

Applicant \_\_\_\_\_

## 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

ANDY FRIEND, EXECUTIVE DIRECTOR  
PRINT NAME AND TITLE

1-10-22  
DATE

**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:

Kauai Housing Development Corporation

Amount of State Funds Requested: \$ 150,000

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

Kauai Housing Development corporation is a non profit affordable housing developer. KHDC built Hale Kupuna in 1997, consisting of 28 rental units. Hale Kupuna services those individuals that are 62 years and older, with incomes that do not exceed 50% of the Kauai Median Income. KHDC has been notified that the cesspool wastewater system is not in complince with the Safe Water Drinking Act is required to convert the 17 existing cesspools to 15 waste water systems by December 2022.cost. SEE NEXT PAGE

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ 912,000

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

Type of Business Entity:

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

Mailing Address:

3-3194 Kuhio HWY

City:

Lihue

State:

HI

Zip:

96766

Contact Person for Matters Involving this Application

Name:  
Andrew Friend

Title:  
Executive Director

Email:  
exec.kauaihdc@gmail.com

Phone:  
808-245-5937

Federal Tax ID#:

██████████

State Tax ID#

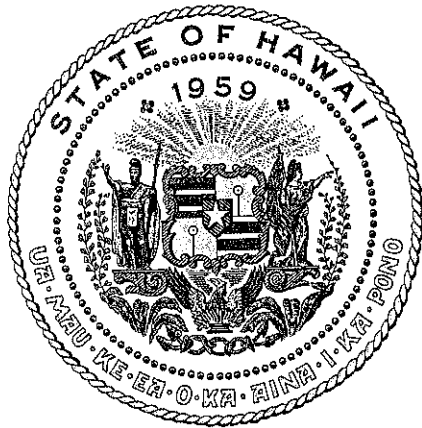
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*Andy Friend*  
Authorized Signature

Andy Friend, Executive Director  
Name and Title

1-10-22  
Date Signed

This GIA award is to provide monetary assistance to the construction job of converting the existing cesspools to septic systems. The total cost of the job is \$390,000. The contractor has started the work and is expected to complete the work by July 2022.



## 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

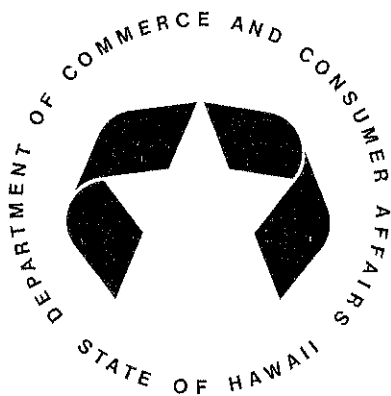
#### KAUAI HOUSING DEVELOPMENT CORPORATION

was incorporated under the laws of Hawaii on 08/24/1992 ; 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 17, 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.

\_\_\_\_\_  
Kauai-Housing-Development-  
Corporation  
(Typed Name of Individual or Organization)

Andy Friend  
(Signature)

1-10-22  
(Date)

\_\_\_\_\_  
Andy-Friend Executive  
Director

## 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.

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

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

See 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.

This grant will be used for a public purpose. It will support a low income senior housing rental property in Kalaheo, Hawaii

### **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;**

Kauai Housing Development Corporation (KHDC) was incorporated in 1992 as a private nonprofit corporation for the purpose of providing affordable housing for low income and moderate-income families. The articles of incorporation state that KHDC's purpose is to "lessen the burdens of the governments of the State of Hawaii and the County of Kauai by developing and promoting the development of affordable housing". The staff and board have considerable development experience, and property management. In 1993 KHDC began working on the 240 unit Charles River project in Hanama'ulu. The financing for this project, eventually, was provided by the Hurricane Iniki disaster funds (Pakui program) and was developed by the County itself. At this time, KHDC applied for

Pakui funding for four projects. Two of these projects were awarded by the County Council, the Harry & Jeanette Weinberg Hale Kupuna Senior Apartments, and Lihue Theater.

