee*

*Handwritten initials: JB, MR*


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

Hawaii Habitat for Humanity Association, Inc.

*[Signature]*  
By its Authorized Representative  
Kauai Habitat for Humanity, Inc.

By its Authorized Representative

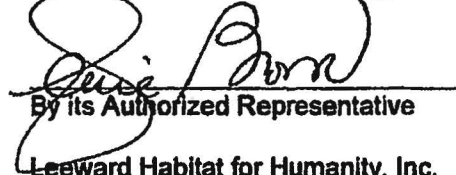
~~At~~ Kona Habitat for Humanity, Inc. <sup>WEST HAWAII, Inc</sup>

  
By its Authorized Representative

Molokai Habitat for Humanity, Inc.

By its Authorized Representative

Honolulu Habitat for Humanity, Inc.

  
By its Authorized Representative

Leeward Habitat for Humanity, Inc.

  
By its Authorized Representative


Habitat for Humanity Maui, Inc.

  
By its Authorized Representative

Hale Aloha O Hilo Habitat for  
Humanity, Inc.

  
By its Authorized Representative

APPROVED AS TO FORM:

  
Deputy Attorney General  
State of Hawaii

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN  
HOME LANDS

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