

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 for Humanity Hawaii Island

Amount of State Funds Requested: \$ 100,000.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Habitat for Humanity Hawai'i Island is requesting operating funds to continue and expand Affordable Homeownership and Critical Home Repair Assistance programs for low-income families in need. Program beneficiaries achieve affordable shelter payments, increased financial literacy, increased self-reliance through the development of basic home maintenance and repair skills, and the pride of homeownership. Increased access to homeownership helps build more stable and robust communities. We work to ensure that everyone has a decent place to live.

Amount of Other Funds Available:

State: \$ -
Federal: \$ 283,000
County: \$ 50,000
Private/Other: \$ 115,248

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

\$ \$365,000
Unrestricted Assets:
\$ 3,231,816.80

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:

PO Box 4619
City: State: Zip:
Kailua-Kona HI 96745

Contact Person for Matters Involving this Application

Name: Shauna Falgout	Title: Resource Development Coordinator
Email: shauna.falgout@habitat-hawaii-island.org	Phone: 808-331-8010 ext. 102

Federal Tax ID#:

[REDACTED]

State Tax ID#

[REDACTED]



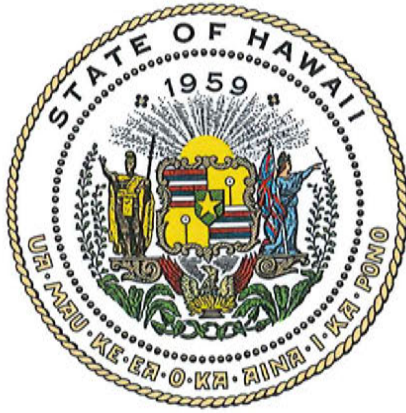
Patrick Hurney, Executive Director

01/20/2022

Authorized Signature

Name and Title

Date Signed



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

HABITAT FOR HUMANITY HAWAII ISLAND, INC.

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

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

Dated: December 23, 2021

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:

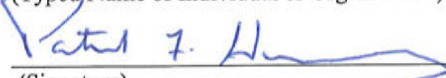
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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 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 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 Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

HABITAT FOR HUMANITY HAWAII ISLAND

(Typed Name of Individual or Organization)


(Signature)

January 10, 2021

(Date)

Patrick F. Hurney

(Typed Name)

Executive Director

(Title)

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

PATRICK HURNEY, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 20, 2022

DATE

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2021.

DCCS Certificate of Good Standing Attached

2. Declaration Statement

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

Declaration Statement 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](#).

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes as described below in Section II, #3.

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;
For 20 years, Habitat for Humanity Hawai'i Island has operated in some capacity on Hawai'i Island, helping families in need of shelter. Our organization has assisted over 150 low-income households in Hawai'i County to purchase affordable new homes or maintain their current home with critical home repairs. A 2017 merger expanded our organization's geographic service area to serve all of the County of Hawai'i, including the rural, Puna and Ka'u Districts. Alongside the development of affordable new single-family homes, home preservation efforts, and provision of homeownership assistance, we have also been in a position to help communities when local disasters, such as the Kilauea eruption destroyed

homes in the Puna District's Leilani Estates. Our organization acted in immediate response to the evacuation, partnering with other local organizations to develop 30 temporary micro-homes in which to shelter evacuees. As long-term recovery efforts in that area continue, Habitat is proud to be working closely with the County of Hawai'i to help develop safe and affordable new housing for families who lost their homes in the lava flow. Over the past two years, when COVID-19 put many in our local community out of work and kept them sheltered in their homes, Habitat responded by again partnering with the County and other nonprofits to administer financial assistance programs (such as Cares Act-funded rental and mortgage assistance) for those unable to afford the cost of shelter. Whether responding to the affordable housing crisis, natural disasters, or a worldwide pandemic, Habitat for Humanity Hawai'i Island's mission is to empower more families through shelter; building strength, stability, and self-reliance. Everyone deserves a decent place to live.

