

## Application Submittal Checklist

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

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



AUTHORIZED SIGNATURE

MILANI PIMENTAL, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/12/2024

DATE





STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** Habitat for Humanity, Intl

**DBA/Trade Name:** Kauai Habitat for Humanity Inc.

**Issue Date:** 01/19/2024

**Status:** Compliant

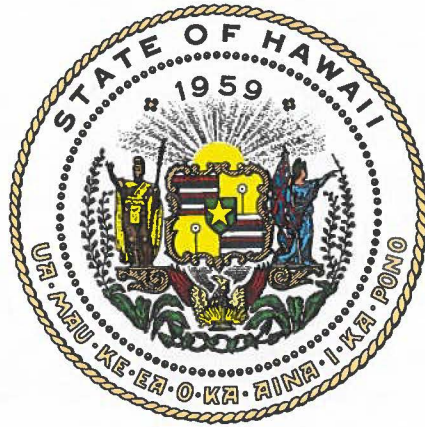
Hawaii Tax#: [REDACTED]  
New Hawaii Tax#: [REDACTED]  
FEIN/SSN#: XX-XXX2595  
UI#: XXXXXXX5973  
DCCA FILE#: 89987

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information



## 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 19, 2024

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 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, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

KAUAI HABITAT FOR HUMANITY, INC.  
(Typed Name of Individual or Organization)

  
(Signature) January 19, 2024  
(Date)

MILANI PIMENTAL  
(Typed Name) EXECUTIVE DIRECTOR  
(Title)

**PUBLIC PURPOSE**

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

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

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Requesting Organization: Kauai Habitat for Humanity, Inc.

Public Purpose for the Grant: Provide truly affordable homes for Kauai

Services Supported by the Grant: Affordable home construction (5 homes)

Target Group: Homebuyer households at 80% and below the Area Median Income for Kauai

Cost of Grant and Budget: \$500,000 requested  
Budget attached in Page 6, Budget Request by Source of Funds

**Description:**

This project will provide a home ownership opportunity on fee-simple land for five (5) low-income Kauai households. Homeownership, like good health and education, creates stable families and communities, and helps families accumulate assets that contribute to their wellbeing for generations to come.

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.

Kauai Habitat for Humanity serves the niche of the families who fall between 30-80% of the Adjusted Median Income for Kauai County. It is KHFH's self-help model and ability to assemble substantial private support in the form of money, services, materials and volunteer labor that makes its building cost-per-square foot so low. At an average of \$150 per square foot, KHFH is the lowest-cost homebuilder on the island. In addition, KHFH has produced ready to build lots, for a cost of \$132,250 for lots between 5,000-6,000 square feet – an extremely low cost for the island of Kauai.

Because KHFH is an anti-poverty organization, its mission is to reach out and work with motivated homebuyers at the lowest income ranges for home ownership. Habitat homebuyers are not able to qualify for a market price home with a conventional loan. KHFH works intensively with the low-income buyers and community partners like Hawaiian Community Assets to reduce the buyers' debt, improve their credit rating, improve financial education, so that they can fulfill their mortgage obligation for the new home.

In general, the homebuyer households KHFH works with are people who work in low wage jobs, have large families, and/or live on a fixed income of retirement or disability payments. Often, the KHFH buyers live in overcrowded situations - single-family homes owned or rented by a family member and have one small family per bedroom residing in the home. It is important to KHFH that the buyers meet a basic threshold of income because they will assume an affordable mortgage for their new home and they must have enough income to make their monthly payment, including taxes and interest.

Households in Kauai Habitat's target population 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 30 hours per week of their own labor.

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

There are now approximately 5,000 individuals/households on Kauai that have registered their interest in becoming homebuyers through Kauai Habitat for Humanity's affordable housing program.

## 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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

ATTACHED

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

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

ATTACHED

#### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

ATTACHED

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

#### **1. A brief description of the applicant's background;**

Kauai Habitat for Humanity (KHFH) is an 501C3 non-profit organization that builds truly affordable housing on for low income and very-low income households on Kauai. KHFH brings people together to achieve its mission of providing affordable housing opportunities on the island and serves as the technical advisor for homebuyers. Together with paid construction supervisors, homebuyers, and volunteers, KHFH teaches others the skills necessary to build homes using the self-help model. KHFH also serves as the loan packager and is a liaison between homebuyer applicants and the USDA Rural Development office which provides affordable mortgage loans to the buyers.



