

**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 Habitat for Humanity, Inc.

Kauai Habitat for Humanity, Inc.

Amount of State Funds Requested: \$ 225,000

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

Provide funding to purchase and install fourteen (14) photovoltaic systems for affordable housing construction located in Waimea on Kauai.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ 750,000

Unrestricted Assets:

\$ 4,993,474.90

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:

P.O. Box 28

City:

State:

Zip:

Eleele

HI

96705

Contact Person for Matters Involving this Application

Name:

Milani Pimental

Title:

Executive Director

Email:

milani@kauaihabitat.org

Phone:

808-335-0296

Federal Tax ID#:

State Tax ID#



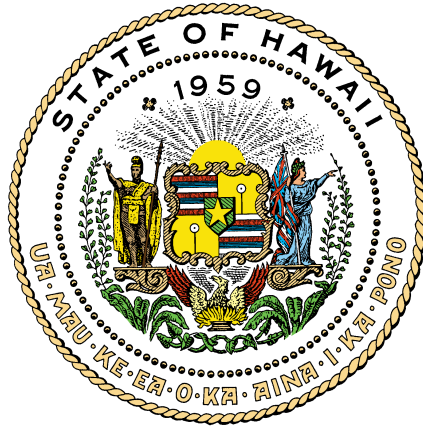
Milani Pimental, Executive Director

01/20/2023

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

KAUAI HABITAT FOR HUMANITY, INC.

was incorporated under the laws of Hawaii on 12/28/1992 ; 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: January 20, 2023

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; 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.

Kauai Habitat for Humanity, Inc.
(Typed Name of Individual or Organization)



(Signature)

01/20/2023

(Date)

Milani Pimental, Executive Director
(Typed Name) (Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2022.

2. Declaration Statement

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

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](#).

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;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

Kauai Habitat for Humanity (KHFH) is an anti-poverty, ecumenical non-profit organization that builds truly affordable housing on for the low income and very low income people on Kaua'i. KHFH collects all of the resources that it takes to build a home and acts as the overall construction manager using a self-help model partnering to build affordable homes for our homebuyers and families. We

truly believe that our partner families are the agents of their own success and Kauai Habitat for Humanity main role is to help them access the benefits of home ownership. Kauai Habitat for Humanity was founded in 1992 in the wake of Hurricane Iniki, we have built over 200 affordable homes and rehabilitated over 35 homes around the Island of Kaua'i. Our model is very cost effective. We are able to produce completed homes at an average of \$225 per square foot and 5000 to 6000 sq. ft. lot the costs are between \$309,000 to \$333,000 for the house and the lot. This delivers affordable at approximately 50% of the market value. With the ever growing issue of affordable housing not being attainable on the Island, Kauai Habitat offers a wonderful solution for those who qualify. We have finished developing 24 acres in the heart of Eleele which consisted of 125 lots. Currently 122 homes are completed and we are completing our last 3 homes in Eleele. Our next project is in Waimea. We have developed 6.5 acres completing the infrastructure and currently eight (8) lots are under construction out of a total of 32 single family lots. We recently acquired a Kalaheo parcel where we are nearly ready to offer six (6) CPR units.

1. The public purpose and need to be served;

Kauai Habitat for Humanity's mission is to serve low and very low income households whose gross income is between 30% to 80% of the Kauai area median income. Our program directly works with individuals that would not normally have the opportunity to go visit their local realtor to purchase a home. The Cost of living is extremely over-priced on Kauai. Our priority is to work with low to very low income individuals that are interested in being a homeowner. We do require that the homeowner builds along-side KHFH for approximately 30 hours per week. This not only gives the homeowner a sense of pride to be a part of the build of their life long home, but, they will learn invaluable lessons in financial management, construction, safety and team work. Along with this, the homeowner has the opportunity to work with their kokua and share their experience with their loved ones.

2. Describe the target population to be served; and

This project will provide a home ownership opportunity on fee-simple land for 14 low-income Kaua'i families. Home ownership, like good health and education, creates stable families and communities, and helps families accumulate assets that contribute to their wellbeing for generations to come. The request for funding will fund the photovoltaic system on fourteen (14) lots located on the Waimea Huakai lots and will cost \$225,000.

It is understood that the need for affordable housing is chronic and pervasive over all areas of the island and across a wide range of income levels and family sizes. There is not one solution to providing more affordable housing, but many. Kaua'i Habitat for Humanity serves the niche of the families who fall between 30-80% of the Adjusted Median Income for Kaua'i County. It is our self-help model and ability to assemble substantial private support in the form of money, services, materials and volunteer labor that makes our building cost-per-square-foot so low. At an average of \$225 per square foot, we are the lowest-cost builder on the island. In addition, we have produced ready to build lots, for \$309,000 to \$333,000 for lots between 5,000 to 6,000 square feet and a very low cost for the Island of Kauai.

And because we are, at our core, an anti-poverty organization, our mission is to reach out and work with motivated families at the lowest income range for home ownership. Our Habitat Homebuyers are not able to qualify for a market price home with a conventional loan, but we work intensively with them to reduce debt, improve their credit rating, so that they can fulfill their mortgage obligation for the new home. We believe that our Habitat Homebuyers are the agents of their own success, and it is our role to help them prepare for and take advantage of the benefits of home ownership.

In general, the homebuyer households we work with are people who work in low wage jobs, have large families, and/or live on a fixed income of retirement or disability payments. It is important to us that they meet a basic threshold of income level because they will assume an affordable mortgage for their new home and they must have enough income to make their monthly payment.

Families in our target population must reside on Kaua'i, must be first-time home buyers, must meet the income eligibility as stated above, must demonstrate a need for improved housing, have good enough credit, and must be willing to work for this opportunity by contributing over 500 hours or more of their own labor. There are no other requirements or restrictions for application.

There are few opportunities to increase home ownership for most families in our target population. Their income level and lack of enough savings for a traditional down payment often put home ownership out of their reach. They usually remain renters, remaining in substandard or over crowded living conditions. Owning their own home is an opportunity that changes their lives and improves the community they live in.

There are now approximately 4000 individuals/households on Kaua'i that have registered their interest in becoming homebuyers through Kaua'i Habitat for Humanity's affordable housing program.

**COUNTY OF KAUAI
2022 ANNUAL INCOME LIMITS**

Effective: 4/25/2022
Kauai Median Household Income: \$107,000

Household Size:	1	2	3	4	5	6	7	8
HUD Income Limits*:								
30% Limits (Extremely Low)	23,950	27,400	30,800	34,200	37,350	42,780	48,250	53,650
50% Limits (Very Low)	39,900	45,600	51,300	57,000	61,600	66,150	70,700	75,250
60% Limits	47,950	54,750	61,550	68,400	73,950	79,400	84,850	90,350
80% Limits (Low)	63,850	73,000	82,100	91,200	98,500	105,800	113,100	120,400
Workforce Housing Income Limits*:								
100% Limits	74,900	85,600	96,300	107,000	115,600	124,150	132,700	141,250
120% Limits	89,900	102,750	115,600	128,400	138,700	148,950	159,250	169,500
140% Limits	104,900	119,850	134,850	149,800	161,800	173,800	185,800	197,750
Gap Group Income Limits*:								
160% Limits	119,850	136,950	154,100	171,200	184,900	198,600	212,300	226,000
180% Limits	134,800	154,100	173,350	192,600	208,000	223,400	238,800	254,250

NOTE:
*Annual income limits are rounded upwards to the nearest \$50
*Income limits may vary by program assistance type

Prepared by the Kauai County Housing Agency

5. Describe the geographic coverage.

This project serves the entire island of Kaua'i. The actual lots are located in Waimea Town off Huakai Rd and Waimea Canyon Drive.

III. Service Summary and Outcomes

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.
 - A. The Homebuyer selection and loan approval process is carried out by the Family Services Department of Kauai Habitat for Humanity
 - Will hold public meeting, advertise and create a list of interest parties that will apply
 - Application will be reviewed to confirm if they meet the income range, are first time homeowners and agree to build using the self-help model. FYI, due to the high number of family that will show interest (400 plus), applicants will be reviewed in rank order and qualified though a lottery process.
 - Family services support staff with help the applicants collect documentation and assemble all information necessary to have a

complete application and will continue reviewing applications until 5 families are qualified and approved

B. Actual Home construction

<u>Scope of Work</u>	<u>Tasks</u>	<u>Responsible party</u>
Excavation	Dig footings for foundation	Subcontractor**
Foundation	Install pier and post foundation	Subcontractor**
Subfloor	Construct floor (plywood) over joists	Subcontractor**
Wall framing	Build and stand walls	Homeowners*
Roof framing/sheathing	Build roof framing and sheathing	Subcontractor**
Roofing	Install roofing material	Homeowners*
Siding, porches	Install siding, build porches	Homeowners*
Windows, exterior doors	Install windows and exterior doors	Homeowners*
Plumbing - roughed in	Install plumbing system (drain, waste, vent pipe, water supply, etc.)	Subcontractor**
Electrical - roughed in	Install conduit/cable, switch, light, outlet boxes w/ready-t-o-connect wires	Subcontractor**
Insulation	Install heat resistant barriers	Homeowners*
Dry wall	Install dry wall on interior walls	Subcontractor**
Porches/steps	Build porch flooring and steps	Homeowners*
Interior carpentry	Interior finish work of molding/trim, interior doors	Homeowners*
Cabinets, counter tops	Secure cabinets and countertops	Homeowners*
Interior painting	Clean, prep, and paint interior	Homeowners*
Exterior painting	Clean, prep, and paint exterior	Homeowners*
Plumbing - complete fixtures	Complete plumbing fixtures	Subcontractor**
Electrical - complete fixtures	Complete electrical fixtures	Subcontractor**
Finish hardware	Install hardware (hinges, pulls, knobs)	Homeowners*
Gutters /downspouts	Install rain gutters and downspouts	Homeowners*
Grading, landscaping	Final grading, grass planting	Homeowners*
Install Photovoltaic	Installation of full PV system	Subcontractor**

*Homeowner responsibility – under the guidance and expertise of Construction staff

**Subcontractor responsibility – under the supervision of KHFH Director of Construction.

C. The final loan closing process is carried out by the Family Services Department of Kauai Habitat for Humanity, Inc. along with a Title Company

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

- (1) Select and qualify five very low to low income families
Timeframe: 3 months
- (2) Produce and complete five affordable house
Timeframe: 8 months
- (3) Close mortgages
Timeframe: 2 months

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

Kauai Habitat's Director of Construction monitors all construction activities at our home-sites on a regular basis. This includes work conducted by subcontractors as well as Kauai Habitat staff. All material orders are done through the Director of Construction and all work is tracked through established systems and schedules. The Director of Construction also receives and complies with all necessary County Building Regulations and Permits and coordinates and receives County inspections and approvals throughout the home construction process. Ensuring that each stage of home construction is started and completed according to our construction timetable is essential to keep at or under budget and completing the building project without significant delay.