2. The goals and objectives related to the request;
The objective of "Decent Housing for Families in Need," Habitat for Humanity Hawai'i Island's affordable housing program is to assist more families to apply, qualify for, and receive housing assistance. Our programs help families build strength, stability, and self-reliance – developing greater financial literacy, building construction, home improvement, and repair skills. Community volunteers, including high school students interested in a career in the construction trades (High School Construction Academy), also benefit from our programs; earning hands-on experience on a real construction site. Funding from County, Federal, and private foundations have provided our organization with funding for the development of 18 new homes in the coming 36 months, with an earmarked goal of 8 homes to be developed in the fiscal year 2023. The land acquisition process for these homes has been completed, through donations from private donors and in partnership with the Department of Hawaiian Homelands (DHHL). Additional program funding is required to support general program administration, specifically our Family Support Managers, and our Construction Supervisor (who works closely with and oversees partner families' sweat equity hours and volunteers, including High School Construction Academy students), expanding our ability to make a greater impact by serving more families more comprehensively. Goals for expansion of services include increased quality of financial literacy courses offered and more comprehensive family support services. A final objective is to increase the number of households that our affiliate is able to serve each year. Our organization's most recent strategic plan aims to serve a minimum of 20 households annually by 2024. These goals will require increased efforts in community outreach,
3. The public purpose and need to be served;
Affordable housing is a basic need that is out of reach for many of Hawai'i Island's local residents. According to the 2018 Hawaii Housing Planning study, "in recent years Hawai'i has been building more rental units that aren't being used for Hawai'i families." With over 17% of people in Hawai'i living below the

poverty level and one in five families paying more than 40% of their income to shelter costs, it can be difficult for low-income families to afford rent, let alone consider the dream of homeownership. Over 40% of mortgage holders in the state pay more than the recommended 30% shelter to income ratio for housing (the highest in the nation); however, Habitat builds homes that are affordable for families – a mortgage for a qualified household will never cost more than 30% of their monthly income. Lower shelter costs empower families to create positive outcomes in other important areas – such as nutrition, health care, and education. Affordable housing has a ripple effect on communities – homeowners are more engaged in their communities and perform better at work. Children in stable housing are more likely to pursue secondary education and eventually earn higher wages.

With a lower AMI than other counties in Hawai'i and one of the highest costs of living in the nation, it can be near impossible for low-income households to be able to purchase their own home in the community where they live and work. Affordable homeownership assistance generates asset-building opportunities for low-income households, allowing them to save or invest money. Homeowners also participate at a higher level socially and politically – engaging new community leaders and developing more stable and robust communities.

4. Describe the target population to be served; and
Applicant households are qualified by income (30-80% of AMI per HUD 2021 Adjusted HOME Income Limits), ability to pay an affordable mortgage (no more than 30% of household income), and willingness to partner (households are expected to contribute a total of 150 hours of “sweat equity” labor to the home). Many of the households we serve are aging adults, families with small children, or single-parent households. Since we work closely with DHHL on affordable housing projects for Native Hawaiian residents, around 60% of the families we assist are of Native Hawaiian descent.
5. Describe the geographic coverage.
The geographic service area of our organization is the County of Hawai'i. Our current projects are currently focused in the areas of Puna (Mountain View, Nanawale Estates, and Ainaloa Estates), Ka'u (Hawaiian Ocean View Estates), and Kawaihae (DHHL).

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;

Tasks involved in creating new homeownership opportunities and facilitating critical home repairs for low-income households include community outreach and marketing, family services responsibilities such as assisting with the application process, qualification, verification, and approval of applications, loan origination, volunteer and sweat equity management, homeownership counseling and education, construction site supervision, and project management. Our organization partners with families and works closely with them throughout the entire process – from application to mortgage/repair loan payoff – to ensure a successful and positive impact on assisted households.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
For the fiscal year 2023, the projected timeline is to qualify, approve, and partner with 8 families in need of homeownership assistance. Steps to reach these outcomes will be undertaken as described below:
Quarter 1: Increased level of community outreach and marketing efforts to attract new potential applicants and volunteers. Family Services Managers accept, process, and verify applications and requests for assistance from potential partner families.
Quarter 2: Family Services will recommend qualified applicants to the Family Selection Committee, which will select and approve 8 qualified families for homeownership and critical repair program partnership.
Quarter 3: Family Services, Volunteer Coordinator, and Construction Supervisor will work closely with partner families throughout the build, teaching them skills and self-reliance while ensuring they complete the required sweat equity hours and financial literacy education. Community volunteers will be screened, trained, and supervised by the same staff, including High School Academy students.
Quarter 4: Family Services will continue accepting applications and qualifying families on an ongoing basis to ensure program continuity for program applicants. Financial literacy and homeowner education components continue to expand.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and Habitat for Humanity Hawai'i Island is able to quantify success by directly measuring the number of new homeowners created in the local community and the number of individuals who are experiencing increased housing affordability. To monitor, evaluate, and improve outcomes, partner family representatives are encouraged to serve on our organization's board. This practice ensures that the demographic we serve are well-represented in the decision-making process and offers a feedback mechanism for program improvement.
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of

appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Habitat's programs can be measured for effectiveness through a number of observable metrics: the number of applications accepted for assistance, number of partner family applicants qualified and approve, and the number of partner families assisted through our program of homeownership and critical home repair assistance. Other measures can be applied, such as the number of sweat equity hours contributed by partner family households, number of volunteer hours contributed by the community; and the average for-sale price of a Habitat home. Further analysis of data can determine the difference in pre- and post-assistance cost burden for families in need.

IV. Financial

Budget

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

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
 - County of Hawai'i CBDG Funding - \$100,000 (pending approval)
 - County of Hawai'i Nonprofit Grant - \$50,000 (application in progress)
 - Private Foundations - \$300,000
 - Individual Donations - \$75,000*
 - ReStore Revenue - \$750,000*

*These figures estimates are based on FY 2020-2021 performance

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a

listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.

FY 2019 – State of Hawai'i GIA CIP - \$100,000

County of Hawai'i Nonprofit Grant - \$23,750

Department of Hawaiian Homelands (DHHL) – \$14,500

FY 2020 – County of Hawai'i RMAP & ERAP Administration (Sub-Recipient)

County of Hawai'i Kilauea Recovery Grant - \$500,000

USDA Rural Area Home Preservation Grant - \$59,000

HUD Capacity Building Grant - \$50,000

HUD Veteran's Home Repair and Modification Program Grant - \$84,000

DHHL – \$51,653

FY 2021 – County of Hawai'i RMAP & ERAP Administration (Sub-Recipient)

County of Hawai'i Nonprofit Grant - \$25,000

HUD HOME Funding - \$450,000 (pending agreement)

HUD Capacity Building Grant - \$50,000

USDA Rural Area Home Preservation Grant - \$134,000


DHHL – \$37,024

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021. \$3,231,816.86

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Habitat for Humanity Hawai'i Island

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	36,000	28,000	0	0
2. Payroll Taxes & Assessments	5,000	0	0	10,000
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	41,000	28,000		10,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	5,000			10,000
3. Lease/Rental of Equipment	0			1,000
4. Lease/Rental of Space	20,000		10,000	1,000
5. Staff Training	1,000	5,000	5,000	5,000
6. Supplies	400	250,000	20,000	8,000
7. Telecommunication	5,000		5,000	5,000
8. Utilities	0		10,000	5,000
9. Volunteer Appreciation	0			1,000
10. Vehicle Repairs & Maintenance	2,000			5,000
11. Community Outreach	2,000			5,000
12. Postage	1,000			
13. Health & Safety Supplies	5,000			2,500
14. Computer & Software Expenses	5,000			
15. Janitorial Supplies	1,500			2,500
16. Organizational Audit	5,550			2,500
17. Special Audit	5,550			2,500
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	59,000	255,000	50,000	56,000
C. EQUIPMENT PURCHASES	0			15,000
D. MOTOR VEHICLE PURCHASES	0			0
E. CAPITAL	0			25,000
TOTAL (A+B+C+D+E)	100,000	283,000	50,000	81,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Shauna Falgout, Resource Development Coordinator 808-896-8440		
(b) Total Federal Funds Requested	283,000	Name (Please type or print) Phone		
(c) Total County Funds Requested	50,000			
(d) Total Private/Other Funds Requested	115,248	Signature of Authorized Official Date		
TOTAL BUDGET	548,248	Patrick Hurney, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: Habitat for Humanity Hawai'i Island

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Family Services Manager (West Hawai'i)	1	\$40,000.00	30.00%	\$ 12,000.00
Family Services Manager (East Hawai'i)	1	\$40,000.00	30.00%	\$ 12,000.00
Construction Supervisor	1	\$40,000.00	30.00%	\$ 12,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				36,000.00
JUSTIFICATION/COMMENTS: Construction Supervisor and Family Services Managers work closely with partner families and volunteers and students.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Habitat for Humanity Hawai'i Island