KHFH was founded in 1992 in the wake of Hurricane Iniki, and has built over 239 affordable homes and rehabilitated 37 homes on Kauai. The KHFH self-help model is cost effective. KHFH is able to produce completed homes at an average of \$150 per square foot and with 5,000-6,000 sq. ft. lots, the costs are about \$320,000 for the house and the lot. This delivers affordable homes 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.

KHFH completed its longtime project, 125 homes in the 24-acre Eleele Iluna subdivision (Phases I and II) in June 2023. Current work is focused on the KHFH subdivision at Waimea Huakai where infrastructure work was completed in partnership with an affordable rental housing provider and KHFH completed 8 homes on the 4.5 acres it owns in calendar year 2023. Five homes are currently under construction with another 19 remaining to be built. Once complete, the subdivision will have a total of 32 homes. Six homes are also in the queue at Puu Maluhia, a recently acquired property in Kalaheo.

Infrastructure work is beginning at KHFH's Kauhale O Waipouli project in Waipouli on Kauai's East side. Pre-Development work has begun on a new 1.1 acre project in Lawai. By 2024 the organization will also complete acquisitions of six buildable lots in the Ala Namahana subdivision in Kilauea and a 22-acre parcel in Eleele. Negotiations on 9 acres of land in Lihue, which could produce approximately 100 more affordable homes, is ongoing.

2. The goals and objectives related to the request;

The purpose of this request is to provide funding for construction of 5 truly affordable homes in the Waimea Huakai subdivision while partnering with and low-income and very-low income homebuyers and local and visiting volunteers using the self-help model.

Goal: To build affordable homes for 5 low- to very-low income households.

Objectives:

- (1) Select and qualify five (5) low- to very-low income homebuyers who are in need of housing and have the income required to repay an affordable mortgage.
- (2) Arrange financing for five (5) affordable mortgages with terms of 30 to 38 years.
- (3) Produce and complete five (5) affordable homes using the self-help model and keep the total construction cost to approximately 50% of market value.

3. 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. Those qualifying for KHFH's program do not have incomes that would allow them to contact a local realtor to purchase a home on the open market. Very few homes under \$1,000,000 exist today on Kauai's market. Qualified homebuyers contribute 30 hours per household, per week as their "sweat equity" – their labor commitment to the build project. This not only gives the homeowner a sense of pride to be a part of the build of their life long home, they also learn valuable lessons in financial management, construction, safety and team work.

Homeownership of truly affordable safe and decent housing has shown increases in health of all household members, financial stability, education attainment, self-sufficiency and self-reliance.

4. Describe the target population to be served; and

This project will provide a home ownership opportunity on fee-simple land for five (5) low-income Kauai households. Homeownership, like good health and education, creates stable families and communities, and helps families accumulate assets that contribute to their wellbeing for generations to come.

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. Kauai Habitat for Humanity serves the niche of the families who fall between 30-80% of the Adjusted Median Income for Kauai County. It is KHFH's self-help model and ability to assemble substantial private support in the form of money, services, materials and volunteer labor that makes its building cost-per-square foot so low. At an average of \$150 per square foot, KHFH is the lowest-cost homebuilder on the island. In addition, KHFH has produced ready to build lots, for a cost of \$132,250 for lots between 5,000-6,000 square feet – an extremely low cost for the island of Kauai.

Because KHFH is an anti-poverty organization, its mission is to reach out and work with motivated homebuyers at the lowest income ranges for home ownership. Habitat homebuyers are not able to qualify for a market price home with a conventional loan. KHFH works intensively with the low-income buyers and community partners like Hawaiian Community Assets to reduce the buyers' debt, improve their credit rating, improve financial education, so that they can fulfill their mortgage obligation for the new home.