Further evaluation occurs through job costing and subsequent surveys of homeowners, staff, and vendors in an effort to make improvements and streamline future projects.

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.

We will measure the effectiveness of our efforts on this project by checking our progress against the three objectives outlined in Part I Background and Summary, Item 2.

- (1) Select and qualify five very low to low income families that are in need of housing and that have an income in order to pay an affordable mortgage. (3 months)
- (2) Produce and complete five affordable houses using the self-help model and keep the total cost to about 50% of market value (8 months)
- (3) Arrange financing for five 30 to 38 year affordable mortgages to the low income Homebuyers (2 months)

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 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
56,250	112,500	28,125	28,125	225,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

The cost to install a photovoltaic system in one home will be \$16,071.42 of which \$225,000 will be from the Grant in Aid and in the event cash reserves will be needed KHFH will utilize funding that came from recycling of net proceeds of past lot sales from our last project in Eleele.

The funds that were required to develop buildable lots in Waimea Affordable Housing Subdivision were secured by donations and past private grants. All debts related to lot development are paid in full.

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 2024 for program funding.

2022- Grant in AID, \$250,000 Awarded and awaiting disbursement.
 2021- County of Kauai, ARPA \$15,000.00
 2019- County of Kauai, HOME Investment Partnership Program CHDO \$450,860.00

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

Name	Balance	Totals
Unrestricted Current Assets	1/20/2023	
First Hawaiian Checking	\$ 431,153.86	
First Hawaiian Money Market	\$ 4,502,005.63	
Ever MM- TIAA Checking Cash	\$ 54,657.32	
Ameritrade Investment Acct	\$ 237.07	
Paypal	\$ 5,421.02	
	Total Unrestricted Cash	\$ 4,993,474.90

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.

Kaua`i Habitat for Humanity is a locally governed affiliate of Habitat for Humanity International. KHFH employs 23 full-time employees. It manages and directs the work of several hundred volunteers. All staff have proven experience to carry out their respective duties and to oversee the work of volunteers under their supervision. The Executive Director, Milani Pimental, has been in his position since 2020. She has been affiliated with KHFH for over 11 years as a volunteer, board member, and once as an Interim Executive Director. There are 13 members of the Board of Directors who meet monthly to review and approve the business of the organization. The service area is the entire island of Kaua`i.

KHFH has already completed 228 Homes and developed lots for 157 homes over the island of Kauai. Kauai Habitat for Humanity has been producing homes at half the cost of market value being the lowest cost developer of homes on Kauai.

Kauai Habitat purchased 24 acres of land in 1998 for the purpose of building an affordable subdivision. Phase I, 18 lots and homes were completed in 2011. Infrastructure for Phase IIA was completed in late 2015, producing 48 buildable lots. Home construction began in late 2015. Phase IIB was completed in 2019, producing 59 buildable lots completed in 2017.

Kauai Habitat for Humanity has purchased 6.5 acres in the heart of Waimea and now has developed 32 affordable building lots. This project will include the same idea as the homes produced in Eleele, yet, fit the feel of Waimea.

Kauai Habitat for Humanity purchased land in Kapaa "Waipouli" This will allow KHFH to move our affordable home design to a new level allowing us to provide housing in high density areas. This will produce 17 affordable housing units.

Kauai Habitat for Humanity recently acquired a Kalaheo parcel where we are nearly ready to offer six (6) CPR units.

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.

KHFH offices are located at 1-3410 Kaumualii Highway in Hanapepe on Kaua`i. In addition to administrative offices and a ReStore, there is a large baseyard at this

location where materials and equipment are stored, and where prefabrication of walls take place. The site of this affordable housing project is located nearby in `Ele`ele. KHfH administrative offices and ReStore meet ADA requirements.

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.

Kauai Habitat has a team of seasoned professionals responsible for implementing, executing, and completing our home construction project. In addition to Executive Director Milani Pimental and our Director of Construction and Planning, Rick Aitkenhead along with other staff members directly involved in this project include: Grant Manager/Accountant, Tiffani Carlin, Director of Admin &HR Nicole Jacintho, Family Services Manager Shana Cruz, Construction Supervisor Allen “Moki” Nitta, Construction Supervisor, Michal “Kit” Owens and Construction Supervisor Robert Knowles.

In Administration, Executive Director Milani Pimental who oversees the project. Assisting her is Director of Construction and Planning, Rick Aitkenhead. Grant Manager/Accountant Tiffani Carlin who carries out all aspects of accounting relative to the housing project and Director of Admin & HR, Nicole Jacintho who handles all personnel.

The Family Services department consists of a full-time manager, Shana Cruz and two full-time assistants who work closely with the homebuyer applicants to initiate and complete the loan application process.

Kauai Habitat has a dedicated and very experienced team of Construction staff to carry out the project, our Director of Construction and planning, Rick Aitkenhead. Three full-time construction supervisors run each site, and four AmeriCorps National Members (long-term volunteers) assist with leading volunteer crews to provide the home construction labor. A Base yard manager rounds out the team to ensure that all machinery, vehicles, and necessary tools and equipment are maintained and in safe operating order for use in our construction activities.

Please see attached resumes of our management team – Milani Pimental, Rick Aitkenhead, Tiffani Carlin, Nicole Jacintho, Shana Cruz, Allen “Moki” Nitta, Robert Knowles.

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.

Please see attached organizational 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 \$115,500
Director of Construction and Planning \$105,000
Director of Human Resources & Admin \$80,000

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 2023-24 the activity funded by the grant if the grant of this application is:

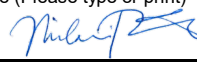
- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

The scope of work in the project will be completed with the funds from this Grant in Aid July 1, 2023 to June 30, 2024. Future Kauai Habitat housing projects thereafter will be funded by individual, foundations, business donations, USDA 502 direct loan funds, CDBG loan funds, direct fundraising efforts, and pursuing other financing opportunities through banks and state institutions.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Kauai Habitat for Humanity, Inc.

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				10,000
2. Payroll Taxes & Assessments				1,200
3. Fringe Benefits				1,000
TOTAL PERSONNEL COST				12,200
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	225,000			
TOTAL (A+B+C+D+E)	225,000			12,200
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	225,000	Milani Pimental 808-335-0296		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Jan 20, 2023 Date		
TOTAL BUDGET	225,000	Milani Pimental, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: __Kauai Habitat for Humanity, Inc _____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS: No salaries will be paid out of the GIA request.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Kauai Habitat for Humanity, Inc.

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:				
N/A- No funding will be used.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Kauai Habitat for Humanity, Inc.

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION	\$ 661,250					
DESIGN						
CONSTRUCTION	\$ 401,690	\$ 250,000	\$ 225,000			
EQUIPMENT						
TOTAL:	\$ 1,062,940	\$ 250,000	\$ 225,000			
JUSTIFICATION/COMMENTS:						
The funding received from the Grant in Aid 2023 in the amount of \$225,000 will be utilized to purchase and install photovoltaic systems on our Waimea Huakai subdivision.						

fourteen (14) homes

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kauai Habitat for Humanity, Inc. _____

Contracts Total: 715,860

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Grant in AID - 2022	2022	State of Hawaii	State	250,000
2	ARPA - Covid Relief	2021	County of Kauai	Kauai	15,000
3	HOME Funds to assist in buidling 6 Homes	2019	HOME	Kauai	450,860
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Help build it!

August 12, 2019

Kaua'i HFH
PO Box 28
Eleele, HI 96705

RE: 501(c)(3) Letter for Kaua'i HFH, Partner ID# 1108-3178

Dear affiliate leader:

This letter will confirm that Kaua'i HFH, with employer identification number 99-0302595, is considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under Section 501(c)(3) of the Internal Revenue Code.

The group exemption number assigned to HFHI by the IRS is 8545. This number may be provided to prospective donors, foundations and other grant organizations as they request it and is required on certain IRS forms.

Enclosed is a copy of the determination letter dated June 18, 2019, provided by the IRS as evidence of HFHI's tax exempt status as well as its group exemption. The determination letter, together with this letter, confirms Kaua'i HFH's subordinate status and provides evidence of its tax exempt status under Section 501(c)(3) of the Code.

In partnership,

A handwritten signature in black ink, appearing to read "Jim Mellott".

Jim Mellott
VP Finance

Enclosure



P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077383720
June 18, 2019 LTR 4167C 0
91-1914868 000000 00

00034202

BODC: TE

HABITAT FOR HUMANITY INTERNATIONAL
INC
HABITAT FOR HUMANITY INTRNL PARENT
322 W LAMAR ST
AMERICUS GA 31709-3543



019599

Employer identification number: 91-1914868
Group exemption number: 8545

Dear Taxpayer:

This is in response to your request dated Mar. 28, 2019, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in January 1987, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to www.irs.gov/charities for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4077383720

June 18, 2019 LTR 4167C 0

91-1914868 000000 00

00034203

HABITAT FOR HUMANITY INTERNATIONAL
INC
HABITAT FOR HUMANITY INTRNL PARENT
322 W LAMAR ST
AMERICUS GA 31709-3543

Sincerely yours,

Stephen A. Martin

Stephen A. Martin
Director, EO Rulings & Agreements

IRS Group Exemption FAQs

The IRS refers to “central” or “parent” organizations, as well as “subordinate” organizations? What does these terms mean?

An organization that has been granted a 501(c)(3) group exemption by the IRS is referred to as the central or parent organization. The central organization generally supervises many affiliates or chapters, called subordinate organizations. The subordinate organizations have similar structures, purposes, missions and activities.

- ❖ In Habitat’s case, HFHI is the central organization and each Affiliate is a subordinate organization.

What is the reason for group exemptions vs individual exemptions?

Group exemptions are an administrative convenience for both the IRS and organizations with many affiliated organizations. Subordinates in a group exemption do not have to file, and the IRS does not have to process, separate applications for exemption. Instead, the IRS allows the central organization to include its subordinate organizations under its tax exempt “umbrella.”

- ❖ Group exemptions are more convenient because only one central organization (HFHI) needs to be checked for tax exempt status.

Who determines if a subordinate organization may be included under the central organizations’ group exemption?

The central organization, not the IRS, determines who is exempt under its 501(c)(3) umbrella. The IRS does not approve or deny a subordinate’s inclusion on HFHI’s roster of exempt subordinates. It is solely at the discretion of the central organization holding the 501(c)(3) designation as long as the subordinate is similar in mission, purpose, structure and activities. The IRS leaves it up to the central organization to police its own list of subordinate entities and to report any changes. Failure to monitor the list in accordance with the rules set forth by the IRS may result in the central organization having its 501(c)(3) status revoked.