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: This proposal does not include funding request for depreciable equipment.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: This proposal does not include funding request for depreciable motor vehicles.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Habitat for Humanity Hawai'i 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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS	\$ 1,600.00	\$ 2,400.00	-	\$ 2,400.00	\$ 4,000.00	\$ 11,200.00
LAND ACQUISITION	\$ -	-	-	-	-	-
DESIGN	\$ -	-	-	-	-	-
CONSTRUCTION	\$ 623,750.00	\$ 415,833.00	-	\$ 525,000.00	\$ 875,000.00	\$ 2,625,000.00
EQUIPMENT	\$ 18,600.00	\$ 60,000.00	-	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL:	\$643,950.00	\$479,833.00	\$ 100,000.00	\$ 560,000.00	\$ 889,000.00	\$ 2,646,200.00

JUSTIFICATION/COMMENT The ongoing nature of our homeownership program requires revolving funding from a variety of sources, including organization's revenue-producing ReStores and incoming loan/mortgage payments contributing to program continuity. FY2023 & 2024 estimates based upon program expansion goals

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Habitat for Humanity Hawai'i Island

Contracts Total: 1,814,186

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Kilauea Recovery Builds	12/1/2021-12/1/2022	Kilauea Recovery Team	Hawai'i County	500,000
2	HOME (Puna Recovery)	pending agreement	HUD	Hawai'i County	450,000
3	Nonprofit Grant-in-Aid	annual, 2022 pending	Finance Department	Hawai'i County	50,000
4	Veteran's Home Repair and Modification (VHRM)	12/14/2020 - 12/14/2023	HUD	U.S.	84,000
5	Home Preservation Grant	FY 2021	USDA Rural Area	U.S.	134,000
6	HFHI Capacity Building	10/01/2021-09/30/2024	HUD	U.S.	83,000
7	Hawaiian Homelands	ongoing since 2016	DHHL	State	313,186
8	GIA/CIP	completed 12/2021	OCS	State	100,000
9	CBDG	pending approval - 2022	OHCD	Hawai'i County	100,000
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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.

For 20 years, Habitat for Humanity Hawai'i Island has demonstrated the skills, abilities, knowledge of, and experience to administer our program of homeownership assistance to local families in need. Habitat has been fortunate enough to receive funding from federal, state, and local sources and has developed positive relationships with private foundations and individual donors. Habitat for Humanity Hawai'i Island has been designated a CDHO, a nonprofit organization with the capacity to develop affordable housing in the community, by the Hawaii Housing and Finance Development Corporation for the purpose of HOME funding, which has been granted to our organization over the past several years. Habitat successfully completed a federal CBDG agreement with HUD to develop workforce housing in Waikoloa in 2013. Our ongoing partnership with DHHL has led to the development of new homes for Native Hawaiian families on Hawaiian Homeland property. Site development is underway on 5 more lots within this partnership in the Kawaihae area. Disaster response and ongoing recovery efforts after the 2018 Kilauea eruption in the Puna District are still underway, including a contract with the County to develop homes for and assist five households who lost their previous residence to the eruption to secure affordable homeownership in the Puna area.

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.

The organization has the necessary facilities to conduct the program being offered. With three leased offices and retail locations in Kona, Waimea, and Hilo, Habitat for Humanity Hawai'i Island is positioned to do outreach work in the communities it serves. With 20 years of experience developing affordable housing in the community, our organization has assembled the necessary equipment and specialty contractors to complete housing projects. Our financial literacy and homeowner education pieces are completed in collaboration with our community partner, Hawai'i Community Assets. Our organization also has a land stock of previously donated land, helping offset the high price of land for potential homeowners.

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.

The Executive Director of Habitat for Humanity Hawai'i Island has been in their role for 12 years, demonstrating proficiency at project management and successful oversight of planning and administrating federal-, state-, and county-funded affordable housing projects. Many years of experience in housing policy advocacy and development work has demonstrated the ability of Habitat for Humanity Hawai'i Island under its current management to continue to administer a successful program of homeownership assistance. The Executive Director oversees the efficiency and day-to-day operations of all departments, including Finance, Human Resources, ReStore, Resource Development, Family Services, and Construction.