In general, the homebuyer households KHFH works with are people who work in low wage jobs, have large families, and/or live on a fixed income of retirement or disability payments. Often, the KHFH buyers live in overcrowded situations - single-family homes owned or rented by a family member and have one small

family per bedroom residing in the home. It is important to KHFH that the buyers meet a basic threshold of income because they will assume an affordable mortgage for their new home and they must have enough income to make their monthly payment, including taxes and interest.

Households in Kauai Habitat's target population 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 30 hours per week of their own labor.

There are few opportunities to increase homeownership for most households in KHFH's target population. Their income level and lack of 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 5,000 individuals/households on Kauai that have registered their interest in becoming homebuyers through Kauai Habitat for Humanity's affordable housing program.

5. Describe the geographic coverage.

Kauai Habitat serves the entire island of Kauai. The lots which are part of this grant request are located in Waimea Town off of Huakai Rd and Waimea Canyon Drive.

### **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 Homeowner Services Department of KHFH.

- Homeowner Services previous held a public offering of housing opportunities where the project was advertised
- Program Applications will be reviewed to confirm if the program applicant/prospective buyer meets the required Area Median Income range, are first-time homeowners and agree to build using the self-help model. Program applicants are reviewed in a computer randomized order.
- Staff will verify that the program applicant qualifies for the KHFH program and will then move the program applicant on to the loan application

process. Staff assists the applicant in the process to compile the required documents needed for a complete loan application. Staff will put together the loan application and attachments, provide a recommendation to the loan officers, and submit the formal loan application to the lender. Staff will remain in contact with loan applicant and lender as a liaison until loan commitment and approval is confirmed.

**B. Home Construction**

<b>SCOPE OF WORK</b>	<b>TASKS</b>	<b>RESPONSIBLE PARTY</b>
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, switches, lights, outlet boxes w/ready-to-connect wires	Subcontractor**
Insulation	Install heat resistant barriers	Homeowners*
Drywall	Install drywall on interior walls	Subcontractor**
Porches/steps	Build porch flooring and steps	Homeowners*
Interior carpentry	Interior finish work of molding/trim, interior doors	Homeowners*
Cabinets, countertops	Install 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*

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

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

C. The final loan closing process is facilitated by the Homeowner Services Department staff along with the Title company and lender.

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 & Planning monitors all construction activities at KHFH home build 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 & Planning 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 KHFH's 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.

- (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](#)) ATTACHED
  - b. Personnel salaries and wages ([Link](#)) ATTACHED
  - c. Equipment and motor vehicles ([Link](#)) ATTACHED
  - d. Capital project details ([Link](#)) ATTACHED
  - e. Government contracts, grants, and grants in aid ([Link](#)) ATTACHED
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
90,000	105,000	125,000	180,000	500,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

The cost to build the five homes will be \$826,650 of which \$500,000 will be from the Grant in Aid and the remaining \$326,650 will be funded from cash reserves that came from recycling of net proceeds of previous lot sales.

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 2025 for program funding.

2023- State of Hawaii GIA \$225,000 for photovoltaic systems  
 2022- State of Hawaii GIA, \$250,000 for construction of 5 homes, OCS-CIP-23-31  
 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, 2023.

First Hawaiian Bank Checking	\$ 111,081
First Hawaiian Bank Money Market	\$ 2,619,177
Everbank Checking	\$ 54,900
TD Ameritrade	\$ 237
PayPal	\$ 11,262
 Total Unrestricted Assets as of 12/31/2023:	 \$ 2,796,657

**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.

Kauai Habitat for Humanity is 501c3 nonprofit and independent 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. Milani Pimental was appointed Executive Director in 2020. She has been affiliated with KHFH for 14 years and prior to the executive director role, served as deputy director as well as director of resource development. There are 9 members of the Board of Directors who meet every other month to review and approve the business of the organization. The service area is the entire island of Kauai.

KHFH has already completed 239 truly affordable homes and repaired 37 across the island. KHFH has been producing homes at half the cost of market value and is currently the lowest cost developer of homes on Kauai.

Recognizing the need to quickly address the island’s growing housing problem, KHFH became a land developer in addition to affordable home builder. The affiliate is one of only a few Habitat affiliates across the U.S. with the capability, experience, and resources to do so.

