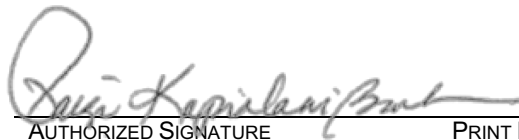


Application Submittal Checklist

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



Paige Kapiolani Barber, Executive Director

1/19/2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

Nanakuli Housing Corporation
Description of Request Continued

2. Perform home assessments on each of the homes;
3. Develop and deliver training to families in self-help home repair, financial literacy,
4. Work with families to develop an appropriate action plan for their home repair needs and finances. Complete at least one home repair for each participating family, focusing on window/screen/door replacement; each family is budgeted \$5400 for materials
5. Secure additional resources and collaborate with contractors, construction material retailers, and building supply companies to meet the needs of the families;
6. Evaluate the results of the program and celebrate the success of families.



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: NANAKULI HOUSING CORPORATION

DBA/Trade Name: NANAKULI HOUSING CORPORATION

Issue Date: 01/19/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-XXX3980

UI#: XXXXXX2334

DCCA FILE#: 116497

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

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

The undersigned authorized representative of the applicant certifies the following:

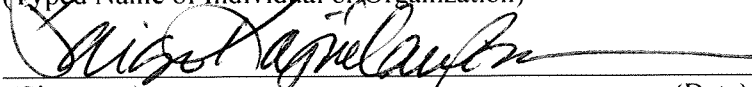
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

Nanakuli Housing Corporation

(Typed Name of Individual or Organization)



1/12/2024

(Signature)

(Date)

Paige Kapiolani Barber

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. 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](#).

YES

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;

Prince Jonah Kuhio Kalanianaʻole (1871-1922) 'O Ke Kahua mamua, mahope ka kukulu. The foundation first, then the building.

Nanakuli Housing Corporation (NHC) believes in Prince Jonah Kuhio's statement about building a strong foundation. It reflects NHC's mission that every Hawaiian family, regardless of their economic status, will increase their personal assets through homeownership. Nanakuli Housing Corporation (NHC) is an IRS 501(c)3 nonprofit and HUD-approved housing counseling agency organized in the State of Hawaii in 1989.

Nānākuli Housing Corporation (NHC) was originally formed by the Nānākuli community who wanted to improve their community by refurbishing their homes that had fallen into disrepair. Between 1990 and 2023, NHC delivered over \$600,000 in low-interest home repair loans, created neighborhood clean-up campaigns, inspired neighbors to help neighbors make home improvements, removed abandoned cars, and participated in one of the first visioning sessions on the Waianae Coast. All of this was accomplished under the leadership and guidance of an extraordinary woman, the late Paige Kawelo Barber. Today, NHC is managed by a Native Hawaiian Board of Directors, who, under the strong, visionary leadership of Executive Director Kapiolani Barber, a resident of the Homestead of Nanakuli, have continued to develop innovative programs in support of NHC's mission and vision.

By continuing to listen and work with Hawai'i's families, NHC stays strong in following its mission and developing culturally based and integrated programs to address their housing needs. Those programs include:

- Pre-homeownership and financial literacy training to develop the skills and credit needed to purchase a home;
- Post homeownership, to learn how to make minor repairs on their home and/or secure financing and a contractor for the larger repairs;
- Credit counseling to help maintain ownership of a home;
- Affordable housing plans and expertise to replace or build a new home.

NHC has expanded its participant base by securing funding, allowing us to serve low to moderate-income families, both native and non-native, on the island of Oahu. Over the last 10 years, NHC has increased its effort in providing core services, including:

- 1,378 individuals graduated from self-help home repair
- 3,250 individuals trained in homeownership and financial literacy
- 226 families pre-qualified for mortgages
- 30 families qualified for rehabilitation loans
- 383 homes repaired
- 14 homes replaced
- 8 solar systems installed
- \$900,000 worth of construction materials were delivered to participating families.

In the last two years:

- 16 families became homeowners

- 278 families completed NHC workshop, "The Road to Homeownership and Financial Sustainability" and "Malama Your Hale-Home Maintenance."

2. The goals and objectives related to the request;

NHC established its self-help home repair program in 2004 through funding from the Administration for Native Americans and the Native American Housing Assistance and Self-Determination Act. Participants have been largely low to moderate-income native families.

This project aims to expand the NHC self-help home repair program to 15 low to moderate-income homeowners living on Oahu, specifically in communities with 51% or more of the households with low to moderate income. To realize this goal, NHC will:

1. Develop a marketing plan to recruit 15 families from communities with a large percentage of households with low to moderate income;
2. Perform home assessments on each of the homes;
3. Develop and deliver training to families in self-help home repair, financial literacy,
4. Work with families to develop an appropriate action plan for their home repair needs and finances. Complete at least one home repair for each participating family, focusing on window/screen/door replacement;
5. Secure additional resources and collaborate with contractors, construction material retailers, and building supply companies to meet the needs of the families;
6. Evaluate the results of the program and celebrate the success of families.