Hale Kupuna, a 28 unit elderly housing rental project on 3.5 acres in Kalaheo was completed in August 1997. The Lihue Theater, a 21 unit elderly housing rental project, involved the historical restoration of the façade and lobby areas of the old theater and construction of a new three story addition for the rental units. The Lihue Theater was completed in December of 1998. These two projects were partially funded by the State of Hawaii Rental Housing Trust Fund, Harry & Jeanette Weinberg Foundation, and the Federal Home Loan Land Bank of Seattle.

KHDC has also developed three Low Income Housing Tax Credit projects in cooperation with HHFDC and the County of Kauai's Housing Agency. KHDC has an excellent record of finishing projects on time and within budget.

2. The goals and objectives related to the request;

On April 4, 2019, KHDC received a letter from the EPA, Region IX office in San Francisco informing us that the Hale Kupuna Senior complex in Kalaheo was in violation of the Safe Drinking Water Act (SDWA) by having one or more Large Capacity Cesspools operating on the property.

Following the EPA's site visit there was an exchange of information regarding State and Federal laws. The State Department of Health found that the Hale Kupuna property was "grandfathered" because it was constructed prior to the enactment of the SDWA in April 2005. However, the EPA ruled that Federal Law supersedes State law and that the property was in violation of SDWA.

KHDC is a small non-profit that manages, maintains, and develops affordable housing projects. Most of our tenants incomes are less than 50% of the Kauai Area Median Income (AMI) and have fixed incomes. The net cash flow is low and is used to service small capital needs.

Receiving the GIA will allow KHDC to continue ordinary maintenance for the seniors and help us to replenish our reserve account, which will be practically exhausted to complete the conversion of cesspools to septic systems as required by the SDWA.

To date, we have completed the engineering design work, have received plan approval from the State Department of Health, implemented a competitive bid, and selected a general contractor and construction work has commenced.

3. The public purpose and need to be served;

KHDC's mission statement is "To provide affordable housing compatible with the character of Kauai and to be the housing partner with the government and other stakeholders who are committed to resolving Kauai's low to moderate income housing needs".

The EPA's requirement has given KHDC till December 2022 to complete the cesspool conversion work. We have requested that the EPA not fine us for being out of compliance of the code. The GIA from the State will significantly help KHDC to stay in compliance and keep ordinary maintenance on schedule without trying to raise rents on the seniors.

4. Describe the target population to be served; and

Hale Kupuna services one of Kauai's most vulnerable populations, Kupuna over 62 years old whose incomes do not exceed 30% AMI, and 50% AMI.

5. Describe the geographic coverage.

Hale Kupuna is a 3.5 acre property located in the hills of Kalaheo on the southwest side of Kauai.

### **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;

KHDC has selected a general contractor to do the work of converting the 17 existing cesspools to 15 septic systems.

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

The general contractor has started the conversion work and is estimated to complete the job by July 2022.

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



Applicant \_\_\_\_\_

KHDC's engineer will be providing routine inspections of the contractors work, his progress and has to approve of the work per the plans for the State Department of Health. KHDC staff will be monitoring the contractors work along the project engineer.

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.

KHDC conducted a multi contractor bid process, all of the contractors were qualified, it was basically a choice of taking the lowest bid. We anticipate the construction work to be completed by July of 2022.

#### **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
\$150,000				

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

We received a grant for \$100,000 from First Hawaiian Bank Foundation for this project. The total cost of the construction work is \$390,000. We are not seeking other funding for 2023.

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.

None

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

\$912,000

## **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.

See Corporate Resume attached.

### **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.

KHDC's corporate office is located in the lobby in the Lihue Theater Senior Housing building on Kuhio Highway.