- ❖ HFHI is the final determiner of whether Affiliates are on its group exempt list. The IRS will not issue a letter with regard to an individual Affiliate.

How does a donor verify that an organization is included as a subordinate in a group exemption ruling?

The central organization which holds the group exemption (rather than the IRS) determines which organizations are included as subordinates under its group exemption umbrella. Therefore, a donor should verify that an organization is a subordinate eligible to receive tax deductible donations by requesting a copy of a letter provided by the central organization to the subordinate confirming the subordinate entity's inclusion on its roster of exempt subordinates. This letter, coupled with a copy of the central organizations 501(c)(3) determination letter provides adequate proof of the entity's tax exempt status.

- ❖ Affiliate should provide donors a copy of the confirmation letter (with the HFHI IRS determination letter attached) that HFHI provides to each Affiliate on an annual basis.

- ❖ Donors should be told that the IRS determination letter will not reference the Affiliate by name.

How do donors verify that contributions are deductible with respect to a subordinate organization in a section 501(c)(3) group exemption ruling?

Many donors are accustomed to consulting the IRS database known as EOS Select Check to confirm that donations to a specific organization are tax deductible. This works well for organizations that have an individual tax exemption; however, it creates a bit of confusion when it comes to organizations with a group tax exemption status.

The EOS Select Check database does NOT list all subordinate entities. It lists the central organization because the central organization is the entity that applied for, and was granted, a 501(c)(3) designation. Many times donors become alarmed when they do not see the individual Affiliate listed in the database. It is important to explain to your donor that providing HFHI's group exemption number (GEN) along with a confirmation letter from HFHI, as the central organization, is sufficient proof of the subordinate entity's tax exempt status. Donors may rely upon central organization verification with respect to deductibility of contributions to subordinates covered in a section 501(c)(3) group exemption ruling.

- ❖ Explain to your donors early the procedure so that they will not be surprised when the Affiliate is not referenced on the EOS database.

Employer Identification Number (EIN) vs Group Exemption Number (GEN)

The Employer Identification Number (EIN) is a nine-digit number that is unique to each business and generally appears in the following format: XX-XXXXXXX. Its role for a business is similar to that of the Social Security number for an individual. The number includes information about which state the corporation is registered in. This unique identification number is assigned to a business entity so that they can easily be identified by the Internal Revenue Service. The EIN is also known as a Federal Identification Number (FIN) or Tax ID.

This number is apart and separate from a company's group exemption number (GEN). The EIN identifies the specific organization. The GEN identifies the entity's further designation as a tax exempt organization.

The GEN number is a number assigned by the IRS which identifies the central organization who was granted the group exemption. The GEN number is a 4 digit number that should be supplied to donors when they make a donation. This number allows the donor to make a tax deduction based on the donation to the tax exempt entity.

- HFHI's GEN is 8545. This should be given to your donors.
- Do not use HFHI's EIN in your Affiliate's tax return and other documents. This will cause the IRS to confuse your Affiliate with HFHI (including accidentally holding you responsible HFHI's payroll taxes, misreporting on Form 990, etc.)

❖ HFHI's GEN is 8545. This should be given to your donors.

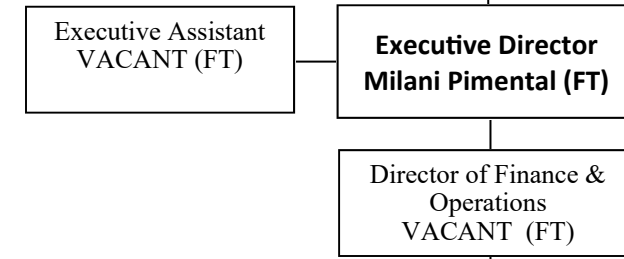
❖ Do not use HFHI's EIN in your Affiliate's tax return and other documents. This will cause the IRS to confuse your Affiliate with HFHI (including accidentally holding you responsible HFHI's payroll taxes, misreporting on Form 990, etc.)



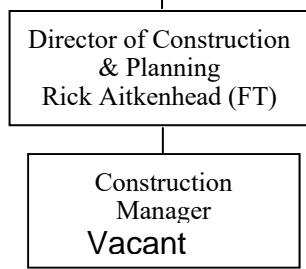
ORGANIZATIONAL CHART

Updated 10/27/2022

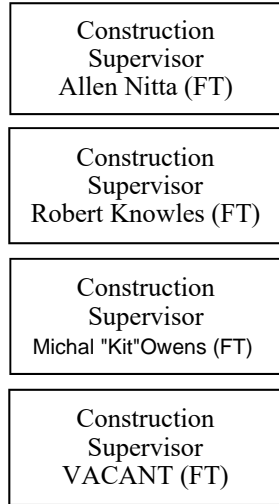
Board of Directors (Governing Body)



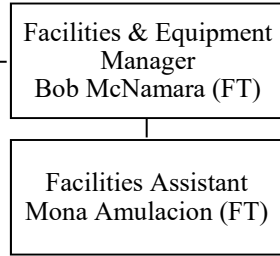
CONSTRUCTION



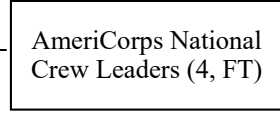
Construction Site Supervisors



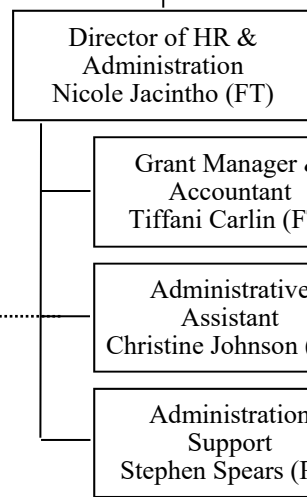
Facilities & Baseyard



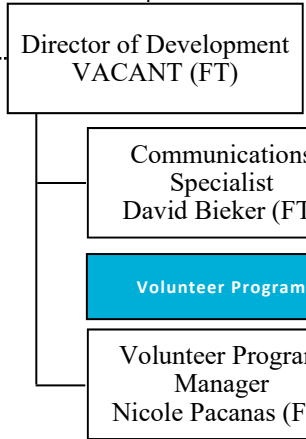
AmeriCorps National Members



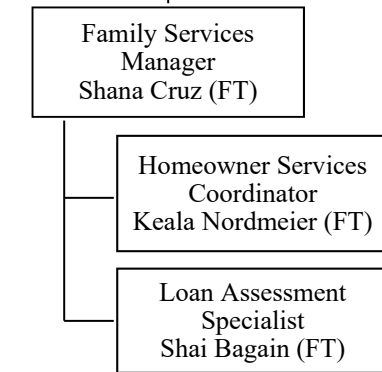
ADMINISTRATION



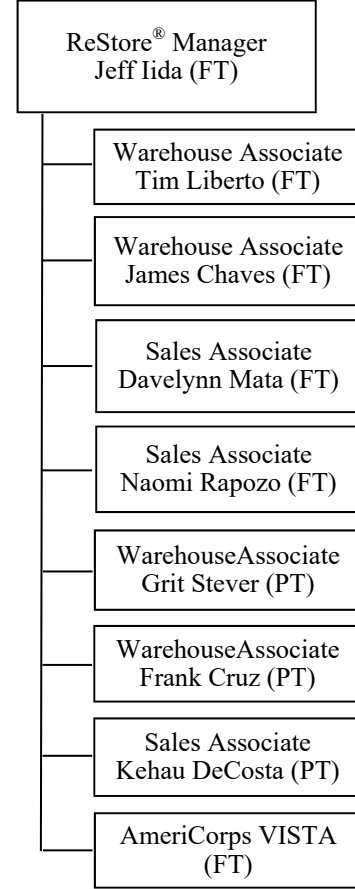
DEVELOPMENT



HOMEOWNER SERVICES



RESTORE®





BOARD OF DIRECTORS LIST

with contact information, as of 10/18/2022

Please notify Executive Assistant (by email to melissa@kauaihabitat.org) with any updates
Recent changes are shown in **bold**

	<u>Name</u>	<u>Position/Office</u>	<u>Affiliation</u>	<u>Preferred Email</u>	<u>Mailing Address</u>	<u>Business Phone</u>	<u>Personal Phone</u>
1	Doug Haigh	President	Retired, County of Kauai, Building Division Chief	d8chaigh@hawaii.rr.com	6431 Kahuna Road, Kapaa, HI 96746		808-635-1120
2	Donna Rice	Vice President	Corcoran Pacific Properties, Realtor-Broker	donna@hawaii-property.com	4100 Queen Emmas Dr, #49, Princeville, HI 96722		808-651-2840
3	Tom Canute	Treasurer	Retired, former Vice President, First Hawaiian Bank	tcanute1@gmail.com	PO Box 74 Hanapepe, HI 96716		808-652-6495
4	Fran McDonald	Secretary	Corcoran Pacific Properties, Realtor	fran.mcdonald@corcoranpacific.com			808-635-0165
5	Leona Sa McDermott	Director	Habitat Homeowner	lsamcdermott@hawaii.rr.com	PO Box 1402 Kapaa , HI 96746		808-651-0134
6	Dr. Laurel Coleman	Director	Representative, St. John's Episcopal Church	laurelmd@me.com	4370 Kalaheo Dr. #3 Kalaheo HI 96741		207-513-8257
7	Ashley Conner	Director	Habitat Homeowner	ashbeep01@gmail.com	PO Box 804 Eleele HI, 96705		808-346-6713
8	Mark Hall	Director	East West Partners, Development Director	mhall@ewpartners.com	PO Box 223056 Princeville, HI 96722		808-353-1712
9	LaVerne Bessert	Director	Maile Properties of Kauai, President	lawalena@yahoo.com	491 Rice Street #105, Lihu'e, HI 96766	808-245-3991	808-651-0981
10	Keith Yap	Director	Gay and Robinson Inc., Dir. of Administration	kyap@gayandrobinson.com	4856 Nonou Road, Kapaa, HI 96746	808-335-3133	808-348-3293

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

PREAMBLE

Kauai Habitat for Humanity, Inc., shall seek to sponsor specific projects in habitat development, starting with the construction of modest but adequate housing, and to associate with other groups functioning with purposes consistent with those listed below, namely:

- A. To witness to the Gospel of Jesus Christ throughout the world by working in cooperation with God's people in need to create a better human habitat in which to live and work.
- B. To witness to the Gospel of Jesus Christ by working in cooperation with other agencies and groups which have a kindred purpose.
- C. To witness to the Gospel of Jesus Christ by enabling an expanding number of persons from all walks of life to participate in this ministry.