3. The public purpose and need to be served;

We found that families who attended our self-help home repair program lacked the financial capacity to maintain their homes and were largely unaware of the community resources available to them. Nearly half of our past participants experience housing inadequacy. NHC teaches home maintenance/renovation as an essential skill of homeownership. NHC has assisted homeowners in obtaining renovation loans and, in some situations, replacing a home. The high cost of housing and lower median income result in a high rate of financial insecurity. Many minor repairs go unattended due to a lack of finances. An unmaintained housing situation can become a major

financial problem, regardless of how well a family sticks to their budget. It can divert money from paying a debt and increasing savings. In our workshop surveys, our participants continuously indicate that home maintenance skills are not common among them but are extremely necessary to maintain financial stability. In addition to the hands-on training, it covers what a homeowner needs to do monthly, quarterly, and biannually to keep their hale in tip-top shape. Each family is given our workbook, Malama Your Hale-Home Maintenance and learns about their home's environmental hazards.

The pervasive repair needs include screen/window/door replacement, plumbing, roofing, and structural issues due to dry rot and termites. We also found that the families hesitate to seek help from government entities, fearing their homes may be deemed unfit. As a nonprofit, families have been more willing to work with us and begin gaining the skills to make their households more financially secure and create safer and healthier living environments.

Our culturally-based orientation and delivery create a mini-community within each of our classes. Families may not live in the same neighborhood but will assist their classmates in completing hands-on training at a participating family member's home. These hands-on trainings are supervised by NHC and target the completion of a repair on the home with the participants making the repair. Our participants have replaced doors, windows, and stairs for each other.

The grant will secure materials for family projects through donated materials from contractors, construction material retailers, and building supply companies.

These families have been our best recruiters by referring their families and friends to our program. While we want to take on all interested families, funding limits how many families NHC can assist.

4. Describe the target population to be served; and

The target population for the implementation of this project would be low to moderate-income homeowners recruited from census tracts, with over 51% of the households identified as low to moderate-income. Of the 211 census tracts on the island of Oahu, 100 have at least 51% low to moderate-income households. The larger groups of low to moderate-income families live in the Kapalama (96817), Sand Island (96819), Waianae (96792), Waipahu (96786), and Aiea (96701) areas. There are nearly 86,629 low to moderate-income individuals and approximately 28,876 households (using an average family size of 3 people). Based on the census statistic of 58% owner-occupied

household units for the State, approximately 16,748 would be owner-occupied and eligible for this program.

5. Describe the geographic coverage.

Our project would target families in the above areas, starting with the census tracts closest to our Kalaeloa training facility, i.e., Waianae and Waipahu. Our recruiting efforts will expand to Kapalama and Aiea until we can secure at least 15 families to participate in the program.

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;

This project aims to recruit and train at least 15 low to moderate-income families in self-help home repair and complete at least one home repair focusing on window/screen/door replacement for each of their homes. We also hope families will use those skills to continue to repair and maintain their homes. The following objectives and activities will help us accomplish that goal:

Objective 1: NHC will implement several activities to secure at least 15 low to moderate-income homeowners in the specific census tracts. These activities include:

Securing marketing resources to assist in the planning and developing materials for recruiting families. In the past, NHC has used the Kalaimoku Group and Racheal Naone Marketing to assist in these areas. We expect to use similar channels to secure families, but these resources bring with them the latest in best practices.

Potential recruiting activities include using the U. S. Postal Service's direct mail program, visiting the appropriate post office within the census tracts and delivering sufficient flyers for the postman to deliver with regular mail; posting informational material at local markets and churches; using community groups in the areas; and providing information to NHC community partners (e.g., State of Hawaii Department of Human Services, Benefits and

Social Services Division, QLCC, Alu Like, Hawaiian Civic Clubs, Hawaiian Homestead Associations and past participants. NHC will also contact programs like Meals on Wheels, Catholic Charities, Kukui Center, and the Filipino Community Center to notify homeowners within these areas. Allowing for attrition, income level restrictions, and homeownership requirements, NHC will need to recruit at least 18 families with the initial screening:

The executive director and staff will establish the criteria to prequalify families for the program. Staff will initially qualify interested families over the phone, i.e., must be a homeowner, have income less than 80% of the HUD median, and be willing to commit to about ten months of activities. As families are prequalified, contact information will be secured and orientation scheduled.

Prequalified families will attend an orientation on the program at our training facility in Kalaeloa. Staff then shares the commitments needed for the families to participate in the program. Family income is verified one-on-one, and each family is asked to complete our intake forms, including a participation agreement, liability waiver, and photo release. The families must commit to having at least one family member present for all training and activities; participating families are allowed only two absences and are released from the program after three absences.