## **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.

See attached resumes for the Executive Director and President of the Board

## **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.

Andrew Friend – Executive Director  
Tom Shigemoto - President

## **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 - \$72,000 annual  
Staff Secretary - \$46,000

## **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.

None

### **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.

Not Applicable

### **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

Applicant \_\_\_\_\_

#### 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.

KHDC receives rental income of Hale Kupuna to sustain its ordinary day to day maintenance of the property.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: \_\_\_\_\_ Kauai Housing Development Corporation

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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. IWS General Contractor	150,000			100,000
10				
11				
12				
13				
14				
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16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>250,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Andy Friend      808-245-5937		
(b) Total Federal Funds Requested	0	Name (Please type or print)      Phone		
(c) Total County Funds Requested	0	<i>Andy Friend</i> 1-10-22		
(d) Total Private/Other Funds Requested	100,000	Signature of Authorized Official      Date		
<b>TOTAL BUDGET</b>	<b>250,000</b>	Andy Friend - Executive Director Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: \_\_\_\_\_

Kauai Housing Development Corporation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: \_\_\_\_\_ Kauai Housing Developm

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			150000			
EQUIPMENT						
<b>TOTAL:</b>			<b>150,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						
CONSTRUCTION of IWS systems to replace existing cesspools per EPA requirement						



**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: \_\_\_\_\_ Kauai Housing Development Corporation      Contracts Total:      7,876,865

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Rental Housing Revolving Fund Loan	1995-2043	HHFDC	State of Hawaii	335,976
2	Rental Housing Revolving Fund Loan	1995-2043	HHFDC	State of Hawaii	834,000
3	County of Kauai Loan	1997-2062	Kauai Housing Agency - Kauai County		531,000
4	Federal Home Loan Bank of Seattle, Grant	1994	FHLB Seattle	US	160,000
5	Home Investment Partnership Loan	2004-2066	Kauai County Housing	Kauai County	1,790,595
6	Home Investment Partnership Grant	2007	Kauai County Housing	Kauai County	1,524,949
7	Home Investment Partnership Grant	2011	Kauai County Housing	Kauai County	2,700,345
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## **Kauai Housing Development Corporation**

### ***Corporate Resume***

Kauai Housing Development Corporation (KHDC) was incorporated in 1992 as a private nonprofit corporation for the purpose of providing affordable housing for low and moderate-income families. The articles of incorporation state that KHDC's purpose is to "lessen the burdens of the governments of the State of Hawaii and the County of Kauai by developing and promoting the development of affordable housing." The staff and board together have extensive real estate development, property management, appraisal, and brokerage experience.

Beginning in 1993 after Hurricane Iniki, KHDC began working on the 240-unit Charles River project in Hanama'ulu. The financing for this project eventually was provided by the Hurricane Iniki disaster funds (Pakui program) and was developed by the County itself. KHDC also at this time applied for Pakui funding for four other projects. The County Council awarded funds for two of these projects: Harry & Jeanette Weinberg Hale Kupuna and Harry & Jeanette Weinberg Senior Apartments and the Lihue Theater.

Hale Kupuna, a 28-unit elderly housing rental project on 3.5 acres in picturesque Kalaheo, was competed in August 1997. The Lihue Theater, a 21-unit elderly housing rental project, involved the historical restoration of the façade and lobby areas of the old theater and construction of a new three-story addition for apartments. The Lihue Theater project was completed in December 1998. These two projects were also partially funded by the State of Hawaii Rental Housing Trust Fund, the Harry & Jeanette Weinberg Foundation and the Federal Home Land Bank of Seattle.

In 1995 the Federal Home Loan Bank of Seattle awarded KHDC a grant to assist native Hawaiian families to build their own homes on Department of Hawaiian Home Lands and private property. KHDC assisted twenty-three families on Kauai, Molokai, Oahu and the Big Island. The development of these homes was been done by KHDC and two other Hawaii-based self-help housing organizations.