ARTICLE I: NAME, FORM OF ORGANIZATION, AND PURPOSE

Section 1.1 Name. The name of the corporation is Kauai Habitat for Humanity, Inc.

Section 1.2 Status. The corporation is organized as a Nonprofit corporation under the Hawaii Nonprofit Corporation Act and as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended. The corporation is a public benefit and shall have perpetual duration and succession.

Section 1.3 No Members. The Corporation shall have no members.

Section 1.4 Purposes. The Purposes for which the corporation is organized, as stated in its articles of incorporation, are as follows:

- a) To witness to and implement the Gospel of Jesus Christ in Hawaii and throughout the United States and the world by working with economically disadvantaged people to help them to create a better human habitat in which to live and work;
- b) To cooperate with other charitable organizations, through grants and otherwise, which are working to develop a better human habitat for economically disadvantaged people;
- c) To communicate the Gospel of Jesus Christ by means of the spoken and written word;
- d) To receive, maintain, and accept as assets of the corporation, any property, whether real, personal, or mixed, by way of gift, bequest, devise, or purchase from any person, firm, trust, or corporation, to be held, administered, and disposed of exclusively for

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, and in accordance with and pursuant to the provisions of these articles of incorporation; but no gift, bequest, devise, or purchase of any organization other than a "charitable organization" or for any purposes other than "charitable purposes" which would jeopardize the status of the corporation as an entity exempt from federal income tax pursuant to the relevant provisions of the Internal Revenue Code, as amended; and

- e) To exclusively promote and carry on any other religious, charitable, or educational purposes and activities for which corporations may be organized and operated under the relevant provisions of the Internal Revenue Code, as amended, and under Hawaii Nonprofit Corporation Act.

ARTICLE II: OFFICES

Section 2.1 Principal and other Offices. The principal office of the corporation shall be located in Hawaii at the address designated in the most recent annual report filed with the Department of Commerce and Consumer Affairs of the State of Hawaii. The corporation shall maintain at its principal office a copy of the corporate records specified in Section 415B-45, 16.22(a)(3) (1987). The corporation may have offices at such other places within the State of Hawaii as the board of directors from time to time may determine, or as the affairs of the corporation may require.

Section 2.2 Registered Office and Agent. The registered office of the corporation required by law to be maintained in the state of Hawaii may, but need not, be identical with the principal office. The corporation shall maintain a registered agent whose office is identical with the registered office. The corporation may change its registered office or registered agent from time to time in the manner required by law.

ARTICLE III: BOARD OF DIRECTORS

Section 3.1 General Powers and Authority of the Board.

All corporate powers shall be exercised by or under the authority of and the affairs of the corporation managed under the direction of the board of directors. Haw. Rev. Stat. § 415B-61.

Section 3.2 Composition, Number, Term, and Qualifications. The corporation's program will proceed on an ecumenical basis. The ecumenical board of directors will reflect the ethnic diversity of the area to be served. Directors shall not be paid, but shall serve because of spiritual commitment to love their neighbors. While Habitat is avowedly Christian, seeking to exalt Jesus Christ as Lord by demonstrating His love to all people, it welcomes committee and board members of any faith so long as they can accept the loving outreach of the life and teaching of Jesus Christ. The authorized number of directors of the corporation shall be not less

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

than five (5) nor more than twenty (20), as the board of directors shall determine from time to time. The board of directors shall be elected to a two-year term with one-half being elected annually. A duly elected and qualified director shall not be eligible for reelection to the board of directors if he or she has served three (3) consecutive two (2) year terms or for a partial term of more than one (1) year and two (2) full two (2) year terms. In the case of a partial term, a partial term shall count as a full term (3 consecutive 2-year terms applies). Directors must be individual residents of the State of Hawaii. Haw. Rev. Stat. § 415B-62.

Section 3.3 Election of Directors. Except as provided in Section 3.6 below relating to vacancies, directors shall be elected by the board of directors at its annual meeting. The Nominating Committee shall present a slate of nominees for election as directors. Nominations may also be made by directors from the floor. Those persons who receive a plurality of the votes cast shall be deemed to have been elected. If any director then holding office so demands, the election of directors shall be by secret ballot.

Section 3.4 Resignation of Directors. A director may resign by delivering written notice to the board of directors, president, or secretary of the corporation. A resignation is effective when the notice is received unless the notice specifies a later effective date. If a resignation is made effective at a later date, the board of directors may fill the pending vacancy before the effective date if the board provides that the successor does not take office until the effective date.

Section 3.5 Removal of Directors. A director may be removed without cause by the vote of two-thirds (2/3) of the directors then in office. In addition, a director may be removed by the affirmative vote of a majority of the directors then in office for failing to attend two (2) consecutive, regular meetings of the board of directors.

Section 3.6 Vacancies. If a vacancy occurs on the board of directors, including a vacancy resulting from an increase in the number of directors, the board of directors may fill the vacancy provided that if the directors remaining in office constitute fewer than a quorum of the board, they may fill the vacancy only by the affirmative vote of a majority of all the directors remaining in office or by the sole remaining director. A director elected to fill a vacancy shall hold office until the next annual meeting of the board of directors, until the end of the unexpired term that such director is filling, until such director's death, resignation, removal or disqualification, or until such director's successor is elected and qualifies. Haw. Rev. Stat. § 415B-6S.

Section 3.7 Chairperson and Vice Chairperson. The president of the corporation shall serve as the chairperson of the board of directors and shall preside at all meetings of the board of directors and perform such other duties as may be prescribed from time to time by the board. The vice president shall serve as vice chairperson of the board of directors and, in the absence of the president, or in the event of the death, inability or refusal to act of the president, shall preside at all meetings of the board.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

Section 3.8 Director(s) Emeritus. Upon recommendation of the Nominating Committee, the board of directors may elect a retiring member of the board as director emeritus.

- a) **Qualifications.** A director emeritus must have previously served as a director for a period of no less than twelve (12) years on the board of the corporation.
- b) **Term of Office.** The term of office for a director emeritus shall be for life, provided that the director may resign at any time pursuant to Section 3.4.
- c) **Responsibilities.** Directors emeritus will receive notice of board meetings and have the right to attend meetings and participate in deliberations, but will not be counted in determining the presence of a quorum and will have no vote. Directors emeritus are eligible to be appointed to committees and to serve as committee chairs and vice chairs.

Section 3.9 No Compensation. The board of directors shall not permit compensation of directors for their services as such.

ARTICLE IV: MEETINGS OF DIRECTORS

Section 4.1 Place of Meetings. All meetings of the Hawaii, at such board of directors shall be held in Kauai, place as the board of directors may determine.

Section 4.2 Annual Meeting. The annual meeting of the board of directors is for the purpose of electing directors, appointing officers, and transacting other business. The annual meeting shall be held in the first quarter of the calendar year.

Section 4.3 Regular meetings. The Board shall schedule one (1) meeting per month. To act on motions a quorum is required. Fifty percent of the members, or fewer, may meet to receive reports, discuss pending issues, and adjourn.

Section 4.4 Special Meetings. The Executive Director, Board President or any voting director may request a special meeting of the board, specifying the purpose, date, time, and place of the meeting to consider any matter which would legitimately come before a regular meeting, but which needs to be considered and acted upon before the next scheduled meeting. See Section 4.5 below for procedures on issuing notice of special meetings.

Section 4.5 Notice of Meetings.

- a) Regular meetings of the board of directors may be held without notice if the date, time and place of the meeting previously has been fixed by the board: otherwise, regular meetings must be preceded by at least three (3) days' notice to each director and executive director of the date, time and place, but not the purpose, of the meeting.
- b) Special meetings of the board of directors must be preceded by at least three (3) days' notice to each director and executive director of the date, time, place and purpose of the meeting.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

- c) Notice required by the foregoing provisions may be given by any usual means of communication and may be oral or written. However, any board action to remove a director or to approve a matter that would require approval by the members if the corporation had members, shall not be valid unless each director **and executive director** is given at least seven (7) days' written notice that the matter will be voted upon at a directors' meeting or unless notice is waived pursuant to Section 4.6 below. Written notice, if in a comprehensible form, is effective at the earliest of the following: (a) when received: (b) five (5) days after its deposit in the United States mail, as evidenced by the postmark, if mailed correctly addressed and with first-class postage affixed: (c) on the date shown on the return receipt, if sent by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the addressee: or, (d) thirty (30) days after its deposit in the United States mail, as evidenced by the postmark, if mailed correctly addressed and with other than first class, registered or certified postage affixed. Written notice is correctly addressed to a director if addressed to the director's address shown in the corporation's current list of directors. Haw. Rev. Stat. § 415B-64.

Section 4.6 Waiver of Notice. A director may at any time waive any notice required by law or these bylaws. Except as hereinafter provided in this section, the waiver must be in writing, signed by the director entitled to the notice, and filed with the minutes or the corporate records. A director's attendance at or participation in a meeting waives any required notice of the meeting unless the director upon arriving at the meeting or prior to the vote on a matter not noticed in conformity with law or these bylaws objects to lack of notice and does not thereafter vote for or assent to the objected to action. Haw. Rev. Stat. § 415B-64.

Section 4.7 Quorum. A quorum of the board of directors consists of a majority of the directors in office immediately before a meeting begins; provided, that in no event shall a quorum consist of fewer than two (2) directors. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors, unless the act of a greater number is required by these bylaws or the articles of incorporation. Haw. Rev. Stat. § 415B-63.

Section 4.8 Meeting Via Electronic Equipment. Electronic communication, meetings, action, and minutes. Any action required or permitted to be taken at any meeting of the Board may be taken by means of electronic equipment, **such as teleconference or videoconference.**

- a) A quorum for such action shall be as defined in Section 4.7 quorum.
- b) The proposed action, motion, second, discussion, and vote shall be recorded in the minutes to be approved at the next regularly scheduled meeting.

Section 4.9 Email Voting. Action required or permitted by law or these bylaws to be taken at a meeting of the board of directors may be taken without a meeting if the action is taken by all of

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

the duly elected and qualified directors of the corporation. The vote on the action must be taken by email and sent from the email of record of the board member. The vote on the action must be expressed by each director indicating a clear "yes" or "no," and also be evidenced by written record describing the action taken, listing the vote given by each director, and including such written record in the minutes to be received at the next meeting of the board and then filed with the corporate records reflecting the action taken. Action taken under this section is effective when the majority of email responses is received. A consent agreed upon under this section has the effect of a meeting vote and may be described as such in any document. Haw. Rev. Stat. § 415B-16.

Section 4.10 Director Conflict of Interest Transactions.