Objective 2: Complete home assessments

Each family will schedule a time for our project manager to assess their home. These assessments are scheduled as soon as families commit to the program and continue through training until all family homes have been assessed.

Objective 3: Do classroom and on-site training.

A schedule of core and specific self-help repair training will be developed. Our core training includes when and how to secure permits, home environmental issues, project management, flooring, window, door, screen replacements, plumbing, and electrical basics. Our instructors are qualified staff members or subject matter experts from our community volunteering their time. Depending on the needs identified in the intake process and home assessment, families may also be provided financial literacy training, information on various loan products and community resources, and how to hire a contractor. NHC's training manuals will be utilized in training and given to participating families; "Malama Your Hale (Home Maintenance)," "Homeownership and Financial Sustainability."

Our participating families are asked to volunteer to host a hands on training at their home. The benefit for the families is having a repair done by their classmates, supervised by our project and warehouse managers. Not all our families are willing to do this, but we usually can secure at least two families.

Objective 4: Develop action plans and case management.

Our program and project managers assess the needs of each family and develop an action plan to prioritize the outcomes of the home assessment and to complete at least one home repair project. Families with larger repair projects that require building permits will receive counseling and assistance to complete rehabilitation grant/loan applications, as appropriate. A file for each family is created which monitors their efforts over the project. Follow-up is done by the executive director, as appropriate. This may involve monthly or quarterly follow-up calls or meetings depending on the action plan developed by the family.

Our program and project managers document each family's effort with "before" and "after" pictures. In addition to these pictures, our family case files include all their intake documents, logs of meetings/contacts, and action plans with documented efforts. We also maintain information electronically on our Outcome Tracker system. Files are secured in locked cabinets in a separate secured area of the program office. Our staff has committed to maintaining the National Industry Standing for Homeowner Education and Counseling. These standards include the confidentiality of the information collected from our families.

Objective 5: Secure additional materials, resources, and funding

Our project manager will compile a materials list based on the home assessments. Our executive director, program, and fiscal managers will secure available materials from NHC's contractors and solicit donations as needed. Our project manager, who does the assessments, will work with families to prioritize their repairs.

For major repairs that require a building permit, families will be assisted by our executive director in securing financing or grants, as appropriate. NHC will also try to secure volunteer assistance for families struggling with their repairs and home environment. NHC will be completing repairs that do not require a building permit. However, families will learn the process of obtaining the permit.

Objective 6: Evaluate, enhance, and report.

NHC has an evaluation process that measures program efforts at key points throughout the project. Those points include:

- As families inquire about the program, they are asked how they heard about it. This information is tracked and compiled to help in future marketing activities;
- Families are given a pre-assessment of repair knowledge at the beginning of training. The assessments are added to family case files and tracked for reporting;
- A post-assessment at the end of training is given to families to see how much knowledge was transferred. Pre and post-assessments will be compiled and compared, reported to the funder and used for program enhancement;
- Families are asked to complete an evaluation for each of the classes. That information is used for future class planning and provided to instructors to refine their classes.
- "After" pictures document the efforts of each family. A closing review of their action plan and repairs done will be shared in the final report to the agency funding this proposal.
- Our volunteers and partners are also asked to evaluate their experience with our program. Responses are compiled and used for future program enhancements.

Finally, we celebrate the accomplishments of our families with a graduation. Each family is provided with a bucket of tools to do future home repairs and a completion certificate.

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

Below is a timeline with the objectives, activities, supporting staff, and details on when the activities will occur. Based on prior experience, we estimate the project will be completed within twelve months.