In 1997 the Hau'oli Mau Loa Foundation granted funds to KHDC to build a seven unit single-family home project for low-income native Hawaiian families. The project was built on 4.4 acres of land in Waimea Valley. It included a community center, agricultural area and on-site water well. It was completed in May 2000. A local general contractor framed and roofed the homes. The families then completed the homes. KHDC also restored the historical agricultural ditches flowing through the site. A second, similar sized affordable project is currently being planned for 4.5 acres on Menehune Road.

In November 1999 KHDC was selected as U.S. Department of Agricultural, Rural Development's (USDA-RD) partner on Kauai to provide subsidized mortgage funds for low-income families. KHDC used County HOME funds to leverage the USDA loans. KHDC funded these loans for three years. The program is currently inactive due to the high cost of housing.

Beginning in 1999, KHDC acted as development consultant for project Faith, a 17-acre mixed-use project including elderly housing, a skilled-care home, and commercial components. The project is located on Department of Hawaiian Homelands property in Anahola, Kauai. KHDC did an extensive financial feasibility study, which has been used as the basis for further work since that time.

From 1999 through 2001 KHDC acted as a volunteer development manager for Kauai Habitat for Humanity on Ele'ele l'luna, a 95-lot residential subdivision in Ele'ele Kauai. Work included financing and marketing feasibility and civil engineering design.

In September 2004 KHDC completed the development of Kalepa Village Phase II. This was a 40-unit project multi-family project consisting of one, two and three-bedroom units for families earning less than 50% of median income. The state awarded low-income housing tax credits for the project in July 2002. The design was completed in September 2002. Total project cost was about \$6.9 million. First Hawaiian Bank provided construction financing. The County's HOME program provided both construction and permanent financing. Hawaii Community Reinvestment Corporation provided an additional permanent loan. Hawaii Investors for Affordable Housing contributed the tax credit equity and became the limited tax credit partner. The project has solar hot water heating, washers and dryers in each unit, gas stoves and dryers, hardiplank siding, metal roofs and plantation style architecture.

In April 2008 KHDC completed developing Kalepa Village Phase III as a low-income housing tax credit project. It has an additional 40 units consisting of one and two-bedroom apartments for families earning up to 60% of median income. Tax credit equity funding was provided by Wachovia Securities. A grant from County HOME funds was also used. This project is currently running at 100% occupancy. This project was the first multi-family project on Kauai to be awarded a cash rebate from the local electrical utility for the project's solar hot water heating installation.

In August 2012 KHDC completed the development of Paanau Village – Phase II in Koloa as a low income tax credit project. It has 50 units consisting of 20 one-bedroom, 20 two-bedroom and 10 three-bedroom apartments for families with up to 60% of median income. Tax credit equity funding was provided by Wells Fargo Bank. A grant of County HOME funds was also used. This project is currently running at 100% occupancy. The general contractor, Shioi Construction, Inc. won a state-wide award for Paanau as best in its class.

KHDC is currently developing a 4-bedroom single family home in Lihue, Kauai. The project has been designated a "Qualified Affordable Housing" project by the County of Kauai, resulting in various fee waivers, reductions and exemptions. The partnership with the County of Kauai will result in home-ownership of an affordable single family home to a household earning at or below 120% of the Kauai MHI.. Construction is anticipated for late 2021.

KHDC has an excellent record of finishing projects on time and within budget. In both Kalepa Village projects a significant value engineering effort provided costs savings that paid for most of the required change orders. Extensive marketing preparation work by KHDC and its property manager, Hawaii Affordable Properties, Inc. resulted in 100% occupancy within one week of the occupancy permit for Phase II and within one month for Phase III and Paanau Village.

Andrew Friend  
PO Box 1318  
Kilauea, Hawaii 96754

Executive Director / Kauai Housing Development Corporation July 1, 2021 - present

Oversee and manage day to day operations of housing properties. Initiate and implement development activities for the corporation.

