

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, CEO

PRINT NAME AND TITLE

1/18/2022

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.

Attached

2. Declaration Statement

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

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](#).

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 funding to build a transitional home for families to live in while participating in 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 (HHH) mission is to bring people together to build homes, communities and hope. HHH partners with low-income families to build decent homes, and renovate homes that have fallen into disrepair. HHH was founded in 1988 and has built more than 80 homes on the island of O'ahu, sheltering more than 400 people.

Our programs provide a permanent housing solution for low-income families that cannot be found through other housing programs. By working with a smaller number of people, HHH is able to dedicate hundreds of hours of staff and volunteer time to each family. As a result of this focused attention, HHH's programs see the following outcomes and positive changes in our community:

- 1) Our families keep their homes for the duration of their mortgage, and are able to take full advantage of low mortgage payments and grow financial equity.
- 2) Our families learn skills to maintain their homes in order to protect their investment and foster pride of homeownership that is passed down to their children.
- 3) Our volunteers get the direct hands-on experience of building a home for those in need. This fosters a sense of community and dedication that spreads awareness about housing issues and increases compassion and hope on our island.

These results are important because helping a low-income families attain homeownership affects not only the existing family, but improves the lives of the family for generations to come. HHH's builds not only homes, but a foundation for a family to change the direction of their lives and the lives of their children.

Our work hinges on collaborative partnerships across sectors. In partnership with organizations like Hawaiian Community Assets, Friends of Waimanalo and Council for Native Hawaiian Advancement, we conduct community outreach to identify families in need. We rely on our partners at the State of Hawaii - DHHL and Hawaii Housing Finance & Development Corporation (HHFDC)—to identify vacant parcels of land available for development. The work of Honolulu Habitat truly takes a village. It is vital that we be a trusted partner in the community. To this end, we spend significant time at local events, neighborhood meetings and community centers. This allows us to hear the concerns, challenges and

opportunities voiced by neighbors. Our impact is vast and multifaceted. At a national level, the impact of a Habitat home has been well-studied; conducted by surveying homeowners and their children over time on health, stability, education and community engagement.

2. The goals and objectives related to the request;

Honolulu Habitat for Humanity is applying for capital funding to build a four-bedroom, ADA accessible home to accommodate our partner families while their permanent homes are being constructed or renovated. It is estimated that our partner families will live in this transitional home for 3-5 months while their permanent home is being constructed. The maximum capacity would be 8 people. Having an opportunity to use this home during construction will save the families between \$3,400 and \$5,000 a month that they would have had to pay for a short-term rental.

3. The public purpose and need to be served;

The need for affordable housing in Hawaii is urgent. Hawaii's low-income residents face the highest cost of living in the nation, including the highest cost of housing. Prior to the pandemic, one in five households in Hawaii were extremely cost-burdened, paying 50% or more of their income on housing. In 2020, there was a shortage of 23,143 affordable housing units across the state. Hawaii residents face the highest cost of living and housing wage in the nation at \$38.76/hour.

Hawai'i has the highest rate of 'doubling up' in the country, where multiple generations live in one unit. Even Hawai'i residents at middle-income levels have trouble finding affordable housing or purchasing homes. A shortage of affordable housing, combined with relatively low wages, and rent increases means low-income families are facing a severe housing affordability crisis. With a shortage of rental units in Hawaii, especially for low-income families, as well as a dramatic surge in housing prices since the pandemic started, the stability provided through homeownership is simply out of reach for most low-income families.

Housing affordability affects the overall well-being of our community. Housing instability has an overarching negative impact on our community - with such a large portion of people's income going towards housing, less resources are available for education, healthcare, and food. A decent place to live reduces barriers to opportunity, success and health, and benefits not only the current family, but future generations. Homeownership promotes wealth, income and asset building by acting as a forced savings mechanism and through home value appreciation. Homeownership is an indisputable social determinant of health. Research shows that stable housing promotes improved educational outcomes, higher earning potential, increased civic engagement and better health for children and adults. In comparison to renters, homeowners invest more time and

money in maintaining their homes, move less frequently, are more involved in their community and are more likely to volunteer.

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. Habitat homeowners begin to accrue equity immediately. A Habitat mortgage is typically 80% of the home's appraised value, meaning a family has 20% equity in their home on the day they move in. Every Habitat homeowner completes a required financial education class. This, combined with an affordable mortgage, empowers homeowners to achieve financial stability, budget household expenses and establish emergency savings.

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. 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.

5. Describe the geographic coverage.

Our service area is designated as the island of Oahu. The transitional home will be built in Waiahole or Waimanlo, where nearly 30 Habitat homes are slated to be built in the coming years.

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 is applying to the State of Hawaii GIA to build a four-bedroom ADA compliant transitional home for our partner families to live in while their permanent homes are being constructed. This will allow families in

need of shelter to live in the home 3-5 months while their home is being constructed. Once all scheduled homes are built in the area, the transitional home will be then transferred in ownership to a low-income family, providing permanent housing to one additional family.