A. Conflicts of Interest:

A direct or indirect personal gain for you or for an immediate family member as a result of Habitat for Humanity's ministry. Habitat for Humanity defines "immediate family" as your spouse, parent, legal guardian, child or sibling; your mother-in-law or father-in-law; your spouse's child or siblings; your son-in-law or daughter-in-law; or your grandparents and grandchildren.

If you have any influence on, or interest in, transactions involving purchases, contracts or leases by Habitat for Humanity, you must disclose this conflict of interest as soon as possible to your immediate supervisor and the board of directors. This will ensure that safeguards can be established to protect all parties.

The possibility of direct or indirect personal gain occurs where you or your relative has a significant ownership in a firm with which Habitat for Humanity does business.

Under no circumstances may you, an immediate family member, your business partner or any business in which you have a financial interest solicit or receive any kickback, bribe, favors, anything with a monetary value in excess of \$25 or special consideration from any person having business dealings involving Habitat for Humanity without the express written consent of Habitat for Humanity.

If you, an immediate family member, your business partner or any business in which you have a financial interest receives an unsolicited gift with a monetary value in excess of \$25, you should contact your supervisor, the executive director or the president of the board immediately. Any such gift is the property of Habitat for Humanity.

You have an obligation to conduct business within guidelines that prevent actual or potential conflicts of interest. This policy establishes only the framework within which Habitat for Humanity wishes its ministry to operate. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

B. Annual disclosure:

Directors, officers and staff shall disclose in writing to the board of Directors any person to whom they are closely related or any organization with which they are affiliated who or which presently transacts business with the corporation or a related entity or might reasonably be expected to do so in the future. Each disclosure shall be updated and resubmitted to the secretary of the board on an annual basis.

An affiliation with an organization will be considered to exist when a director, officer, staff person or a member of his or her immediate family or close relative is an officer, director, trustee, partner, employee or agent of the organization, or owns 5 percent of the voting stock or controlling interest in the organization, or has any other substantial interest or dealings with any organization transacting business with Kauai Habitat for Humanity, Inc. ("Habitat").

C. Transactions with Habitat:

i. Types of transactions.

A director, officer or staff person may have a conflict of interest when he or she or a related person (i.e. a relative by blood or marriage) has a direct or indirect financial or beneficial interest in a transaction involving Habitat. The conflict arises when the direct or indirect interest would reasonably be expected to influence a director's or officer's judgment in any matter concerning Habitat.

A director, officer or staff person has a financial or beneficial interest when he or she or a related person:

- is a director, officer, general partner, agent or employee of an entity (other than Habitat) transacting business with Habitat;
- controls one or more entities described above; or
- has a business relationship (i.e. as a general partner, principal or employer) with a person transacting business with Habitat.

ii. Duties of directors.

In addition to the annual disclosure, a director or officer is required (as a matter of law and of policy) to disclose to the board of directors any actual or potential conflict of interest which the director or officer knows to exist. The disclosure shall identify the nature of the conflict and all the material facts and circumstances surrounding the conflict which would be necessary for the board to make an informed decision with the request to the transaction.

The disclosure of a director or officer is not limited to his or her own conflicts, but shall include any conflict of any other officer, director or employee which is known to a director or officer.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

iii. Action of the directors.

Upon the disclosure of an actual or potential conflict of interest of a director, officer or staff person, the board of directors may take action despite the conflict:

- if the director, officer or staff person with the conflict provides the material information to the board and excuses himself or herself from the discussion and the vote on the transaction. (The director or officer is required to retire from the room for the final vote.);
- if a majority of the disinterested directors (with a quorum present) takes action with respect to the conflict and with all material information; and
- if the minutes of the meeting of the board of directors or committee indicate that a conflict was disclosed and that the interested director was not present during the final discussion and did not vote.

ARTICLE V: OFFICERS

Section 5.1 Number. The officers of the corporation shall consist of a president, vice president, secretary, treasurer, and such assistant secretaries, treasurers and other officers as are appointed by the board of directors from time to time. No more than one (1) of the four (4) principal offices may be held by the same person. Haw. Rev. Stat. § 415B-68.

Section 5.2 Appointment and Term. The principal officers of the corporation shall be appointed by the board of directors at its annual meeting. The Nominating Committee shall present a slate of nominees for appointment. Nominations may also be made from the floor. All nominees for the four (4) principal offices must be members of the board of directors. Each officer shall hold office for a period of one (1) year, or until such officer's death, resignation, or removal, or until such officer's successor is elected and qualifies. No person may be appointed to serve for more than three (3) successive terms in the office of president or in the office of vice president. No person may be appointed to serve for more than six (6) successive terms in the office of secretary or in the office of treasurer. The board of directors may appoint assistant secretaries, assistant treasurers, and other officers at such time or times as, the need may arise. A vacancy occurring in a position of officer of the corporation may be filled at any time by the board of directors. The terms of an officer elected to fill a vacancy shall expire at the end of the unexpired term that such officer is filling.

Section 5.3 Resignation and Removal. An officer may resign at any time by delivering notice to the corporation. A resignation is effective when the notice is effective unless the notice specifies a future effective date. If a resignation is made effective at a future date and the board of directors accepts the future effective date, the board of directors may fill the pending vacancy before the effective date. The board of directors may remove any officer at any time with or without cause.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

Section 5.4 President. The Board President shall preside at all meetings of the Board of Directors and Executive Committee; perform such other duties as may be deemed necessary or recommended by the Board of Directors; and may be a member of all committees except the Nominating Committee. The president may sign, with the secretary or any other proper officer of the corporation so authorized by the board of directors any deeds, leases, mortgages, bonds, contracts, or other instruments which lawfully may be executed on behalf of the corporation, except where the signing and executive thereof expressly shall be delegated by the board of directors to some other officer or agent of the corporation, or where required by law to be otherwise signed and executed. The president shall serve as the chairperson of the board of directors and shall preside at all meetings of the board of directors. The president shall, in general, perform all duties incident to the office of president and such other duties as may be prescribed from time to time by the board of directors.

Section 5.5 Vice President. In the absence of the president, or in the event of the death, inability or refusal to act of the president, the vice president, unless otherwise determined by the board of directors, shall perform the duties of the president and, when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall also serve as vice chairperson of the board of directors and, in the absence of the president, or in the event of the death, inability or refusal of the president to act, shall preside at all meetings of the board. The vice president shall perform such other duties as may be assigned from time to time by the president or the board of directors.

Section 5.6 Secretary. The secretary shall:

- (a) cause to be prepared minutes of all meetings of the board of directors and of the Executive Committee;
- (b) authenticate records of the corporation when requested to do so; (c) give all notices required by law and by these bylaws;
- (d) have general charges of the corporate books and records and of the corporate seal, and affix the corporate seal to any lawfully executed instrument requiring it;
- (e) sign such instruments as may require such signature;
- (f) cause such corporate reports as may be required by state law to be prepared and filed in a timely manner; and (g) in general, perform all duties incident to the office of secretary and such other duties as may be assigned from time to time by the president or the board of directors.

Section 5.7 Assistant Secretaries. In the absence of the secretary or in the event of the death, inability, or refusal of the secretary to act, the assistant secretaries, in the order of their length of service as assistant secretaries, unless otherwise determined by the board of directors, shall perform the duties of the secretary and, when so acting, shall have all the powers of and be subject to all the restrictions upon the secretary. They shall perform such other duties as may be assigned to them by the secretary, the president, or the board of directors.

Section 5.8 Treasurer. The treasurer shall be bonded at the corporation's expense and shall perform the duties of treasurer as outlined below in 5.8 (a) Finance and Budget Functions.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

- a) **Finance and Budget Functions.** This function shall be overseen by the Treasurer, which includes providing oversight of the fiscal policies and accounting of the Corporation, including:
- i. Recommend financial policies;
 - ii. Analyze risk management matters
 - iii. Regularly review and approve the interim financial statements and audits;
 - iv. Recommend to the Board of Directors the annual operating and capital budgets;
 - v. Provide oversight of invested funds (operating and pension assets), through an investment policy and the engagement of investment advisors; and
 - vi. Cause for provision to be made for fiduciary bonds covering all officers, Directors, staff and volunteers who handle books, papers, vouchers, monies and other property of the Corporation.

Section 5.9 Assistant Treasurer. In the absence of the treasurer or in the event of the death, inability or refusal of the treasurer to act, the assistant treasurers, in the order of their service as assistant treasurers, unless otherwise determined by the board of directors, shall perform the duties of the treasurer and, when so acting, shall have all the powers of and be subject to a 11 the, restrictions upon the treasurer. They shall perform such other duties as may be assigned to them by the treasurer, the president, or the board of directors.

Section 5.10 No Compensation. The principal and assistant officers of the corporation described in the foregoing sections shall not be compensated for their services as such.

Section 5.11 Executive Director. The board of directors will appoint an executive director, or any such title as the size of the organization requires, who serves as the top executive of the organization, and subject to the control of the board of directors, has overall responsibility for the routine management of the affairs of the corporation.

The executive director shall report to the board of directors and shall work closely with the president of the corporation.

Duties of the executive director shall include:

- a) implementation and administration of policies and procedures for handling accounting for the finances of the corporation;
- b) preparation of an annual revenue and expense budget, financial statements, audits for submission to the full board of directors;
- c) oversee the development of resources needed to meet the revenue goals of the budget;
- d) oversee and monitor the implementation of the budget and make recommendations for adjustment when necessary;

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

- e) coordinating the activities of the operating committees;
- f) representing the corporation in the community;
- g) overseeing the building projects of the corporation;
- h) overseeing the administrative functions of the corporation;
- i) preparation and recommendation of financial policies;
- j) analysis and recommendation of risk management matters;
- k) management of invested funds;
- l) oversee and maintain custody of all funds and securities belonging to the corporation and receive, deposit, or disburse the same under the oversight of the Treasurer;
- m) keep full and accurate accounts of the finances of the corporation in books especially provided for that purpose;
- n) cause such returns, reports, and/or schedules as may be required by the Internal Revenue Service and the state taxing authorities to be prepared and filed in a timely manner;
- o) in general, perform other duties as may be assigned from time to time by the president or the board of directors.

The board of directors may approve compensation and benefits for the executive director. The executive director may not be elected to serve on the board of directors.

ARTICLE VI: COMMITTEES

Section 6.2 Executive Committee. The Executive Committee, which is a committee of the board, shall consist of the four principal officers of the corporation and up to three (3) additional directors appointed by the president, to serve in such capacity until the next annual meeting of the board of directors, of all the directors in office when such action is taken. The president shall serve as the chairperson of the Executive Committee and shall preside at all of its meetings. The Executive Committee may exercise the authority of the board of directors at such times as the board is not in session. The Executive Committee may not, however: (a) authorize distributions; (b) approve or recommend dissolution, merge, or the sale, pledge, or transfer of all or substantially all' of the corporation's assets; (c) elect, appoint, or remove directors or fill vacancies on the board or on any committee of the board; or (d) adopt, amend, or repeal the articles of incorporation or any bylaws.