Consultant / Kilauea Ohana Plateau, LLC – Kilauea, Kauai 2016 – August 2021

- 9 lot subdivision
- Represent landowner in community relations
- Represent landowner in meetings with county planning and public works departments
- Coordinate and initiate engineering and survey work
- Work with land use attorney on drafting of subdivision application and submittal

Co – Project Manager / PGK Kauai, LLC (Hunt Development Group) 2009 – 2015

- Co - managed the entitlement process, Class IV zoning permit and Use Permit, for 43,000 sq foot shopping center, Ahuimanu, in Kilauea
- Consulted on, and participated in community outreach and provided community updates on entitlement process
- Consulted, coordinated, and participated in meetings with several departments of the county, utility companies, and State of Hawaii DOH, and DOT

Project Manager – Member / Plantation Partners Kauai, LLC – Kealia, Kauai 2005 – 2008

- Sole manager of entitlement process 2000 acre agricultural subdivision, Kealanani
- Implemented the 180 unit agricultural subdivision map, 100 unit affordable housing component, and authored a master agricultural plan
- Initiated, coordinated, and procured all required studies ie; archaeological survey, civil engineering, geo-technical engineering, hydrology study, professional engineering report, well certification, and environmental phase 1 and 2 reports.
- Implemented the bidding process for infrastructure construction costs.

Entitlement specialist – Chino Valley, Arizona - residential subdivision 1999 – 2003

- Rezoned ranch land from 5 acre to 1 acre lots (200) “Appaloosa Meadows”
- Managed all aspects entitlement process through the town of Chino Valley and Yavapai County

Perryville, Missouri – rural resort lake development 1997 – 2000

- 1000 acre subdivision around 250 acre lake
- Managed subdivision map and engineering construction plans for resort lots

Western Arizona – large lot subdivisions

1994 – 1999

- Managed the subdivision of approximately 5000 acres covering numerous parcels of land west of Phoenix, lot sizes varied from 10 acres to 40 acres
- Implemented plat mapping, civil engineering, and utility plans as needed for each individual parcel

### Education

Grand Canyon College – 1975 - 1976

Arizona State University - 1977 – 1978

## BIOGRAPHY

Tom H. Shigemoto

November 23, 2021

### EDUCATION

- Attended Kauai High School and the University of Hawaii
- Graduated 1971 from U.H. Manoa in Urban Planning

### PROFESSIONAL CAREER

- Professional career commenced in 1971 as a planner with the County of Kauai. Duties entailed learning the workings of the County Planning Department and familiarizing myself with the Planning processes, the land use tools like the zoning and subdivision ordinances, reviewing zoning and building permit applications. Preparing and presenting planning recommendations to the Planning Commission on zoning, building, and subdivision applications
- Appointed Deputy Director in 1984. Duties included managing operations of the Planning Department, scrutinizing planner's staff reports to the Planning Commission. Supporting and acting on behalf of the Planning Director in his absence.
- Appointed Planning Director in 1988. Responsible for fostering the relationships and support the Planning Commission in administration of the County General Plan. The Planning Director is responsible for representing the County with Planning matters before the county council as well as other State agencies.
- Hired by Princeville Corporation as Planning Director in 1990. Duties entailed developing residential subdivisions and coordinating development and construction projects at

Princeville. Coordinating corporate initiatives with the members of the Princeville community.

- Commenced employment with A&B Properties, Inc. as a Vice President of Planning and Governmental Relations in 1991. Duties involved securing entitlements and permit approvals from the government agencies, then complying with conditions of approvals for the various components within the Kukui'ula Resort development.
- Retired in 2020 from A&B Inc.

#### BOARDS AND COMMUNITY ORGANIZATIONS SERVED

- STATE DLNR KAUAI AND NIIHAU BURIAL COUNCIL
- COUNTY DOW RULES REVISION COMMITTEE
- COUNTY DOW SMALL BUSINESS ADVISORY COUNCIL
- GENERAL PLAN UPDATE CAC MEMBER
- COUNTY DRAINAGE STANDARDS REVISION COMMITTEE
- KAUAI RURAL DEVELOPMENT PROJECT (KAUAI COMMUNITY COLLEGE)
- 2025 PORT ALLEN HARBORS MASTER PLAN WITH THE HAWAII STATE DEPARTMENT OF TRANSPORTATION HARBORS DIVISION
- STATE DLNR ADVISORY COMMITTEE, NA ALA HELE TRAILS PROGRAM
- STATE DOT HIGHWAYS LONG RANGE TRAFFIC PLAN ADVISORY COMMITTEE
- COUNTY GRADING/GRUBBING TASK FORCE
- AMERICAN RED CROSS ADVISORY COMMITTEE
- U.H. BOARD OF REGENTS

#### BUSINESS ORGANIZATIONS

- KAUAI ECONOMIC DEVELOPMENT BOARD, DIRECTYOR

- HAWAII RESORT DEVELOPERS CONFERENCE, MEMBER
- WEST KAUAI BUSINESS AND PROFESSIONAL ASSOCIATION, MEMBER
- CONTRACTORS ASSOCIATION OF KAUAI, ASSOCIATE MEMBER
- KAUAI FARM BUREAU
- POIPU BEACH RESORT ORGANIZATION , MEMBER

### COMMUNITY ORGANIZATIONS

- KAUAI UNITED WAY OF KAUAI, DIRECTOR
- BOY SCOUTS OF AMERICA, KAUAI DISTRICT CHAIR
- KOLOA COMMUNITY ASSOCIATION, MEMBER
- KAUAI AJA BASEBALL ASSOCIATION, PRESIDENT
- WILCOX HOSPITAL FOUNDATION BOARD, MEMBER
- KAUAI HOUSING DEVELOPMENT CORPORATION, PRESIDENT
- KAUAI PLANNING AND ACTION ALLIANCE ADVISORY BOARD, DIRECTOR
- LIHUE CHRISTIAN CHURCH COUNCIL, MEMBER
- LIHUE CHRISTIAN CHURCH BOARD OF TRUSTEES
- YWCA BUILDING ADVISORY COMMITTEE
- WILCOX HOSPITAL PROPERTIES BOARD
- YWCA CAMPAIGN COMMITTEE
- LIHUE BASEBALL LEAGUE, PRESIDENT
- KAUAI HIGH SCHOOL FOOTBALL PRESIDENT
- YOUTH SOCCER, POP WARNER FOOTBALL, AND WILCOX SCHOOL TRACK COACH



# ORGANIZATIONAL CHART

July 2021

## KAUAI HOUSING DEVELOPMENT CORPORATION

**BOARD OF DIRECTORS**  
 Tom Shigemoto , President  
 Michael Murakoshi, VPresident  
 Clyde Nakaya, Treasurer  
 Keith Nitta, Secretary  
 Dennis Nakahara  
 Roy Katsuda  
 Marc A. Ventura  
 Gini Kapali  
 Wanda Shibata  
 Gary Mackler  
 Ryan Smith  
 Hobey Beck

**BOARD OF DIRECTORS**  
 Tom Shigemoto , President

**Executive Director**  
 Andy Friend

**Admin Assistant**  
 Mia Ako

Kauai Housing Development

**Hale Kupuna**  
**Property Manager**  
 Mark Development Inc

**Lihue Theater**  
**Property Manager**  
 Mark Development Inc

<b>Kalepa Village Partners</b>	<b>Kalepa Partners PIII LP</b>	<b>Paanau Village Partners LP</b>
KHDC - General Partner HI Equity Fund IV, LLC- Investor Partner	KHDC - General Partner Wells Fargo - Investor Partner	KHDC - General Partner Wells Fargo - Investor Partner
Project: <i>Kalepa Village Phase II</i>	Project: <i>Kalepa Village Phase III</i>	Project: <i>Paanau Village</i>
<b><u>Property Manager</u></b> Mark Development Inc	<b><u>Property Manager</u></b> Mark Development Inc	<b><u>Property Manager</u></b> Mark Development Inc.