Two Family Services Managers, staffed in Hilo and Kona offices, work directly with applicants and partner families once qualified for assistance. Collectively, the Family Services Management team has over 20 years of experience in loan origination. Our most recently promoted Family Services Manager has volunteered or worked with Habitat for Humanity on Hawai'i Island in some capacity for over 12 years. In addition to the normal duties of qualifying and assisting partner family households, our Family Services Managers have taken a direct role in the program administration of Cares Act-funded mortgage, rental, and utility assistance for families struggling from COVID-related income loss. Between July 2020 and December 2021, our Family Services Department helped hundreds of struggling families secure affordable shelter or remain in their current homes. Nearly \$2 million dollars have been disbursed by our organization as a direct result of our work with local families in need.

Directly working with our partner families as they complete their sweat equity requirements as well as training and coordinating crews of volunteers (including student volunteers), our Construction Supervisor has nearly 40 years of experience in the construction trades, including instructor positions both as a union carpenter, and most recently at Hawai'i Community College as part of the Construction Academy. His professionalism and positive demeanor are an asset to both our organization and the community we serve.

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.

See Attachment VI(2): Organization Chart

3. Compensation

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

Executive Director \$95,000 - \$100,000 annual salary range

Finance Director \$65,000 - \$70,000 annual salary range

Community Relations and Volunteer Coordinator - \$55,000 - \$60,000 annual salary range

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.

Not applicable.

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 Hawai'i Island has been designated a Community Housing Development Organization (CHDO) by the Hawai'i State Office of Community Development for the purposes of federal HOME funding. All Habitat homes are built in compliance with local, state, and national building codes and with Universal Design features, ensuring cradle-to-grave usability and ADA-compliant accessibility. In partnership with Hawaiian Community Assets, Habitat provides HUD-approved homeownership and financial education curriculum to all qualified partner families who complete our assistance program.

3. Private Educational Institutions

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

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

Habitat for Humanity has a revolving system for generating funding for the ongoing construction of affordable new homes for families in need. The primary source of revenue generation is three Hawai'i Island ReStores; Habitat's retail locations where donated home furnishings and building materials are resold to the public at a discount. Our three locations have generated as much as one million dollars in revenue annually (pre-pandemic) and continues to generate enough revenue to cover much of our organizational operating costs. Habitat has partnerships with numerous local and national grant making organizations, and we have a dedicated Resource Development staff who is cultivating and stewarding relationships with individual donors and private foundations. Funds returned to the organization through mortgage payments from homeowners are reallocated back into our programs, allowing for a sustainable model of service provision.



Habitat for Humanity Hawaii Island Organizational Chart

**BOARD OF DIRECTORS
Officers'**
 President: Fr. Richard Tardiff
 Vice President: Tony Cann
 Secretary: Dr. Ann Marie Muramoto
 Treasurer: Hobbs Lowson

**Executive
Committee**
 Chair:
 Fr. Dick Tardiff

Executive Director
 Patrick Hurney

HR Comm.

Nominating Comm.

Finance Director
 Chris Patulski

**Bookkeeper/
Office Manager**
 Anita Stalb

**Resource
Development
Coordinator**
 Shauna Falgout

**Community
Relations
Coordinator**
 Margo Takata

**Family Services
Manager West**
 Jane Mireles

**Family Services
Manager East**
 Adrienne Eisele

**Construction
Manager**
 Dennis Walsh

ReStore Managers
 Jacob Akaka

Grants &
Fundraising

Neighborhood
Revitalization

Global
Village

Volunteer Coordinator:

 AmeriCorps /Interns

Construction Coordinator
 Site Supervisors

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

**Committee
Level:**

**Finance
Committee**

 Chair:
 Hobbs Lowson

**Development
Committee**

 Chair:
 Linden Pohland

**Faith Relations
Committee**

 Chair:
 Dr. Ann Marie

**Advancement
Committee**

 Chair:
 Pat Hurney

**Family Services
Selection &
Support Com.**

 Chair
 Jim Skibby

**Building/
Construction
Committee**

 Chair:
 Pat Hurney

**ReStore
Committee:**

 Chair: