

**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:

The Housing and Land Enterprise of Hawaii County

HALE O HAWAII COUNTY

Amount of State Funds Requested: \$220,000.00

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

Localized community land trust, a 501(c)3 nonprofit organization, tasked with building and managing perpetually affordable housing for low to moderate income Hawaii Island residents. Seeking funds for the completion of a new housing structure which will be part of the land trust's housing inventory.

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:

\$0

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 198900, PMB 332

City:

Hawi

State:

HI

Zip:

96719

Contact Person for Matters Involving this Application

Loretta Wickenden

Name:

Loretta Wickenden

Title:

Executive Director

Email:

loretta@ellenjayproperties.com

Phone:

1-808-315-8524

Federal Tax ID#:

[REDACTED]

State Tax ID#

[REDACTED]



Authorized Signature

LORETTA WICKENDEN, EXECUTIVE DIRECTOR

Name and Title

1/19/2023

Date Signed

## Application Submittal Checklist

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

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



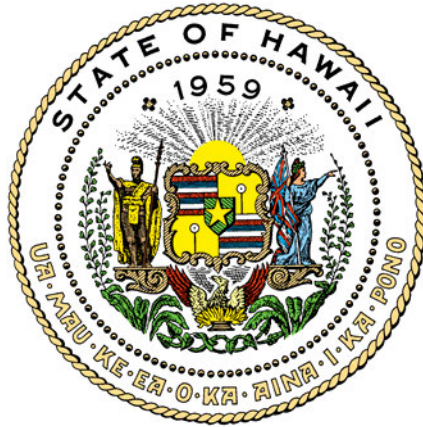
AUTHORIZED SIGNATURE

LORETTA WICKENDEN, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

DATE

1/19/2023



## 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

HOUSING AND LAND ENTERPRISE OF HAWAII COUNTY

was incorporated under the laws of Hawaii on 07/17/2017 ; 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 17, 2023

Director of Commerce and Consumer Affairs

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

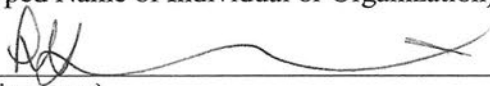
The undersigned authorized representative of the applicant certifies the following:

- 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

The Housing and Land Enterprise of Hawaii County  
(Typed Name of Individual or Organization)

  
(Signature) 1/17/2023  
(Date)

LORETTA WICKENDEN  
(Typed Name) EXECUTIVE DIRECTOR  
(Title)

**Public Purpose Verification**

The applicant, The Housing and Land Enterprise of Hawaii County, will use the grant for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#) and restated below. Specifically, the development of sustainable affordable housing supply on Hawaii Island. The grant will be used to fund the building of a community land trust affordable home for a low- to moderate-income family in Puna District, Hawaii County.

**§42F-102 Applications for grants.** Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

Signed, 

LORETTA WICKENDEN	EXECUTIVE DIRECTOR	1/18/2023
Name	Title	Date

## **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.

The Housing and Land Enterprise of Hawaii County dba HALE O HAWAII COUNTY increases housing security through affordability. We are able to educate potential homeowners and expand “deed-restricted” affordable home options. The restrictions help to safeguard long-term home values. Re-sales are to income-eligible borrowers, preserving affordability. Our low-price Hawaii County homes create positive change for families, qualitative & quantitative. We accomplish this using our model of home affordability. Affordability increases freedom, time & opportunity, and stability/security. Keiki to kupuna can thrive.

New builds by the land trust reduce maintenance and mortgage (cost of living) leading to financial stability for low-income families statistically laden with unsustainable debt. Our recent HPP home value is \$335,000, plus \$40,000 for the lot. A family purchased it at \$190,000. This success will be replicated with the aid of this funding request and will help us to continue providing good quality, perpetually affordable land trust homes.

## **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 result of this request is the ability to complete a newly built home for a low to moderate income family on Hawaii Island. This entails a joint effort by the organization’s staff, board members, and contractors to ensure the proper steps are completed through the County Planning Department for construction and inspection. It also requires regular board meetings to ensure communication flows and quality issues are addressed.

Based on previous projects, a completion timeline may take a year and a half to two years depending on the time required for permits to be issued by county offices and the availability of contractors and materials. The outcome is a new structure to incorporate into the land trust’s inventory of perpetually affordable homes.

Quality assurance and evaluation plans follow the County’s building codes and regulations. Each project generates feedback from parties involved. Regular meetings and site visits ensure aspects of the project are monitored from Contractor completion dates to county deadlines. Additionally, feedback evaluations from board members and new homeowners enable the next project to run more efficiently.

Measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency):

- Completion of the structure
- Feedback evaluations from the board of directors

- Feedback evaluation from the trust's homeowners

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2023 to June 30, 2024

Applicant: The Housing and Land Enterprise of Hawaii County\_\_\_\_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	no	N/A	50.00%	N/A
Marketing Director	no	N/A	50.00%	N/A
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b> Does not apply as request goes toward the payment of building costs				



Applicant: The Housing and Land Enterprise of Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS: not applicable

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS: not applicable, no mv will be used

Applicant: The Housing and Land Enterprise of Hawaii County\_\_

<b>FUNDING AMOUNT REQUESTED</b>						
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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			220000		242000	260000
EQUIPMENT						
<b>TOTAL:</b>			220,000		242,000	260,000
<b>JUSTIFICATION/COMMENTS:</b> The funds requested for FY:2023-2024 will fund the building of 1 affordable home. The proceeds will be rolled over into the building of another affordable home. However, if additional funds in subsequent years (2024-2025 and/or 2025-2026) this would allow additional affordable homes to be built at the same time.						

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

App The Housing and Land Enterprise of Hawaii County

Contracts Total: 45,000

	<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	Operations Grants-in-Aid: Waiwai Grant Program	July 1, 2021- June 30, 2022	Dept of Finance	Hawaii county	15,000
2	Operations Grants-in-Aid: Waiwai Grant Program	July 1, 2022- June 30, 2023	Dept of Finance	Hawaii county	30,000
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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.

HALE o Hawai'i County was founded in 2018 as a 501(c)3 nonprofit organization by a hui of community volunteers, based on the success of Nā Hale o Maui Community Land Trust. Since then it has generated community connections with Island non profits like the Neighborhood Place of Puna, other Hawaii and USA community land trusts, and discussed housing partnerships with county level government decision-makers. The land trust's board of directors have extensive experience in the areas of successful stewardship of funds, complying with governmental mandates and implementing strict risk management processes. The board and staff have several years experience of working with the County on a variety of construction related projects, including our most recent 13th Ave property in Hawaiian Paradise Park. All board members are well versed in the administrative and fiscal control responsibilities and requirements associated with this type of public service project.

**List of Related Projects** for the most recent three years that are pertinent to the request.

- **Address: 15-1958 13th Avenue, Hawaiian Paradise Park, Keaau, HI 96749**

The land trust acquired a 1-acre plot in Hawaiian Paradise Park in 2021, and worked with a contractor to build a 2-bedroom, 1.5-bathroom home. The building began on receipt of the approved permits in 2021, the home was completed in March 2022, and the qualified buyer moved into the property in October 2022.

### **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 paid staff work remotely from home offices. Board members also perform volunteer work remotely. Communication takes place via regular email, phone, and video conferencing as well as scheduled board meetings. The activities of the land trust occur in the community ie: town hall meetings and construction sites. Facilities are contracted as needed for community events and construction sites act as support and storage for project materials. There are no plans to secure a formal office at this time so as to keep operational costs to a minimum,

## **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 existing staff and board members will work closely to complete the necessary tasks for the project. The ED serves as the main fiscal and personnel oversight person of any contractors. The ED is responsible for receiving regular updates to communicate and/or issues to address with the Board. Volunteer board members will also report the results of their work, which is recorded in the meeting minutes. Major decisions will be made by vote including expenditures and changes to project needs while operations decisions will be made by the ED or the delegated staff/ board member to the task.

#### Current Personnel:

Executive Director Loretta Wickenden has a construction background on the Big Island through Ellen Jay Properties, LLC where she and her husband build high quality affordable homes. She has over 40 years experience in the financial services industry, held senior management positions in leading investment banks and financial software companies, and her core expertise lies in operational efficiency, project management and system implementations.

Marketing/Development Director Jacqueline Mylroie has a Masters in Public Policy and Organizational Management as well as a Certificate in Nonprofit Management, Hawaii Notary Public commission and Hawaii Realtor salesperson license. She also has over 15 years working in the public and private sector in Management and Marketing. A proven skill set applied to fundraising, training volunteers, brand outreach, real estate sales, and office management.

#### The Board of Directors:

Mike Matsukawa, Esq.

Pete Hoffmann, (former county councilman & former housing committee chair)

President & Treasurer

Johnathan Grayson, technology advisor

Lei Mohr, community activist

Patrick Hurney, Executive Director, Habitat for Humanity West Hawaii

Phil Tinguely, Tinguely Development Inc. Hawaii-based developer

Erik Jacobson, Hawaii Realtor Broker

Each board member provides their area of expertise to organization project needs and insights from legal, finance and real estate to construction and other affordable housing nonprofits. Volunteer work is performed as tasks are assigned by ED and/or board vote.

### **2. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision.

Executive Director <> Board of Directors  
v v  
Marketing Director

### 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.

Paid officers are independent contractors, not on salary but Time and Materials basis. The ED donates their monies back to the organization. Not applicable to this grant request.

Executive Director, est \$20K/yr

Marketing Director, est \$8-12k/yr

## VII. Other

### 1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. **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. **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. **NOT APPLICABLE**

### 4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

The land trust is a 501c(3) non profit organization and engages in fundraising activities throughout the year. It relies heavily upon donations including land, time, and public or private funds. Board members have donated funds to the land trust in the past and this practice will continue in 2023-2024 and beyond. Private individual loans are also accepted.

The activity funded by the grant will aid in establishing a revolving build fund for future permanently affordable projects. The donated funds and proceeds from the sale of a structure with a ground lease to qualified low to moderate income homebuyers are entirely used to finance subsequent land trust affordable housing projects.