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, sold 2.0 acres to an affordable rental developer, and now has developed 32 affordable building lots on the remaining 4.5 acres.

KHFH purchased land in Kalaheo where 6 single family homes will be built between 2024-2025, and in Kapaa (Waipouli), which will allow KHFH to move its affordable home design to a new level by providing housing in a high density area. The Waipouli project will produce a total of 17 affordable housing units (8 duplexes and 1 single family home).

Pre-development work is ongoing on a new parcel of 1.1 acres in Lawai where KHFH hopes to produce 7-8 single family homes.

KHFH executive team and Board of Directors are committed to addressing the island's housing shortage and is prioritizing its land acquisition and development work. KHFH will soon close escrow on two purchases: an additional 22 acres in Eleele which could enable up to 100 additional homeownership units, and 6 buildable lots in Kilauea.

## **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 Kauai. 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 takes place. The site of home construction in Waimea Huakai is located a short distance from the main offices and baseyard, making transport of materials and equipment efficient. The property at Waimea Huakai also has a storage and staging area built out to accommodate just-in-time materials deliveries, tool storage, and staging.

## **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 projects. In addition to Executive Director Milani Pimental and Director of Construction & Planning, Rick Aitkenhead are the following:

- Director of Finance Kim Norton
- Director of Human Resources and Administration Nicole Jacintho
- Office Manager and Accountant Tara Fernandez
- Lead Construction Supervisor Allen "Moki" Nitta
- Construction Supervisor Robert Knowles
- Construction Supervisor Anthony Boudreau

Executive Director Milani Pimental oversees the organization as a whole. Director of Construction & Planning Rick Aitkenhead is responsible for all construction sites across the island. The Construction staff is responsible for all stages of start-to-finish vertical home construction and supervises homeowners and volunteers to conduct the build. Subcontractors are overseen by the Director of Construction and monitored by the Construction Supervisors.

Office Manager and Accountant Tara Fernandez carries out all aspects of accounting relative to the housing project. Director of HR and Administration Nicole Jacintho oversees all personnel. The Homeowner Services department, managed by Director of Finance Kim Norton, consists of two full-time coordinators who work closely with the homebuyer applicants to initiate and complete the loan application process.

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.

## **2. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

Attached.

## **3. Compensation**

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

Executive Director \$110,000

Director of Finance \$115,500

Director of Construction & Project Planning \$105,000

## **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 2024-25 the activity funded by the grant if the grant of this application is:


- (a) Received by the applicant for fiscal year 2024-25, 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, 2024 to June 30, 2025. 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, 2024 to June 30, 2025

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)
<b>A. PERSONNEL COST</b>				
1. Salaries				125,450
2. Payroll Taxes & Assessments				15,050
3. Fringe Benefits				12,000
<b>TOTAL PERSONNEL COST</b>				<b>152,500</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
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<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>500,000</b>			<b>826,650</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>500,000</b>			<b>979,150</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Milani Pimental <span style="float: right;">808-335-0296 x103</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	979,150	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>1,479,150</b>	Milani Pimental, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

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)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS: N/A - No salaries will be paid from this grant funding request</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: KAUAI HABITAT FOR HUMANITY, INC

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

**JUSTIFICATION/COMMENTS:**

N/A - No funding will be used toward Equipment

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

**JUSTIFICATION/COMMENTS:**

N/A - No funding will be used toward Motor Vehicles

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: KAUAI HABITAT FOR HUMANITY, I

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION		326650	500000			
EQUIPMENT						
<b>TOTAL:</b>		<b>326650</b>	<b>500,000</b>			

**JUSTIFICATION/COMMENTS:** The \$500,000 requested funds will be used for direct costs for building materials and contracted labor for plumbing, electrical, drywall installation, flooring, roofing, framing, foundation. Remaining funds will be used toward remaining materials such as direct construction staff labor and materials not covered by the awarded amount.

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

Applicant: KAUAI HABITAT FOR HUMANITY, INC.