Organization: Nanakuli Housing Corporation Project: Holomua I Na'au'ao: Self Help Home Repair													
Objectives and Major Tasks	Performed By (Position)	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
Objective 1: Recruit and Secure at least 20 families													
1.1 Develop marketing plan and materials.	Executive Director(ED), Program Manager.(PM), Project Manager (Proj. M),	X--	---	--X									
1.2 Secure target mailing areas, print collateral material and call on organizations	ED, PM, PROJ.M, FO	X--	---	--X									
1.3 Prequalify families over the phone for homeownership, low to mod	ED, PM, PROJ.M, FO	X--	---	--X									
1.4 Hold orientation and complete intake forms	ED, PM, PROJ.M, Facilities Mgr.(FM)												
Objective 2: Schedule and complete home assessments	ED, PM, PROJ.M, FM			X--	---	---	---	--X					
Objective 3: Schedule and deliver training													
3.1 Schedule and deliver core self help home repair classes	ED, PM, PROJ.M, CM, FO, FM				X	---	---	---	--X				
3.2 Secure resources and schedule additional training based on assessments	ED, PM, PROJ.M, CM, FO, FM					X--	---	---	---	---	---	---	--X
3.3 Secure families willing to have on site training at their homes	PM, PROJ.M, CM					X--	--X						
3.4 Schedule and deliver onsite trainings	PM, PROJ.M, CM										X--	--X	
Objective 4: Develop action plans and case manage													
4.1 Each family develops their action plan	PM, PROJ.M, CM				X--	---	--X						
4.2 Families requiring financing are provided addition counseling for	PM, PROJ.M, CM					X--	---	---	---	---	---	---	--X
4.3 Create case files for each family and document activities	PM, PROJ.M, CM			X--	---	---	---	---	---	---	---	---	--X
Objective 5 Secure additional resources, funding and establish IDAs for families													
5.1 Based on home assessments, solicit materials for families to use in their home repair projects	ED, PM, PROJ.M, CM, FM, FO				X--	---	---	---	---	---	---	---	--X
5.2 Work with families to secure contractor/vendor for repairs	ED, PM, PROJ.M., FO					X--	---	---	---	---	---	---	--X
5.3 Release repair funding to contractor/vendor	ED, PM, FO										X--	---	--X
Objective 6: Evaluate program													
6.1 Determine productivity of each recruiting activity	ED, PM, PROJ.M, CM, FO	X--	---	--X									
6.2 Develop and deliver pretest of home repair knowledge	ED, PM, PROJ. M,CM, FO FM		X--	--X									
6.3 Deliver post test to participating families and determine knowledge gained, enhancements to be made to program and results	ED, PM,PROJ.M, CM, FM, FO										X--	--X	
6.4 Families and partners evaluate program for use in future delivery. Results to be shared with funder.	ED, PM, PROJ.M, CM, FM, FO				X--	---	---	---	---	---	---	---	--X
6.5 Partners evaluate program for use in future delivery. Results to be shared with funder.	ED, PM, FO, PROJ.M.												X

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

“A quality assurance program is a system of policies and procedures designed to continually improve specific business practices.”¹ Among the policies and procedures NHC uses to assure quality in its program offering is our Employee Handbook that provides for:

- Accommodation for the disabled;
- Security in our information systems;
- Confidentiality of our client information;
- Safety of our staff, clients, and volunteers with safety training and a smoke/drug-free environment; and
- A grievance process to assure employees can surface issues.

A copy of our Employee Handbook will be shared upon request.

As noted above in objective 6, NHC has an ongoing evaluation process during the implementation of our programs. We do this as the program progresses, enabling us to make changes to enhance the delivery and experience of our participants, staff, and volunteers.

Finance and Internal Controls are addressed in an NHC manual and ensure generally accepted accounting for all funds the organization handles. Due to the size of the manual, a copy of will be provided on request.

Program quality is assured by the evaluation points we insert into all our work plans, including the work plan and performance measures table for this program. NHC constantly strives to get input from our participants and partners to better our service offering. Each contract NHC enters into is specific to delivery requirements, which are documented in contract scopes of work/contracts and used as the basis for status reporting to our funders.

In the case of this program, we have included the following evaluation methodology:

- Tracking the various marketing and recruitment avenues used and the effectiveness of each. Interested individuals will be asked where they learned of the program, and this information will be tracked, later summarized by staff, reported to the State, and used in subsequent marketing efforts for this program. We have recently found the USPS Direct Mailing program to be very effective in recruiting participants;

¹ How to Create an Effective Quality Assurance Plan, by Ronda Levine, <http://www.brighthub.com/office/project-management/articles/30414.aspx>

- Participant evaluation of training is done with each class. We ask our participants about their instructors and the structure of the program. This information is used to change the curriculum, change activities, and used to select new instructors (which we have not had to do). All of our instructors provide their individual feedback and are proactive in changing their materials or approaches to assist our families better;
- NHC has adopted the National Industry Standards for Homeowner Education and Counseling. As a result of that adoption, the national code of ethics is reviewed each year with our staff and staff required to commit to the code by signing a commitment document. Each of our volunteer trainers is asked to execute a similar commitment;
- In addition to the trainer, at least one member of NHC staff is in the classroom to assure efficient and effective delivery of the program. We have sometimes taken underage children to our adjoining keiki room so their parents can concentrate on the class proceedings;
- The executive director sets up a meeting for all staff participating in the project. This includes administrative staff, which will be supporting the project. The approved work plan is reviewed with staff, and each activity is discussed and assigned. Regular, weekly staff meetings include reviewing all current work plans; any issues are discussed and resolved or assigned for resolution.
- Paper case files documenting all interaction with families are stored in a separate, secured area with access limited to case management staff. Blank copies of our intake and other family executed forms will be shared upon request;
- When working with homeowners, NHC maintains a visual progress log with before, during and after pictures;
- A process to track the outputs and outcomes specific to this proposal will be developed and results provided with each status report. In existing and previous contracts, a spreadsheet is developed to track the specific outputs and outcomes by participant. This spreadsheet is used for status reporting;

- At the awarding of this contract, a class code will be established in our QuickBooks system to account for all expenditures against the contract. This data will be used for grant reporting and billing, and
 - All grant-related documents are maintained for three years after the close of the grant or as specified by the contract.
 - NHC is a certified HUD counseling agency. The requirements (e.g., documentation and processes, staff certifications, and proper facilities) to become and remain a HUD Counseling Agency will ensure the quality of NHC's service offerings.
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.