In addition, the Executive Committee shall perform the functions described below.

- a) **Employee Policy Oversight.** In performing this function, the committee shall oversee the implementation and administration of policies and procedures relating to employees, if any, of the corporation.
- b) **Oversight of the Executive Director.** In performing this function, as the executive director reports to the board of directors, the executive committee shall perform annual performance reviews and approve necessary salary increases of the executive director.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

- c) **Strategic Planning Functions.** In Performing this function, the committee shall: (i) Coordinate the strategic and long-range planning activities of the corporation and, (ii) monitor and evaluate the performance of the corporation with respect to the achievement of its mission, purposes, and goals.

Section 6.3 Nominating Committee. The Nominating Committee shall consist of four (4) members, no more than two (2) of whom currently shall be directors of the corporation. Retiring and former directors of the corporation shall be encouraged to consider serving on this committee. The current president may not be a member of this committee. The committee members shall be appointed by the board of directors on an annual basis, to serve until the next annual meeting of the board. A vacancy on this committee may be filled by the board of directors at any time. Members of the Nominating Committee may be appointed to successive terms. The committee shall be responsible for identifying and recruiting prospective directors of the corporation and shall present a slate of nominees for election as directors at the annual meeting. The committee shall also present a slate of nominees for appointment as principal officers of the corporation and may make recommendations for chairpersons of the operating committees.

Section 6.4 Operating Committees. The board of directors may create one or more committees, in addition to the Nominating Committee and the operating committees established by these bylaws, and delegate non-board functions to such committees. Operating committees may include both directors and individuals who are not directors of the corporation. Operating committees may not exercise the authority of the board. All board members are encouraged to be active in an Operating Committee.

ARTICLE VII: INDEMNIFICATION OF OFFICERS AND DIRECTORS

Section 7.1. The corporation shall indemnify each person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) if that person is or was a director or officer of the corporation, against expenses (including attorneys' fees), judgments, fines, settlements and other amounts actually and reasonably incurred in connection with the proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal proceeding, had no reasonable cause to believe the conduct of the person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolocontendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of this corporation and, with respect to any criminal action or proceeding, had reasonable cause to believe that the person's conduct was unlawful.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

Section 7.2. The corporation shall indemnify each person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor because that person is or was a director or officer of the corporation, against expenses (including attorneys' fees) actually and reasonably incurred by the person in connection with the defense or settlement of the action if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of this corporation; except that no indemnification shall be made in respect of any claim, issue, or matter as to which the person shall have been adjudged to be liable for negligence or misconduct in the performance of the person's duty to this corporation unless and only to the extent that the court in which the action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such expenses as the court deems proper.

Section 7.3. To the extent that a director or officer of the corporation has been successful on the merits or otherwise in defending any proceeding referred to in Sections 1 or 2 of this Article, or in defense of any claim, issue or matter therein, such person shall be indemnified by this corporation against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Section 7.4. Any indemnification under Sections 1 and 2 of this Article (unless ordered by a court) shall be made by the corporation only if authorized in the specific case upon a determination that indemnification of the director or officer is proper in the circumstances because the director or officer has met the applicable standard of conduct set forth in Sections 1 or 2. The determination shall be made (a) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to the proceeding, or (b) if a quorum is not obtainable, or, even if obtainable if a quorum of disinterested directors so directs, by independent legal counsel in a written opinion to the corporation, or (c) by a majority vote of the members (if any); or (d) by the court in which the proceeding is or was pending upon application made by the corporation or the director or officer or the attorney' or other person rendering services in connection with the defense, whether or not the application by the director, officer, attorney, or other person is apposed by this corporation.

Section 7.5. Expenses incurred in defending any proceeding may be paid by the corporation in advance of the final disposition of the proceeding as authorized by the Board of Directors in a particular case upon receipt of an undertaking by or on behalf of the director or officer to repay such amount unless it shall ultimately be determined that the director or officer is entitled to be indemnified by the corporation as authorized in this Article.

Section 7.6. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those indemnified may be entitled and shall continue as to a person who has ceased to be a director or officer and shall inure to the benefit of the heirs and personal representatives of such a person.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

Section 7.7. The corporation shall have the power to purchase and maintain insurance' on behalf of any director or officer of the corporation, against any liability asserted against or incurred by the director or officer in any such capacity or arising out of the director's or officer's status as such, whether or not the corporation would have the power to indemnify the director or officer against liability under **this** Article.

ARTICLE VIII: GENERAL PROVISIONS

Section 8.1 Corporate Seal. The corporate seal of the corporation shall be in such form as the board of directors may from time to time determine.

Section 8.2 Amendments. These bylaws may be amended or repealed and new bylaws may be adopted by the board of directors. The corporation shall provide at least seven (7) days written notice of any meeting of directors at which an amendment is to be approved, unless notice is waived pursuant to Section 4.6 above. The notice must state that the purpose, or one of the purposes, of the meeting is to consider a proposed amendment to the bylaws and contain or be accompanied by a copy or summary of the amendment or state the general nature of the amendment. Any amendment must be approved by seventy-five percent (75%) of the directors in office at the time the amendment is adopted.

Section 8.3 Fiscal Year. The fiscal year of the corporation shall **begin on July 1 and end on June 30 of the following year.**

Section 8.4 Financial Reports. The books of the corporation shall be closed as of the end of each fiscal year and financial statements shall be prepared and submitted to the board of directors (see Section 5.8 regarding duties of the treasurer). At the discretion of the board of directors, the corporation may engage an independent certified public accountant to audit or review the financial statements.

Section 8.5 Corporate Minutes and Records. This corporation shall keep as permanent records minutes of all meetings of its board of directors, a record of all actions taken by the directors without a meeting, and a record of all actions taken by the Executive Committee and any other committees of the board of directors. The corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time. The corporation shall keep a copy of the following records at its principal office: (a) its articles of incorporation or restated articles of incorporation and all amendments to them currently in effect; (b) its bylaws or restated bylaws and all amendments to them currently in effect; (c) a list of the names and business or home addresses of its current directors and officers; and, (d) its most recent annual report delivered to the Department of Commerce and Consumer Affairs of the State of Hawaii. The minutes and records described above shall be made available for inspection by current directors of the corporation during normal business hours. In addition, to

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

the extent required by applicable law, the corporation shall make available for inspection during regular business hours, by any individual, copies of: (i) any application filed with and any letter or other document issued by the Internal Revenue Service with respect to the tax-exempt status of the corporation; and (ii) the annual returns filed with the Internal Revenue Service for the three most recent years (to the extent the corporation is required to file such returns), provided that the names and addresses of contributors to the corporation may be kept confidential.

Section 8.6 Investments. The corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the board of directors without being restricted to the class of investments which a director or trustee is or may hereafter be permitted" by law to make or any similar restriction; provided, that no action shall be taken by or on behalf of the corporation if such action is a forbidden activity or would result in the denial of tax exempt status under Section 501 {c} (3) of the Internal Revenue Code, as amended.

Section 8.7 Checks and Drafts. All checks, drafts or other orders for the payment of money issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the board of directors, provided that any check, draft or other order for the payment of an amount in excess of **\$100,000 shall require prior approval by the board of directors.**

Section 8.8 Prohibited Activities. The corporation is organized as a nonprofit corporation exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles of incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office. Anything contained in these bylaws to the contrary notwithstanding, the corporation shall not carry on or otherwise engage in any activities not permitted to be carried on or engaged in by: (i) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; (ii) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; or, (iii) a corporation organized and existing under the Hawaii Nonprofit Corporation Act.

Section 8.9 No Loans To or Guaranties For Directors.

BYLAWS OF KAUAI HABITAT FOR HUMANITY, INC.

The corporation may not lend money to or guarantee the obligation of a director or officer of the corporation, but the fact that a loan or guaranty is made in violation of this section does not affect the borrower's liability on the loan. Haw. Rev. Stat. § 415B-70.

Allen Nitta
P.O. Box 471
Kekaha, HI 96752

EXPERIENCE SUMMARY

Total of over 21 years of experience working as a carpenter, including 4 years of experience building in the self-help model with volunteers.

WORK EXPERIENCE

Construction Supervisor, Kauai Habitat for Humanity **2015 – present**
Hanapepe, HI

- oversee construction process at Habitat self-build job sites
- coordinate all phases of construction including scheduling, ordering materials
- serve as instructor and provide necessary instruction and direction to volunteers, AmeriCorps, staff, and partner families as they build their homes.

Carpenter, Various contractors on Kauai **1997-2015**
Various locations on Kauai

- Hired on demand for various projects, completing them from beginning to end
- Experienced in the following:
 - Foundations
 - Framing
 - Roofing
 - Finish work on single family residential homes
- Worked for two years with local concrete contractor framing and building masonry homes (concrete foundation, walls, and roofing)

Construction Supervisor, Kauai Habitat for Humanity **1995-1997**
Hanapepe, HI

- Responsible for finish work in homes
- Installed kitchen cabinets, doors, cabinetry, interior and exterior molding and trim

MICAL KIT OWEN

808.647.3117 - KALAHEO, HI
KITOWENHAWAII@GMAIL.COM

EXPERIENCE

RESIDENTIAL OWNER/BUILDER - KALAHEO, HI – 2019-2022

Built a single family home from ground up, while managing all aspects of the construction project: from architectural & structural design, electronic plan submission, pulling county permits, grading & sight location, rough-in framing, managing sub-contractors, maintaining OSHA safety protocols and conducting finish work.

REALTOR - RS-78718 - KAUA'I, HI – 2016-PRESENT

Represent both buyers & sellers for Kaua'i based real estate transactions. Sold over \$15 million in residential, commercial & land sales.

OWNER/ARTIST - LIVE HAWAII GALLERY - KAUA'I, HI – 2016-2019

Curated an art gallery for my personal fine art photography, paintings & graphics. Provided a space for local artists to showcase their works.

QUALITY ASSURANCE OFFICER - DIAMOND RESORT, POIPU, HI – 2016-2017

Worked in the hospitality sector to conduct exit interviews with point-based vacation clientele.

SALES AGENT - BOSS FROGS, MAUI & KAUA'I, HI – 2011-2016

Top sales agent. Sold premier island activities, managed retail spaces at multiple stores, maintained activity gear, booked timeshare tours.

OWNER & OPERATOR - SURE THING CLEANERS, KALAHEO, HI – 2014-2015

Cleaning services provided for home, auto & land. Residential move-out cleans, condominiums, house cleans, car detailing & landscaping.

EDUCATION

Kapaa High School & Putnam City North, Oklahoma City, OK – High School Degree 1999

Calvary Chapel Bible College, Murrietta, CA & Maui, HI – AA in Theology in progress 2005-2007

Real Estate License, State of Hawaii – August 2016 - Current

SKILLS

- Property Safety and Risk Analysis
- Project Management
- Sales & Marketing
- Fine Arts & Graphics
- Outdoor Recreation & Water Safety
- Interior and Exterior Space Management & Design
- Customer Experience and Client Relations

REFERENCES

- Glen Kojima - Years Known: 30 // Kauai Real Estate/Commercial Property Owner - 808.651.5850
- Ryan Kimball - Years Known: 25 // Owner of Readyman Plumbing, Kapaa, HI - 808.639.7360
- Nathan Metzger - Years Known: 20 // Owner of Aloha Exchange & Kauai Surf School - 808.651.3991

MILANI PIMENTAL

4381 Puu Lani Place, Kalaheo, HI 96741 | milani@hawaii.rr.com

PROFESSIONAL EXPERIENCE

Kaua'i Habitat for Humanity, 'Ele'ele, Hawai'i

Deputy Director

6/1/2017 - present

- Promoted to Deputy Director from Director of Development in June 2017
- Oversees special projects as assigned
- Responsible for Development Department and Volunteer Program

Director of Development

7/1/2012 – 5/30/2017

- Oversees all fund development initiatives for Kaua'i Habitat for Humanity including: annual and major gifts, planned giving, sponsorships, and special events
- Responsible for management of the volunteer program

Development Associate

10/22/2010 – 6/30/2012

- Manage donor database, including donation entry, donor correspondence, donation reports
- Assist in all aspects of Annual Fund activities including direct mail, email, online fundraising, identification and solicitation of new prospects.
- Maintain calendar of grant applications and proposals; produce, package, and submit as required
- Assist in events and outreach
- Manage ongoing Public Relations efforts

National Tropical Botanical Garden, Kalāheo, Hawai'i

Director of Annual Giving

1/1/2008 – 9/1/2009

- Responsible for Development operations, increasing annual fund and major gift support, donor cultivation and stewardship
- Managed day-to-day activities of support staff, donor services, upper- and lower-level membership programs

Assistant Director of Development

5/1/2006 - 12/31/2007

- Managed day-to-day activities of support staff, donor services, upper- and lower-level membership programs
- Coordinate special events

Development Program Manager

12/1/2005 - 4/30/2006

- Managed membership programs (lower-level and upper-level)
- Assist with coordination of upper-level members travel program
- Coordinated special events
- Assist Director of Development
- Responsible for data entry and reporting

- Coordinate membership program and benefits
- Issued donor correspondence

Donor Relations Associate

2/1/2005 – 11/30/2005

- Assist Director of Development
- Responsible for data entry and reporting
- Coordinate membership program and benefits
- Issued donor correspondence

Donor Relations Associate

6/1/2002 – 2/14/2004

- Assist Director of Development
- Responsible for data entry and reporting
- Coordinate membership program and benefits
- Issued donor correspondence

Donor Relations Assistant

6/15/2001 – 5/30/2002

- Assist Director of Development
- Responsible for data entry and reporting
- Assist with donor correspondence

County of Kauai, Lihu'e, Hawai'i

Commissions Clerk

5/16/2004 - 1/1/2005

- Provide support for Board of Ethics and Police Commission
- Assist with special events, event coordination, press releases

Economic Development Specialist

10/1/2003 – 5/15/2004

- Monitor Workforce Investment Act grant recipients
- Reporting on WIA grant
- Manage WIA vendor contracts
- Manage special events

MEMBERSHIPS and ACTIVITIES

Rotary Club of Poipu Beach - President 7/1/17-6/30/18

American Youth Soccer Organization, Region 940 – Volunteer 2005-present

Filipino Chamber of Commerce - Member

EDUCATION AND PROFESSIONAL COURSES

Loyola University Chicago, Bachelor of Business Administration

Leadership Kauai Leadership Development Program 2008

NICOLE M. JACINTHO

Nicole is an asset to the Kauai Habitat for Humanity organization. She is well versed in various levels of operational responsibilities. She has been working for KHFH since graduating from high school, obtaining her knowledge through on the job training. She is always willing to learn new tasks and often takes initiative for learning new skills.

SUMMARY OF QUALIFICATIONS

Skillful and dedicated **Accounting/HR Manager** with extensive experience in the coordination, planning, and support of daily operational and administrative functions.

- ❖ Manage accounts payable, receivable, and payroll. Prepares expense reports, credit- card, payable and receivable reconciliations.
- ❖ Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling meetings, coordinating travel, and effectively managing all essential tasks.
- ❖ Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- ❖ Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- ❖ Proficient in Microsoft Office System, Microsoft Navision accounting system, Microsoft Windows operating system.

PROFESSIONAL EXPERIENCE

KAUAI HABITAT FOR HUMANITY 2002-Present

Accounting/HR Manager

Provide high-level administrative support to Executive director and staff through self directed day-to-day office operations.

Perform a variety of key responsibilities and oversight of all day-to-day operational functions, addressing the inquiries of prospective and current homeowners, Communicating with Board of Directors, Executive Director, and staff that include formulating and implementing policies and programs relating to the realization of the KHFH short and long-term vision and strategic plans.

- Directed all administrative and project support efforts. Scheduled all executive-level meetings and travel. Managed invoicing and billing processes.

KAUAI HABITAT FOR HUMANITY 1998-2002

Bookkeeper

Highly organized and detail-focused with an exceptional track record of accurately handling financial reporting, Skilled in all aspects of recording transactions, posting debits and credits, reconciling accounts, and ensuring accuracy and completeness of data.

Richard Aitkenhead

8924 Kekaha Rd., Kekaha, HI 96752

808-631-3698

rick@kauaihabitat.org

DIRECTOR OF CONSTRUCTION & PLANNING

A construction manager, with 25+ years of experience, who is a hands-on professional with an eye for quality and a passion for customer satisfaction with the written and oral communication skills that produce exceptional results. Experience as a VP of Construction closing up to 185 homes annually for a large, regional homebuilder. There's a proven track record of having projects on time, within budget, and extremely satisfied customers.

Key Skills

— Production Homes & Condo Projects
— Managing field superintendents
— Budgeting & Cost Controls
— Mentoring/Best Practices

— Exceptional Customer Service
— Proactive Scheduling
— Skilled w/ computer programs
— Site Safety/OSHA Compliance

— Contracting / Scopes of Work
— Bid Management / Estimating
— Subcontractor/Crew Supervision
— Change Order Management

Employer Summary

KAUAI HABITAT FOR HUMANITY (HANAPEPE, HI) – Director of Construction & Planning 6/2022 to Present Oversee all Construction & Planning for Current & Future Projects

KAUAI HABITAT FOR HUMANITY (HANAPEPE, HI) – Director of Project Planning 11/2017 to 6/2022 Reviewed Current, Future, & Potential Projects. Created new House Designs and involved in it Designs. Provided all the Construction documentation needed for USDA and County of Kauai. Managed the Electronic Permit process.

KAUAI HABITAT FOR HUMANITY (HANAPEPE, HI) – Project Manager 9/2014 to 11/2017 management oversight for all phases of the `Ele`ele Iluna subdivision project, including coordinating workers, material, utility connections, permitting and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget.

PUUWAI DESIGN & CONSTRUCTION (KOLOA, HI) – Operations Manager 09/2013 to 9/2014 Responsible for managing budgets, contracting, procurement, and construction of custom and semi-custom homes.

CREATIVE REAL ESTATE SOLUTIONS/ARBOR BUILDERS (Bend, Oregon) - Project Manager 06/2012 to 09/2013. Managing the estimating, purchasing, contracting, labor crew, and supervision for the construction of single family homes and remodels.

THE PENNBROOK GROUP LLC (Bend, Oregon) – Member / RMI, 03/08 to 03/2012

Licensed General Contractor for TPG LLC. Managed estimating, purchasing, contracting and supervision of commercial projects from 6400 s/f to 14,400 s/f

PENNBROOK HOMES INC. (Bend, Oregon) – Vice President of Operations, 10/2006 to 03/2010

Oversaw the purchasing, construction, and customer service departments. Provided leadership and training for all personnel. Improved the quality of construction and customer satisfaction

TOLL BROTHERS (Bonita Springs, Florida) – Project Manager, 01/2006 to 09/2006

PM in charge of all contracting, budgets, construction, and sales of large mid-rise condominium project. Produced contracted buildings at \$10 p/f less than budgeted. Project abandoned due to housing crisis

SYNCON HOMES INC. (Minden, Nevada) — Vice President of Construction, 05/1999 to 05/2005

Responsible for all purchasing, construction, and customer service for the company as we grew from 100 to 185 closings annually. Created even-flow construction/sales system and standardized scheduling

CENTEX HOMES (Reno, Nevada) — Site Supervisor / Field Manager, 12/1996 to 04/1999

Replaced two existing FMs in the division's premiere neighborhood. Instrumental in keeping existing buyers from complaining about Centex on local TV by providing outstanding service while keeping project on schedule

Project Highlights

Residential Projects • Budgets: \$500,000 to \$42,000,000

- Closed 185 homes in one year in six neighborhoods varying from move-up to luxury production homes for Syncon Homes. Improved systems for measuring quality and customer satisfaction, which improved each year.
- Improved cycle time and the quality of construction while increasing the profitability in all five neighborhoods for Pennbrook Homes.
- While closing 36 luxury homes a year for Centex's Reno division I was able to turn their existing buyers from outraged buyers to "Raving Fans"

Commercial Projects • Budgets: \$700,000 to \$81,000,000

- Served as project manager for the construction of 27 nineteen-plex mid-rise condominium buildings with parking under. Responsible for all estimating, budgets, contracting, construction, sales, and customer service. I contracted the project for \$10 a foot less than projected budget. Unfortunately, the project was abandoned due to the housing crisis
- Designed, budgeted, contracted, permitted, and managed the construction of 14,400 s/f hangar building

TI Projects • Budgets: \$25,000 to \$300,000

- Managed the demo of the interior of existing Carnegie Library building and managed the renovation into a detective bureau.
- Supervised the interior demo and construction of shell for restaurant and bar

Education & Volunteer Positions

PALOMAR COLLEGE (San Marcos, CA) — AA Major: Construction

OREGON STATE UNIVERSITY (Bend, OR) Green Tech / Sustainability courses

National Director to the NAHB 2003-2005

President or VP for several HOAs from 2000-2005

Company Representative to Central Oregon Builder's Assoc.

Robert J. Knowles, Jr

P.O Box 195 Kihei, HI 96753
(808) 359-9550
mauirob71@gmail.com

EXPERIENCE

Lifestyle Maui Furniture, Maui, HI — Showroom Manager

MAY 2010 - PRESENT

- Open and prepare the store for the day's business and closing
- Furniture sales either in person, by phone or email
- Maintain the showroom's aesthetic and functionality

Maui Gardens, Kihei, HI — Resident Manager

JULY 2007 - MAY 2010

- Solely managed residents, guests and contractors of the 90-unit property
- Documented my random AM/PM security patrols
- Orchestrated evacuations due to a propane truck leak and a tsunami threat
- Maintained and serviced the pool, spa (C.P.O certified), BBQ, showers, tennis courts as well as the grounds

RJK Services, Maui, HI — Owner

FEBRUARY 2005 - PRESENT

- All handyman services and remodeling

Hawaii's Best Home Inspection L.L.C., Maui, HI — Owner

APRIL 2004 - PRESENT

- Complying with A.S.H.I. (American Society of Home Inspectors) home inspection practices and procedures

Allen Christensen Construction, Maui, HI — Journeyman

MAY 2003 - FEBRUARY 2005

- All aspects of home building and remodeling from the foundations to the roof

Jim Service Construction, Maui, HI — Journeyman

AUGUST 2002 - MAY 2003

- Same responsibilities as above

Yellow Freight, Tracy, CA — Frontline Dock Supervisor

JANUARY 1998 - MARCH 2001

- Route and direct in/outbound freight nationwide from the Northern California hub
- Knowledge of union practices and enforcement of company policies
- Hazardous materials certified
- Supervised a ten-person crew overlapping every four hours for my twelve hour shift
- Personally extradited all "exact express" freight

Professional Freight Handlers, East Bay Area, CA — Owner

AUGUST 1997 - DECEMBER 1997

- Unloaded, palletized and shrink wrapped all nationwide inbound freight
- Motivated employees (6-7) to obtain bonuses through optimum output
- Billed/collected and negotiated service debts several times daily

Alliant Foodservice (Formerly Kraft Foodservice), San Jose/Livermore, CA — Buyer/Quality Control for the Produce Department and All Warehouse Positions

NOVEMBER 1990 - AUGUST 1997

- Bought 90% of produce and 20% of dairy products
- Worked directly with the FDA regarding truckloads of nationwide inbound produce I inspected
- Selected all “priority” orders for high volume and new accounts
- Forklift certified
- Daily quality control inspections of produce

Sardell’s Restaurant Supply Co., Oakland, CA — Asst. Warehouse Manager

JUNE 1989 - OCTOBER 1990

- Supervised all duties, inventory, stocking and the delivery team

Somar Construction, Alamo, CA — Apprentice

MARCH 1987 - JUNE 1989

- Finish carpentry, tile roofing, int/ext staining/sealing and painting


EDUCATION


Diablo Valley College, Pleasant Hill, CA — Advanced Business Administration

Las Positas College, Livermore, CA — Prerequisites

Monte Vista High School, Danville, CA — Diploma

SHANA M CRUZ

 SMUCRUZ@GMAIL.COM

 808-346-2481

 Eleele, HI 96756

PROFESSIONAL SUMMARY

Detailed Professional with 10 + years' experience with Administrative task duties. Also 4 years, certifications as a USDA-RD Certified Packager, extensive knowledge in Hawaii Mortgage Law & American Bankers Association Loan Originator Compliance, as well as a Notary Public.

SKILLS

- Multitasking and Time Management
- Strong Organizational Skills
- Microsoft Office Suite (Excel, Word, Outlook)
- Data collection and Reporting

EDUCATION

Waimea High School
Waimea, HI

High School Diploma

Kauai Community College
Lihue, HI • 2010

Associate of Science: Business Technology

Kauai Community College
Lihue, HI • 2014

Associate of Applied Science: Accounting

CERTIFICATIONS

Habitat for Humanity
American Banker's Association

WORK HISTORY

Kauai Habitat for Humanity - Homeowner Services Manager

Hanapepe, HI • 11/2020 - Current

- **Homeowner Services Assistant Manager**
08/2020 - 11/2020
- **Homeowner Services Specialist**
10/2018 - 08/2020
- **Family Services Coordinator**
07/2017 - 10/2018
- **Administrative Assistant-Office Support**
10/2016 - 07/2017
- **Volunteer Program**
06/2016 - 10/2016
- Activates the processes used to collect applications and pre-qualify potential homeowners for review.
- Plan, organize, coordinate and execute periodic lot offerings and delegate tasks as needed.
- Intake processing - gathering of required documents, perform income calculations, running credit reports.
- Loan Processing/Packaging - Worked with homeowner to choose the appropriate financing tool for their project and complete all paperwork and calculations; work with all parties to ensure smooth loan process.
- Loan Closing - working with homebuyers, title company, and or related parties to facilitate loan closing.

(ABA) Loan Originator
Compliance Certification
Ameritrain state specific PE
3hr Hawaii Mortgage Law
Certification

USDA - Efile training
Thursday August 27, 2020

RCAC 5 Days of 502 Direct for
Self-Help

September 21-25, 2020:

Day 1: Income Calculations
and Assets

Monday, September 21, 2020

Day 2: Credit and Other
Requirements

Tuesday, September 22, 2020

Day 3: Repayment Ability and
Application Submission

Wednesday, September 23,
2020

Day 4: Property Requirements
and Property Submission - 2
hours

Thursday, September 24, 2020

Day 5: Underwriting, Loan
Closings and Loan Conversion

Friday, September 25, 2020

NeighborWorks

• Effectively Managing Money
& Debt During the COVID-19
Financial Crisis

Thursday, October 29, 2020

Training RCAC

• November 16-20, 2020 502
Packagers Certification Course

- Worked with homeowners to assist their understanding of their financial obligations to their affordable mortgage lender.
- Provided support and succor for homeowners challenged by life circumstances; provided appropriate referrals for other social and financial services.
- Records Maintenance- Maintain the files for each homeowner, assuring completeness of records, communication, all agreements.
- Communications-Demonstrated and maintain consistent, informative, and professional written/oral communications.
- Kept Supervisors abreast with all aspects of the process, intake, loan processing, loan closing.
- Collaborated with other Habitat affiliates and partner agencies, including faith-based organizations.

DMK & Associates, LLC - Administrative Assistant

Puhi, HI • 01/2006 - 05/2016

- Communicate with customers, vendors, employees, and other individuals to answer questions and explain information.
- Answer telephones, direct calls, and take messages.
- Compile, copy, sort, and file records of office and related activities.
- Mail bills, invoices and checks.
- Operate office machines, such as photocopiers, voice mail system and personal computers.
- Maintain and update filing, inventory, and mail.
- Deliver messages and run errands.
- Maintain Inventory and order materials, supplies, and services.
- Schedule appointments.
- Type, format, proofread, and edit correspondence and other documents from notes.
- Train new employees.

Tiffani L. Carlin

P.O. Box 424 Waimea, HI 96796 | C: 808-631-2592 | carlintiffani@gmail.com

Professional Summary

Management and Accounting professional with 8 years of expertise managing business office functions and providing executive level support to principals. Superior interpersonal and analytical expertise with a flair for increasing organizational cohesiveness and profitability through talent assessment and employee management. Utilize management experience to align financial business activities with organizational goals, fostering business growth. Extensive knowledge with the overall accounting systems and increased productivity with three successful audits within a non-profit organization. Maintained contracts extensively as well as interpreted the needs and made modifications when needed.

Skilled Areas

- Accounting and Finance
 - Purchasing and Tracking
 - Inventory Tracking
 - Finance and Acquisition
 - Microsoft Office
 - Navision Accounting Software
 - Quick books
 - Team Collaboration
 - Budget Management
 - Grant Management
 - Managerial Accounting
 - Team Collaboration
 - Managerial Accounting
 - Strategic Planning
 - Human Resource Management
 - Records Management
 - Logistics
 - Data Entry
 - Audit Preparation
 - Contract Specialist
 - Procedures and Policies
 - Budget Capacities
 - Grant Writing
-

Education and Training

- Bachelor of Science – Management (Business and Financial)
 - February 2020
 - American Military University, Charlestown, WV
 - Delta Mu Delta International Business Honors Society
- Associates in Applied Science- Accounting
 - May 2019
 - Kauai Community College, Kauai, Hawaii
- High School Diploma
 - Lathrop High School, Fairbanks, Alaska 1999.

Work History

Grant and Accounting Manager

Kauai Habitat for Humanity: Hanapepe, Hawaii (June 2017-Present)

- Accounting and Grant management which includes contract specialist that included recording and managing grant and contract receipts including all expenses. Tracking all expenses and reimbursements correlated with all direct loans to homeowners and home construction. Purchasing Acquisitions that I tracked the inventory at all times. This includes monitoring, preparing and submitting all draws, progress reports and final closing information. Overall management of all Accounts Receivables, including ongoing review and reconciliation and preparation for audits. When help was needed helped with Account Payables. Extensive knowledge in job tracking, monitoring expenses and working with USDA, County of Kauai, Grant in Aid and NAHSDA. General ledger entries as well as chart of account management

Accounting Consultant

Creative Allies PM: Waimea, Hawaii (December 2019- Present)

- I provide consulting services to local businesses who are in need of accounting and book keeping services. To date, I have successfully helped three businesses bring their books current saving them over \$10,000.

Branch Manager

Hawaii Food Service Alliance: Lihue, Hawaii (June 2015-June 2017)

- Management of 15 personnel to include numerous departments. Logistical coordination that included all departments working together to ensure the customer was receiving the correct product to increase sales. Extensive work within the financial system to include: budget forecasting, strategic management and logistical planning. During this time our team was able to double production and morale.

Hull Technician Petty Officer First Class (E6)

U.S. Navy (April, 2007- June 2017)

- Served as a Leading Petty Officer. Lead teams in responding to alarms and major emergencies. Performed full range of firefighting tasks and structural repair tasks, including combating fires involving ship structures and equipment and operating fire-extinguishing agents. Managed firefighting teams and personnel, trained ships personnel in firefighting techniques, strategies and recovery from fire, toxic and CBR environments. Managed structural repair team which including brazing, welding on steam piping and hull repairs onboard the USS Enterprise, USS Carl Vinson and Pacific Missile Range Facility during high stress missions and deployments.

Volunteer Service and Affiliations

- AICPA
- Delta Mu Delta International Business Honors Society
- Habitat for Humanity