Contracts Total: 940,860

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	ARPA - COVID Relief	2021	County of Kauai	Kauai	15,000
2	HOME Funds to assist in building 6 homes	2019	County of Kauai (HOME	Kauai	450,860
3	GIA OCS-CIP-23-31, construction 5 homes	3/1/2023	State of Hawaii OCS	State of Hawaii	250,000
4	GIA photovoltaic systems for 14 homes	9/7/2023	State of Hawaii OCS	State of Hawaii	225,000
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**Supplemental Attachments for  
Section VI. Personnel:  
Project Organization and Staffing**

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Through shelter, we empower.

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## Development Team Qualifications and Roles

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### Key Individuals:

	<u>Title</u>	<u>Years of Experience</u>
Milani Pimental	Executive Director	20+ nonprofit management 5 (land development)
Kim Norton	Director of Finance	20+
Nicole Jacintho	Director of Human Resources and Administration	25+
Doug Haigh	Volunteer Project Manager	40+
Rick Aitkenhead	Director of Construction and Planning	30

### **Milani Pimental, Executive Director**

Milani holds a Bachelor of Business Administration from Loyola University Chicago and has been with Kauai Habitat for Humanity since 2010. She has over 20 years of experience in nonprofit fund development, including senior leadership positions. As executive director, she is responsible for oversight of organization goals and activities related to production of affordable homes on Kauai and has extensive experience with Federal, State, and County funding in addition to large philanthropic fundraising campaigns, major donor cultivation, public relations and marketing. Milani was previously responsible for fund development in her role as Director of Resource Development and has raised over \$10 million for the affiliate. Notable achievements include: spearheading KHFH's disaster recovery efforts during the devastating flooding on the north and south shores of Kauai in 2018, leading the organization through a change of leadership in 2020 and safely continuing affordable home construction projects through the COVID-19 pandemic, acquisition of two additional properties for development, and managing three pending acquisitions.

### **Kim Norton, Director of Finance**

Kim joined Kauai Habitat in 2023 and has over 20 years of extensive experience in financial roles within the mortgage lending industry and association management. Her expertise includes budget analysis, third-party loan origination, complex financial transactions, financial planning, budget analysis, strategic financial decision-making, and risk management. As a former management executive for homeowner associations on Kauai, Kim earned the esteemed "Association Management Specialist" designation which equipped her with financial oversight, budgeting, and accounting expertise essential for overseeing the financial health of organizations.

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*This institution is an equal opportunity provider and employer. We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.*





Through shelter, we empower.

**Nicole Jacintho, Director of Human Resources and Administration**

Nicole originally joined Kauai Habitat in 1998 as a bookkeeper and then served as office manager for many years. She has over 25 years' experience working with Kauai Habitat and is trained in Federal, State, and local fair housing laws and regulations and Hawaii labor and employment laws. Among her administration duties, Nicole manages senior level accounting, including homeowner mortgage accounts and is a liaison for homeowners with questions on various issues relating to their mortgage, insurance, and payment histories.

**Doug Haigh, Volunteer Project Manager**

Doug has served on the Board of Directors since 2005 and has over 40 years of civil engineering experience, licensed with the State of Hawaii. He retired in 2022 from the County of Kauai where he was Chief of the Public Works Building Division for twenty seven years. Prior to the County, Doug held engineer positions with Alu Like, Fletcher Pacific, and Hawaiian Dredging and Construction. He holds a Masters in Business Administration from University of Hawaii at Manoa and a Bachelor of Science in Construction from California Polytechnic Institute at San Luis Obispo.

Previous project management experience includes: Kauai County Facilities ADA Improvements, Kauai County Facilities Cesspool Conversion – Design/Build, Kilauea Gymnasium Reconstruction, Lihue Main Police/Emergency Operating Center/Office of the Prosecuting Attorney Facility – Design/Build, Historic County Building and Annex Renovations, Kaiakea Fire Station, Ke Ala Hele Makalae Shared-Use Path Projects – Multiple FHWA funded projects, Hardy Street Safety Improvements – FHWA funded, Lihue Town Core Mobility and Revitalization – TIGER Grant FHWA funded project.

**Rick Aitkenhead, Director of Construction and Planning**

As Director of Construction and Planning, Rick is responsible for project planning and design as well as vertical construction of all build projects including contracting, supplier and vendor relations, permitting, construction management. Rick oversees a team of three construction site supervisors, two assistant supervisors, three to four long-term AmeriCorps volunteer crew leaders, and one administrative assistant. Rick joined Kauai Habitat in 2014, holds degrees in construction from Palomar College and Oregon State University, and has nearly 30 years of experience in large residential and commercial projects in Nevada, Florida, and Oregon in addition to Kauai, Hawaii.

Previous project highlights include: closing 185 homes in 12 months in six neighborhoods for Syncon Homes; improved cycle time and quality of construction while increasing profitability in five neighborhoods for Pennbrook Homes; construction of 27 nineteen-plex mid-rise condominium buildings; designed, budgeted, contracted, permitted, and managed the construction of 14,400 sq. ft. hangar building.

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# MILANI PIMENTAL

Executive Director

## CONTACT

T: (808) 634-5111

E: [pimental.milani@gmail.com](mailto:pimental.milani@gmail.com)

4381 Puu Lani Pl., Kalaheo, HI 96741

## CORE COMPETENCIES

Nonprofit Leadership  
Employee Relations  
Stakeholder Engagement  
Board Relations  
Fund Development  
Strategic Planning & Management

## EDUCATION & TRAINING

Loyola University of Chicago  
Bachelor of Business Administration 1998

Leadership Kauai leadership  
development program, Certificate of  
Completion 2009

Pre-Purchase Homeowner Education  
Instruction, Certificate of Completion  
2018, NeighborWorks America

Post-Purchase Homeowner  
Education Instruction, Certificate of  
Completion 2019, NeighborWorks  
America

## VOLUNTEER SERVICE and BOARD AFFILIATIONS

Board Member, Hawaii Habitat for  
Humanity Association

Member, Rotary Club of Poipu Beach  
Prior positions: President, Secretary,  
PR Chair, Exchange Student  
Counselor, Youth Services Chair

Catechist, Holy Cross Church  
Religious education instructor

## PROFILE

Nonprofit leader who looks at community need in terms of broader vision, empowers leadership team, and sets mission-driven goals and objectives that all staff can support and achieve.

- Advocate for affordable housing as a key solution to poverty
- Skilled in public relations, organizational management, performance improvement, leadership development
- 9 years experience in senior leadership positions
- Over 19 years nonprofit fund development experience
- Experience with Federal, State, and County funding, procurement, and operations
- Proponent of collaborative efforts with partner agencies

## RELEVANT EXPERIENCE

Kaua'i Habitat for Humanity

*Acting Executive Director*

11/10-present

*03/20-present*

- Navigated onset of COVID-19 impact on Habitat operations; ensured individual safety while maintaining low organizational risk
- Implemented monthly department head meeting and all staff meeting with the purpose of providing information, problem solving, strategic planning, increasing morale and participation
- Identified opportunities for efficiencies/growth in all operational areas and worked with previous executive director to review and implement strategies for improvement. Outcomes included:
  - Ability to handle multiple loan products with greater accuracy
  - Improved flow of communications between departments, resulting in faster hand-off of applicant from loan closing to building permit application to loan conversion and move-in
  - Creation of performance improvement plan which boosted employee relations and resulted in ReStore revenue increase of 74% from 2018 to 2020
- Raised over \$1 million in private grant funding since FY11-12
- Planned focused annual fund strategies and increased annual giving by average of 16% each year since FY11-12
- Worked alongside previous executive director to develop relationship with Kikiaola Land Co. to complete the purchase of 6.5 acres of land in Waimea; assisted in facilitating the sale of a portion of the land to private rental developer; assisted in the planning of infrastructure development
  - Took the lead in KHFH's disaster recovery response during the 2018 major flood event that affected the south and north shores;

- worked continuously with partner agencies throughout the year to provide updates and assistance to flood survivors
- Worked with construction superintendent to create and pilot the use of cloud-based construction management software with construction supervisors in the field
  - Mentored and encouraged construction superintendent to present and implement in late 2018 a new operational structure of home builds, shifting from large group builds to smaller group builds with 1 supervisor in charge of start to finish construction on each group
  - Streamlined visiting volunteer program and ensured regular return commitments from 3 domestic team leaders and 1 international team leader
  - Proficiency in project management
    - Spearheaded collaborative service event to assist Boys & Girls Club Lihue with 1-day build event to complete their teen center, resulting in \$10,000 gift from an event partner
    - Completed and launched 2 website re-design projects with contracted web developer
    - Managed affiliate's first capital campaign and raised \$100,000 from independent agents of Kauai Board of Realtors

**National Tropical Botanical Garden**

6/01-09/09

*Director of Annual Giving*

01/08 – 09/09

- Promoted approximately every 1.5 years from Donor Relations Assistant to Assistant Director of Development and finally Director of Annual Giving
- Planned and coordinated first ever dinner gala resulting in 300 in attendance and net proceeds of over \$90,000 in contributions from individual donors, sponsors, and table sales
- Coordinated membership campaign and contract with PR firm with goal of increasing lower level membership from local community, resulting in increased awareness of NTBG in Hawaii and doubling of membership base. Final result was qualifying NTBG for a \$900,000 Kresge Foundation grant, which enabled the construction of the island's first LEED-certified building, the Garden's Juliet Rice Wichman Botanical Research Center
- Played key role in creating and executing Moonlight & Music, the organization's first annual fundraiser event
- Cultivated major donor relationships
- Managed staff of 3 FTE support staff (onsite) and 1 FTE major gift officer (Florida-based)
- Ensured that donor intent was followed for each contribution
- Oversaw monthly and annual reconciliations with finance department and worked with controller and independent auditors to complete annual audit

**Kimberly Norton**

4020 Pai Street Apt. A., Kalaheo, HI 96741  
760-586-7227

**Professional Summary:** Versatile management professional skilled in business development, loan origination, and strategic portfolio management. Polished leader with a focus on financial acumen, contract negotiation, and superior vendor relations. Open to nationwide relocation.

**Work Experience:**

**Director of Finance** *Kauai Habitat for Humanity, Inc. – Hanapepe, HI*  
*October 2023 to present*

- Oversee accounting and homeownership services departments – manage a staff of four.

**Business Development Manager/Residential Loan Officer** *Finance Factors - Lihue, HI*  
*November 2021 to September 2023*

- Led retail and wholesale business development, specializing in diverse loan programs.

**Management Executive** *Hawaiiana Management Company, Ltd. - Lihue, HI*  
*April 2017 to June 2021*

- Managed portfolios of condominium and apartment associations with expertise in governance, dispute resolution, and financial management.

**Assistant Manager** *San Dieguito Tennis Club - Encinitas, CA*  
*July 2008 to May 2016*

- Elevated role as purchasing agent, implementing streamlined procedures and leading a team of 5 employees.

**Senior Loan Officer** *Winchester Funding Group*  
*May 2008 to December 2010*

- Distinguished in marketing, originating, and closing FHA, VA, and Conventional residential loans, building strong relationships.

**Loan Originator/Office Manager** *Norton Network For Homes & Loans, Carlsbad - Carlsbad, CA*  
*February 2002 to May 2008*

- Managed budgets, A/R, A/P, G/L, human resources, and excelled in property management.

**Key Skills:**

- Strategic Operations & Business Development
- Contract Negotiation
- Loan Origination & Mortgage Expertise
- Financial Management

- Superior Vendor Relations
- Risk Management & Compliance
- Fair Housing Regulations
- Facilities & Property Management
- Leadership & Team Management
- Budgeting & Financial Analysis
- Market Research & Analysis
- Credit Analysis & Asset Management

**Certifications:**

- NMLS #2129312 (April 2021 to April 2026)

# Richard Aitkenhead

5171A, Hoona Rd., Koloa, HI 96756

808-634-4815

rick.aitkenhead@yahoo.com

## CONSTRUCTION/ PROJECT MANAGER

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) – Project Manager 9/2014 to present

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 productions 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"

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

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- 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

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

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- 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.





# NICOLE M. JACINTHO

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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.



# ORGANIZATIONAL CHART

Revised 11/15/2023

**Board of Directors (Governing Body)**

Habitat for Humanity Intl.  
(Parent Organization)

Hawaii Habitat for Humanity Association  
(Affiliate Support Organization)

Executive Director  
(FT)