NHC assures the quality of its program by keeping our staff trained in the latest industry best practices.

The following outcomes provide the measures of success for this program:

Outcome 1: At least 15 low to moderate-income families will be recruited to participate in the program and complete at least five classes in self-help home repair;

Outcome 2: At least 15 low to moderate-income families will complete at least one home repair each as a result of the program;

Outcome 3: Based on the pre- and post-assessment results, at least 80% of the 20 families will be more knowledgeable in doing home repairs and accessing community resources.

Outcome 4: At least 75% of the participating families will feel that commitment to the program was worth the effort and that the health and safety of their homes have been improved due to the program.

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](#))

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
\$15,000.00	\$35,000.00	\$35,000.00	\$15,000.00	\$100,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.
ATTACHED
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
NOT APPLICABLE
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.
ATTACHED
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.
ATTACHED

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.

Our staff is certified by the National Council on Homeowner Education and Counseling to deliver pre and post-homeownership training, credit counseling, and financial capacity coaching. NHC has also adopted the National Industry Standards for Homeownership Education and Counseling. Our staff includes a retired State of Hawaii licensed general contractor, former mortgage loan broker trained to complete USDA loan packaging, and HUD certified housing counselor. Our volunteers include Noa Pacific Construction, The Nakoia Companies Inc. Construction, Abe Lee Century 21 Realtors, Jeff Cantrll-Contractor, Karen Wang-Architect, Sonny Ching-Repurposes Homes, and Leonard's Plumbing.

In September 2004, NHC received 2 year funding from the Administration for Native Americans (ANA) to develop a self-help home repair program and deliver that program to 40 low to moderate-income Native Hawaiian families. Through the Native American Housing and Self Determination Act (Nahasda), NHC was able to secure additional funding for low to moderate-income native beneficiaries. ANA and Nahasda subsequently provided funding so NHC could purchase a box van to take our training into neighborhoods. We provided hands-on training at a participating family home to 1) complete a needed repair, 2) provide the training to families so they can repair their own homes, and 3) create a sense of community among the participants that have "infected" the individual communities of our participants. In 2015, through NAHASDA funding, NHC provided training for another 15 families and provided 3 with \$50,000 in rehab monies.

In 2010, NHC expanded its self-help home repair program to TANF-eligible, non-native families. We have since received funding from the Department of Human Services, Benefits, Employment and Support Services Division.

In 2013, through City funding, NHC expanded its program into the Waipahu and Wahiawa communities. This provided a learning experience for NHC as the families were unaware of our services or organization. We were able to recruit 16 families and complete at least one repair on each of their homes. The logistics (i.e., distance from our training facility in Kalaeloa) and additional attention to trust building morphed our classroom training into more hands-on, onsite training and a measurably more grateful set of participants.

From 2014 to 2023, NHC received funding from TANF, OHA, City and County of Honolulu, Native American Housing Administration to continue with its self help home repair training. To continue with NHC's financial literacy training, funding was received from Office of Hawaiian Affairs, TANF, Friends of Hawaii Charities, Liliuokalani Trust, Mark Development, Wilder Foundation, Sydney Stern Foundation, Home Street Bank.

