

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

Honolulu Habitat for Humanity

Amount of State Funds Requested: \$ 250,000

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

Honolulu Habitat for Humanity (HHH) is applying for its Home Build program. Through community outreach, HHH identifies potential partner families who qualify for a Habitat home. Families participate in financial education and home ownership classes ensuring they are prepared for the financial obligations of home ownership. Once families are qualified, they are given a 20 year, no interest loan for their home, and HHH coordinates the volunteers and corporate donations needed to make their home a reality. Our partner families are required to give 'sweat equity' hours working

Amount of Other Funds Available:

State: \$ 250,000
Federal: \$ 472,000
County: \$ 125,000
Private/Other: \$ 1,037,000

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

\$ 350,000
Unrestricted Assets:
\$ 486,762.03

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

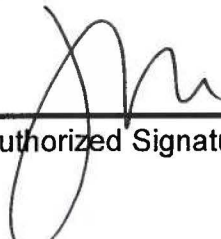
Mailing Address:

922 Austin Lane #C1
City: Honolulu State: HI Zip: 96817

Contact Person for Matters Involving this Application

Name: Jim Murphy	Title: Executive Director
Email: jmurphy@honoluluhabitat.org	Phone: 808-538-7070

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

Jim Murphy, Executive Director

Name and Title

1/15/2020

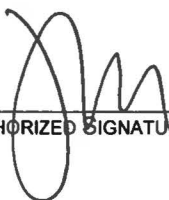
Date Signed

received
01/17/2020 8:15 am

Application Submittal Checklist

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

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



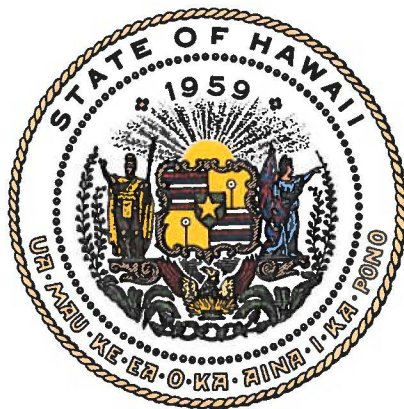
AUTHORIZED SIGNATURE

JIM MURPHY, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/15/2020

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

HONOLULU HABITAT FOR HUMANITY

was incorporated under the laws of Hawaii on 03/02/1988 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: January 13, 2020

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'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, Hawaii'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, Hawaii'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, Hawaii'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.

Honolulu Habitat for Humanity
(Typed Name of Individual or Organization)

(Signature)  1/15/2020
(Date)

Jim Murphy
(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.

Attached

2. Declaration Statement

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

Attached

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](#))

1. **Name:** Honolulu Habitat for Humanity
2. **Public Purpose:** Home builds for low-income families.
3. **Services Supported:** Honolulu Habitat for Humanity (HHH) is applying for its Home Build program. Through community outreach, HHH identifies potential partner families who qualify for a Habitat home. Families participate in financial education and home ownership classes ensuring they are prepared for the financial obligations of home ownership. Once families are qualified, they are given a 30 year, no interest loan for their home, and HHH coordinates the volunteers and corporate donations needed to make their home a reality. Our partner families are required to give 'sweat equity' hours working right alongside our volunteers. Families work alongside Honolulu Habitat's staff and thousands of volunteers to construct their homes at 60% below market rate.
4. **Target Group:** Low-income families on Oahu.
5. **Grant Request and Budget:** Attached

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;**
Honolulu Habitat for Humanity's mission is to bring people together to build homes, communities and hope. HHH partners with low income families to build quality, affordable homes, and repair homes that have fallen into disrepair. Honolulu Habitat for Humanity was founded in 1988 and has built more than 80 homes on the island of O'ahu, sheltering more than 400 people
- 2. The goals and objectives related to the request;**
Honolulu Habitat for Humanity is applying to the state GIA for operational support to start the construction of 10 homes for low-income families on the island of Oahu. Families who are receiving homes have applied and are in the process of being accepted as Honolulu Habitat for Humanity partner families. Applications and projects will be approved by the Honolulu Habitat for Humanity Board of Directors. The families will have an active role in the construction and completion of their homes. These 10 homes will shelter approximately 35 individuals.
- 3. The public purpose and need to be served;**
Honolulu Habitat for Humanity greatly offsets the costs of building homes due to its corporate sponsorships, donations, and volunteer labor. As a result, families who could otherwise not afford their own homes can emerge as homeowners, which benefits not only the current but future generations of a family.
- 4. Describe the target population to be served; and**
Our target families are in the 30% (extremely low income) - 60% (very low income) range of Area Median Income (AMI) for the county of Honolulu. In general, our applicants are living in inadequate housing, living with other family members, or paying rent that overstretches their budget. Homeownership is a crucial foundation for helping low-income families find a path out of poverty. When they move out of substandard housing and into simple, quality, affordable homes, homeowners and their families improve their health, educational attainment, safety and personal wealth.
- 5. Describe the geographic coverage.**
Our service area is designated as the island of Oahu.

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;

Honolulu Habitat for Humanity's evidence-based model of self-help housing is drawn from the history and experience of its national affiliate, Habitat for Humanity International, which has over 40 years of experience as a global leader in addressing the issues of poverty housing. All of Honolulu Habitat for Humanity's programs, services, and activities were chosen because they fit into Habitat for Humanity International's evidence-based strategies, and can increase home ownership among low-income families in our community and give homeowners the skills to maintain and keep their homes.

Honolulu Habitat for Humanity will be working on constructing 10 homes (Home Build projects) during the funded year. Houses and communities impacted are Waimanalo and Kaneohe. Families who are receiving homes and renovation services have applied and been accepted as Honolulu Habitat for Humanity partner families, and will have an active role in the construction and completion of their homes. These homes will shelter approximately 35 individuals. Supported by hundreds of other community volunteers, each family will contribute 'sweat equity' hours by assisting in the construction and renovation of their homes, and be required to attend financial literacy training to ensure they are able to pay their zero-interest loan payments. Housing costs for these families are greatly subsidized by in-kind donations, volunteer labor, and community support which makes homeownership a reality these low-income families could not otherwise attain. During the funded year, Honolulu Habitat for Humanity will also hold 8-10 community outreach sessions to educate the community about home ownership.

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

July 2020:

- 100 volunteers engaged.
- 2 homes under construction.

August 2020:

- 100 volunteers engaged.
- 1 new home started
- 3 homes under construction.

September 2020:

- 100 volunteers engaged.

- 2 new homes started
- 1 home completed
- 4 homes under construction.

October 2020:

- 100 volunteers engaged.
- 1 home completed
- 3 homes under construction.

November 2020:

- 100 volunteers engaged.
- 1 new home build started.
- 1 new home completed.
- 3 homes under construction.

December 2020:

- 100 volunteers engaged.
- 3 homes under construction.

January 2021:

- 100 volunteers engaged.
- 1 new home build started.
- 2 new home completed.
- 3 homes under construction.

February 2021:

- 100 volunteers engaged.
- 2 new home completed.
- 3 homes under construction.

March 2021:

- 100 volunteers engaged.
- 1 new home build started.
- 3 homes under construction.

April 2021:

- 100 volunteer engaged.
- 1 new home completed.
- 4 community outreach sessions held.
- 3 homes under construction.

May 2021:

- 100 volunteer engaged.
- 1 new home build started.
- 1 new home completed.
- 3 homes under construction.

June 2021

- 100 volunteers engaged.
- 3 homes under construction.

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

To properly evaluate this program, HHH uses a metrics dashboard to track the progress of our objectives and show achievement of our objectives and ultimately our goals. The metrics will be reviewed at each monthly board meeting and at regular staff meetings to ensure objectives are being met. We will have monthly meetings with our staff and construction manager to assess progress, evaluate plans and adjust goals.

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.

HHH will track and measure its progress and accomplishments through the following metrics:

- Number of families served
- Individual number of people served
- Number of outreach sessions held
- Number of people who attend outreach sessions
- Number of homes built
- Number of volunteers engaged

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](#))
Attached
 - b. Personnel salaries and wages ([Link](#))
Attached
 - c. Equipment and motor vehicles ([Link](#))

- Attached
- d. Capital project details ([Link](#))
Attached
- e. Government contracts, grants, and grants in aid ([Link](#))
Attached

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
\$62,5000	\$62,500	\$62,500	\$62,500	\$250,000

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

Honolulu Habitat for Humanity is also seeking funding from:

- Hawaii Community Foundation
- Atherton Family Foundation
- Office of Hawaiian Affairs
- City and County of Honolulu GIA
- HOME Funds
- USDA
- HEI Foundation
- Castle Foundation
- Weinberg Foundation
- Friends of Hawaii Charities
- Catholic Campaign for Human Development

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

N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2021 for program funding.

- City and County GIA FY 2019 and FY2020
- Hawaii State GIA FY2019
- HOME Funds FY 2018 and FY 2019

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.
\$486,762.03.

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.

HHH has more than 30 years of experience of making a positive impact on O'ahu. As part of a national network of 1300 Habitat affiliates who have been serving a mission of bringing communities to build homes with low income families, HHH has garnered invaluable experience and expertise in home building and repair. Habitat for Humanity is the largest residential home builder in the world, bringing the reputation, strength and backing of the Habitat International to the table.

HHH also bring strong public and private partnerships to the table, and continues to expand its knowledge of housing issues to best serve our community. In the past 3 years, Honolulu Habitat for Humanity has built 13 homes, renovated 6 houses in disrepair through the Home Preservation Program, worked with more than 6,000 volunteers, and provided repair services through our Build Aloha program to multiple community organizations.

HHH has built more than 80 homes on Oahu since our founding, sheltering more than 400 people. We have direct experience providing shelter, homeowner training, and financial literacy training.

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.

Honolulu Habitat for Humanity's offices are located in the Kalihi area of Honolulu. Adjacent to our offices is our ReStore, which is a community donation warehouse for building home renovation supplies. Items sold from ReStore directly profit HHH's mission. This large facility space allows us to collect and store donations for our home builds.

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.

Jim Murphy: Jim is the Executive Director of Honolulu Habitat for Humanity, and has extensive experience managing non-profit organizations in the health and housing service areas. Jim will oversee all areas of this project and will be the lead on engaging the board in the proposed work.

TJ Joseph: TJ is HHH's Operations Manager. She has 15 years' experience in project planning, organizational strategy, and public speaking, as well as 10 years of experience in the non-profit world striving to make a difference. TJ will lead the organizations efforts in community outreach strategies, presentation to community groups and coordination of partner family applications.

Char Matila: Char is HHH's Director of Construction with over 20 years and construction management experience in affordable housing, education and the business sector.

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.

Attached

3. Compensation

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

Executive Director - \$100,000.00
Deputy Director - \$70,000.00
Director of Construction - \$65,000.00

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

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.

N/A

3. Private Educational Institutions

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

N/A

4. Future Sustainability Plan

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

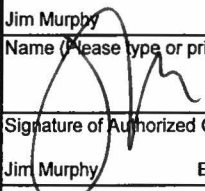
- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

HHH has three sources of funding – sales from ReStore, zero interest mortgage payments and fundraising/grants. Fundraising makes up a predominate share of the revenue needed to build a home. HHH continues to engage the business and philanthropic community to support the mission and sustain the organization.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Habitat for Humanity

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	198,536			
2. Payroll Taxes & Assessments	48,145			
3. Fringe Benefits				
TOTAL PERSONNEL COST	246,681			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	3,319			
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	3,319			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Jim Murphy	808-538-7070	
(b) Total Federal Funds Requested	472,000	Name (Please type or print)		Phone
(c) Total County Funds Requested	125,000			1/15/2020
(d) Total Private/Other Funds Requested	1,037,000			Signature of Authorized Official
TOTAL BUDGET	1,884,000	Jim Murphy Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Habitat for Humanity

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Deputy Director	1.0	\$70,000.00	100.00%	\$ 70,000.00
Director of Construction	1.0	\$65,000.00	100.00%	\$ 65,000.00
Construction Site Supervisor	1.0	\$47,380.00	55.00%	\$ 26,059.00
Construction Site Supervisor	1.0	\$47,380.00	55.60%	\$ 26,342.81
Construction Coordinator	1.0	\$39,520.00	50.00%	\$ 19,760.00
Volunteer Coordinator	1.0	\$39,520.00	50.00%	\$ 19,760.00
Family Services Coordinator	1.0	\$39,520.00	50.00%	\$ 19,760.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				246,681.81
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Habitat for Humanity

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Honolulu Habitat for Humanity

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Honolulu Habitat for Humanity

Contracts Total: 2,611,470

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	City and County GIA 2019	04/01/2019 - 03/31/2020	City and County	Honolulu	125,000
3	City and County GIA 2018	9/1/2017 - 03/31/2019	City and County	Honolulu	125,000
4	State GIA	7/1/2018-6/30/2019	GIA	State	256,470
5	HOME	7/2/2018-6/30/2021	HUD	U.S.	936,000
6	HOME	In City Council budget co	HUD	U.S.	472,000
6	HOME	Award only; no contract	HUD	U.S.	472,000
1	City and County GIA 2019	04/01/2020 - 03/31/2021	City and County	Honolulu	125,000
8	State GIA	contract not received yet	GIA	State	100,000
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HHH Organization Chart rev. 1/2020