Scope of work, tasks and responsibilities include:

- a. Work with HHFDC to lease a parcel of land in Waiahole or Waimanalo Village to build home. HHH is scheduled to build 9 homes in Waiahole and 20-plus homes in Waimanalo Village in the coming years.
 - b. Secure permits, donations, volunteers and construction needs to build transitional home.
 - c. Complete transitional home and begin housing partner families whole homes are being constructed.
 - d. Once all partner families homes in area are complete, ownership of transitional home will be transferred from Habitat to a partner family, providing permanent housing for one additional family.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
- July – August 2022: Finalize lease for parcel of land with HHFDC
 - September 2022: Finalize and submit architectural drawings to DPP
 - October - November 2022: Secure contracts for subcontractors needed
 - February 2023: Begin construction of transitional home
 - June 2023: Complete construction of transitional home

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 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 26,000	\$ 95,000	\$ 236,000	\$ 26,000	\$ 383,000

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.**

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
- Weinberg Foundation
- Friends of Hawaii Charities

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 2023 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, 2021.**

\$610,171.69

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. HHH’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. As part of a national network of 1,300 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. 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.

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. 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. In the past 3 years, Honolulu Habitat for Humanity has built 11 homes,

renovated 4 houses in disrepair through the Home Preservation Program and worked with more than 6,000 volunteers.

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 Chief Executive Officer 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 securing the land parcel with HHFDC.

TJ Joseph: TJ is Habitat's Chief of Staff. She has 15 years' experience in project planning, and organizational strategy, as well as 10 years of experience in the non-profit world striving to make a difference. TJ oversees the construction department and will lead the organizations efforts to build the transitional home.

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.

- Chief Executive Officer - \$120,000
- Chief of Staff - \$93,000
- Director of Philanthropy - \$75,000

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.

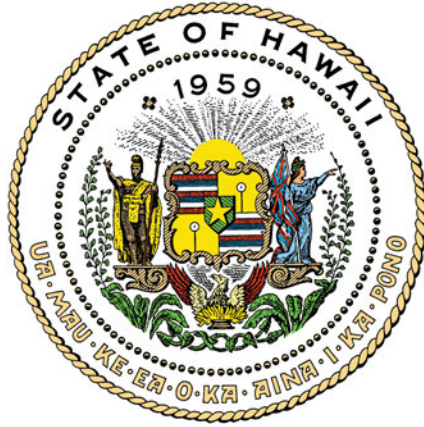
N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 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.

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. If the requested funding from the State GIA is not received for fiscal year 2022-23 (a) or not received thereafter (b) then families in these service areas will continue to pay for their own rental fees while the construction of their homes is being completed.



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 06, 2022

Director of Commerce and Consumer Affairs

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

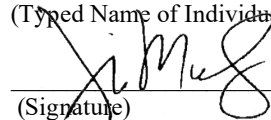
The undersigned authorized representative of the applicant certifies the following:

- 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.

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


(Signature)

1/15/2022
(Date)

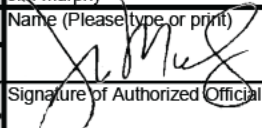
Jim Murphy
(Typed Name)

CEO
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

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	51,306		79,150	93,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits	11,694		20,579	24,180
TOTAL PERSONNEL COST	63,000		99,729	117,180
B. OTHER CURRENT EXPENSES				
1 Infrastructure				50,000
2 Legal fees				15,000
3				
4				
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TOTAL OTHER CURRENT EXPENSES				65,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	320,000	0	0	0
TOTAL (A+B+C+D+E)	383,000	0	99,729	182,180
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	383,000	Jim Murphy 808-380-7373		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	99,729			
(d) Total Private/Other Funds Requested	182,180	Signature of Authorized Official Date		
TOTAL BUDGET	664,909	Jim Murphy, CEO Date		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

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, 2022 to June 30, 2023

Applicant: Honolulu Habitat for Humanity

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			\$ 10,000			
LAND ACQUISITION						
DESIGN			\$ 25,000			
CONSTRUCTION			\$ 285,000			
EQUIPMENT						
TOTAL:			320,000			
JUSTIFICATION/COMMENTS: The building of the transitional home is a one-time project, and therefore does not have any funding in prior years, nor will need funding in succeeding years.						

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/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	City and County GIA 2019	04/01/2019 - 03/31/2019	City and County	Honolulu	125,000
2	City and County GIA 2018	9/1/2017 - 03/31/2018	City and County	Honolulu	125,000
3	State GIA	7/1/2018-6/30/2019	GIA	State	256,470
4	HOME	7/2/2018-6/30/2021	HUD	U.S.	936,000
5	HOME	In City Council budget	HUD	U.S.	472,000
6	HOME	Award only; no contract	HUD	U.S.	472,000
7	City and County GIA 2019	04/01/2020 - 03/31/2020	City and County	Honolulu	125,000
8	State GIA	contract not received	GIA	State	100,000
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