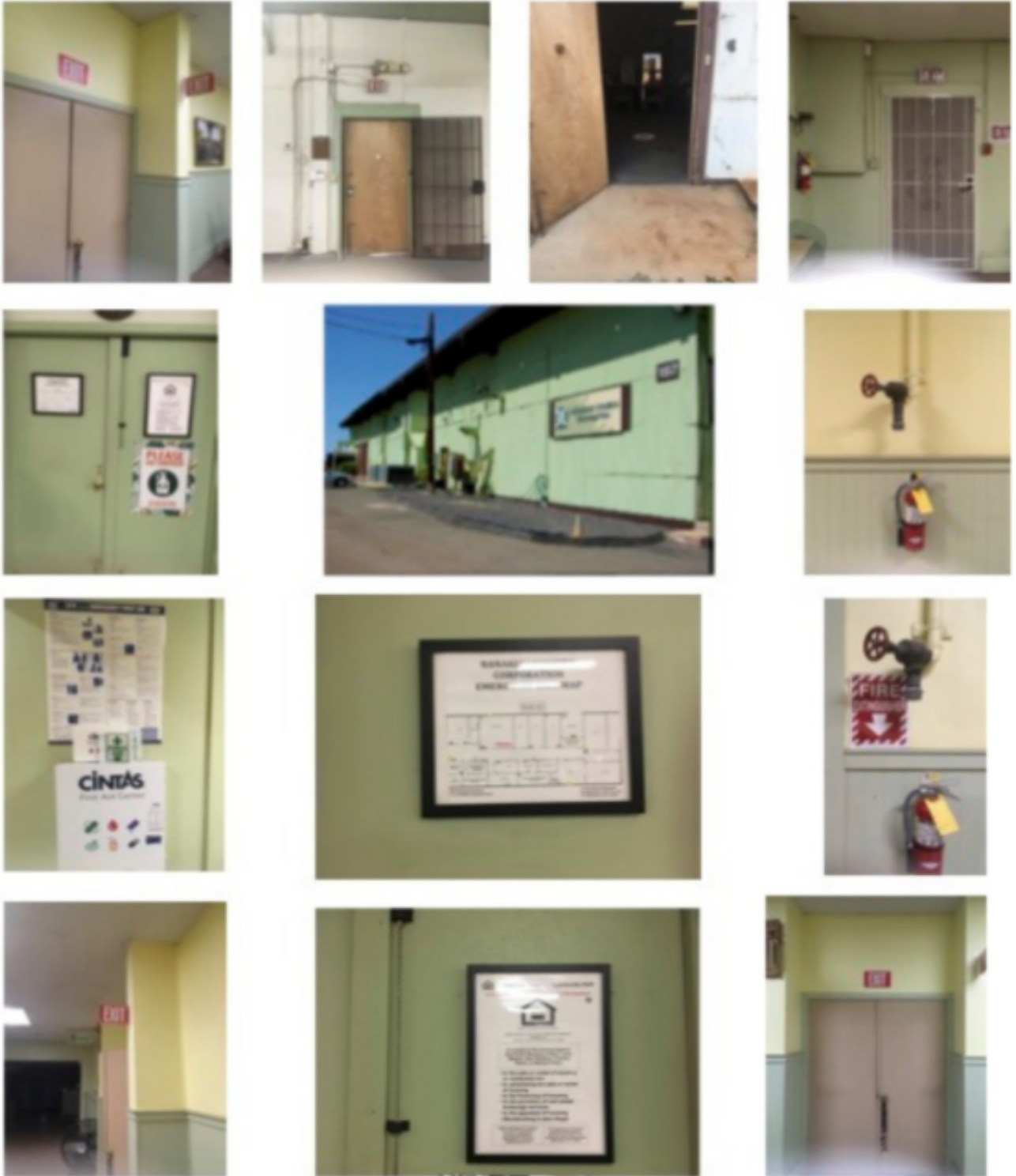
2. Facilities

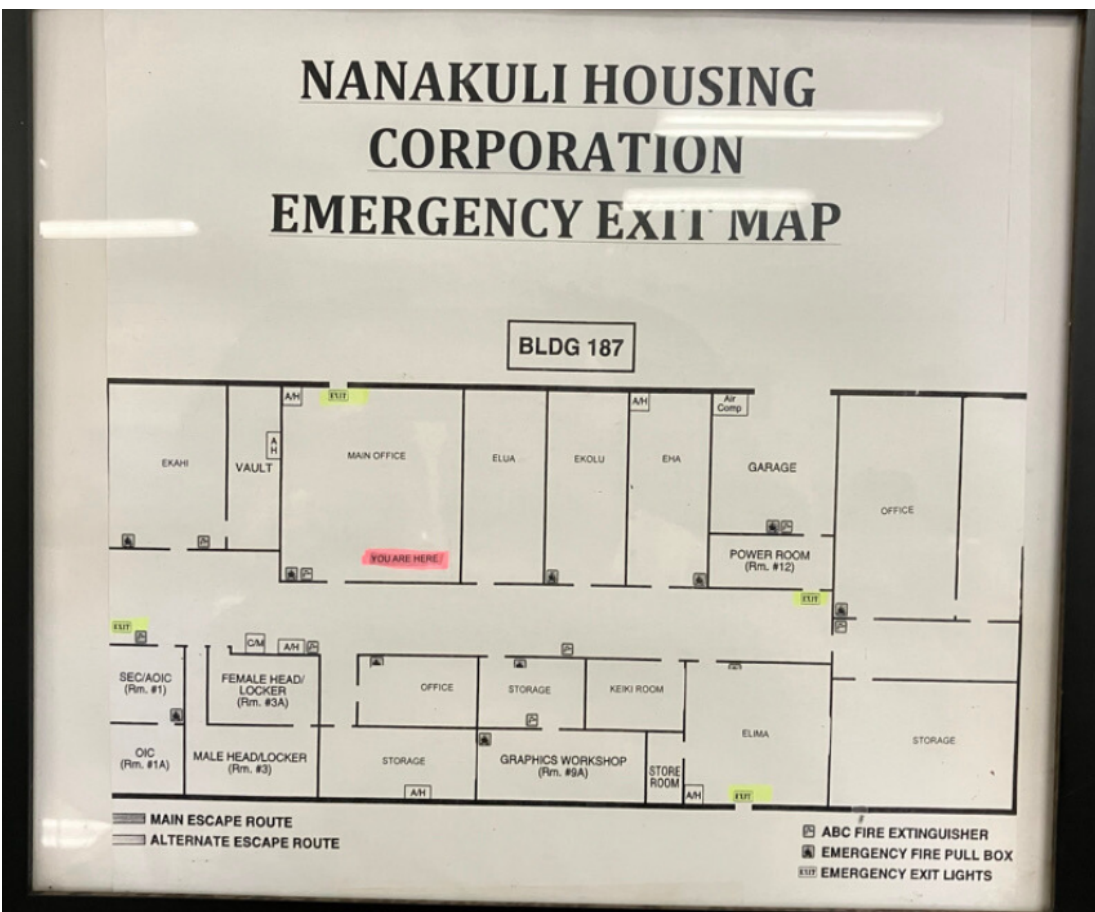
The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Kalaeloa Training facility: below is a picture of our training facility at 91-1041 Midway Road in Kalaeloa, Oahu. The training facility was a former Naval training center (part of the Barbers' Point Naval Air Station that closed in 1999) and was refurbished in 2004 partly with funding from the Office of Hawaiian Affairs, Nahasda, the Campbell Estate Foundation, and much volunteer assistance. The training center is approximately 12,000 square feet in size, sits on a five-acre parcel.

The building includes five classrooms, the largest having the capacity to accommodate 30 participants, kitchen and bathroom facilities, and a program office, which is used for one-on-one counseling with our families. NHC's training facility is ADA compliant. We also make accommodations by providing alternate entry points through the warehouse/barn doors, if desired. NHC can provide reasonable accommodations to assure capacity to deliver service to those participants with physical limitations in compliance with the American with Disabilities Act requirements. NHC currently provides interpreting services for participants who are hearing impaired and we make reasonable efforts to provide language assistance to person who are Limited English Proficiency. The facility is equipped with all necessary classroom and office equipment.

The following photographs of NHC's training facility, displays the exit signs, wheelchair ramp, map of interior with exit signs for emergency evacuation, emergency first aid, equal housing notice, fire extinguishers, exterior of building.





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.

Nanakuli Housing Corporation strives to provide our participating families with the most recent industry best practices and training. To support our effort, our staff is certified by the National Council on Homeowner Education and Counseling (NCHCEC) to provide homeownership and financial literacy training, post-homeownership training, credit counseling, self help home repair and financial capacity coaching. We have adopted the National Industry Standards for Homeownership Education and Counseling, and that organization monitors our certifications.

The staff who will be supporting this project include:

Paige Kapi'olani Barber, Executive Director, who is responsible for the overall efforts of the organization. She has over 10 years of experience in the health services industry and fifteen years of experience in the nonprofit sector. In addition to a Certificate in Non-Profit Management from Kapiolani Community College, Ms. Barber is certified to deliver financial training and is an active participant in the training of our families and holds a Bachelor of Arts degree;

Jessica Raimondi, Fiscal Officer, assists in developing the program, and shares her expertise in our classroom training. She has been certified to provide homeownership and financial literacy training and financial capability coaching. She is also responsible for managing NHC's finances and grants administration.

Eugene Kawelo, Project Manager, is a retired State of Hawaii licensed general contractor and has been with the organization since 2005. He will be coordinating and teaching the self help home repair and home maintenance classes. Kawelo has over 30 years of experience in construction, both in the public and private sectors, and was instrumental in creating NHC's self-help home repair program. He assists families with home assessments, prioritizing the repairs based on available resources, training in repairs, and guides families with making minor repairs;

Marlene Among, Program Manager, has been with the organization since 2004 and has brought over 25 years of experience in the for-profit and nonprofit sectors. She has been certified in delivering Homeownership and Financial Literacy training and environmental reviews. With the support of one of our partners, the Liliuokalani Children's Center, she developed all of our culturally based curriculum offerings,

“The Road to Homeownership and Financial Sustainability” and “Malama Your Hale-Home Maintenance”;

Clarence Kalima, Financial Advisor/Case Manager, has been with the organization since 2007, first as a volunteer, then as staff. He is a former mortgage broker and is certified to deliver homeownership financial literacy and foreclosure counseling. He is a HUD-certified financial counselor and trained to package mortgage loans for USDA;

Bruno Stempel, Facilities Manager, ensures NHC's 12,000 square foot training facility, which sits on 5 acres, supports the needs of its staff and 'Ohana that attend training. He ensures that the facility is fully operational with all utilities functioning properly, oversees the security of the building and grounds, and maintains ongoing communication with staff, 'ohana, volunteer trainers, and vendors. He has been with the organization since 2015 and brings over 20 years of experience in the construction trade.

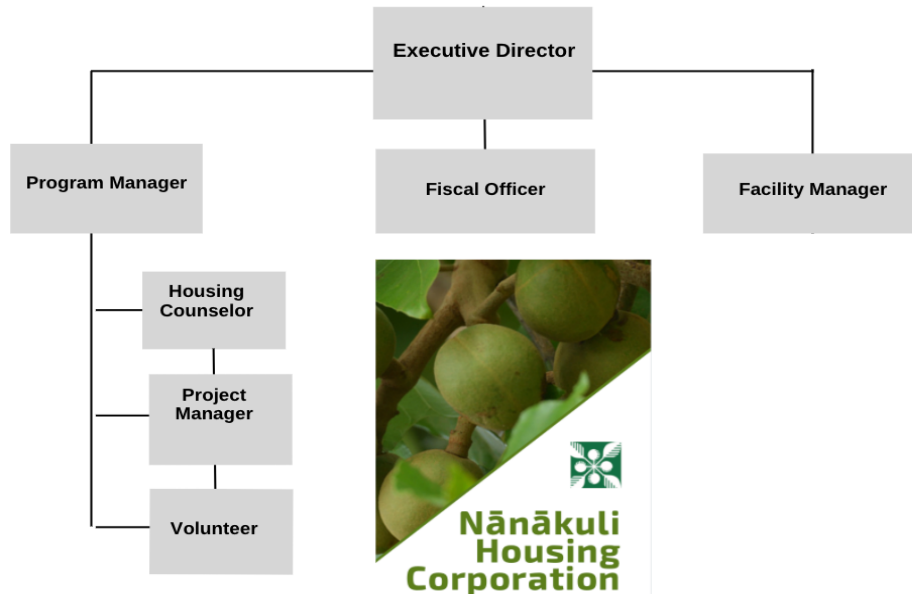
Our curriculum is supported by our staff and subject matter experts from our community. These volunteers have the licensing or years of experience to train on their topic as the subject requires. Our volunteers include Noa Pacific Construction, Nakoa Construction, Abe Lee of iProperties Hawaii, Sharmaine Bishop of Territorial Savings Bank, Louella King, cultural consultant and retired from Liliuokalani Trust, Jeff Cantrell-Contractor, Leonard Plumbing, Sonny Ching-Repurpose Homes.

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.

Our organization is a small but efficient one. Our staff supports our various programs with their specific expertise. For this project, our executive director and program manager will manage the day-to-day efforts of the staff to deliver the program. All the organization's resources are available to complete the project on time, meeting each objective.

PROGRAM ORGANIZATION



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 - \$65,000
- Program Director - \$65,000
- Fiscal Officer - \$65,000

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.

There is no outstanding litigation.

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.

No specific licensing or accreditation is currently required for the services we provide. Nanakuli Housing Corporation ensures their staff is trained and certified to deliver the programs we provide based on the U. S. Department of Housing and Urban Development Department requirements.

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.

This grant will not support or benefit a sectarian or non-sectarian private educational institution.

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.

Nanakuli Housing Corporation has been very fortunate to secure funding for this program since its inception in 2004. And NHC has continued to build its expertise and reputation in this area. The need for safe and healthy living environments is a growing concern in our community, and this program speaks to that need as well as the program's potential to keep families in their homes.


While we have also been fortunate to build our income-generating capacity with our sale of construction materials, these are small gains. We continue to search for sustainable income generating services.

In the future, we will continue to seek funding to assist low to moderate homeowners with self-help home repair training and counseling.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Nanakuli Housing Corporation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	12,088	187,250		100,000
2. Payroll Taxes & Assessments	1,408	21,814		11,650
3. Fringe Benefits	302	4,681		2,500
TOTAL PERSONNEL COST	13,798	213,745		114,150
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	725	6,590		3,385
3. Lease/Rental of Equipment				2,500
4. Lease/Rental of Space	2,220	31,972		10,248
5. Postage/Freight	207	3,500		2,100
6. Program Materials/Supplies	81,000	9,851		110,000
7. Telecommunication	650	2,600		9,750
8. Utilities	850	8,100		4,250
9. Publication and Printing	300	6,600		2,000
10. Staff Training & Certifications		6,000		1,000
12. Marketing		15,000		1,000
13. Office Supplies	250	4,500		7,500
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	86,202	94,713		153,733
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000	308,458		267,883
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Jessica Raimondi	808-520-2607	
(b) Total Federal Funds Requested	308,458	Name (Please type or print)		Phone
(c) Total County Funds Requested				11/12/24
(d) Total Private/Other Funds Requested	267,883	Signature of Authorized Official		Date
TOTAL BUDGET	676,341	Paige Kapiolani Barber, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Nanakuli Housing Corporation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

NOT APPLICABLE

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

NOT APPLICABLE

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Nanakuli Housing Corporation

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						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
NOT APPLICABLE						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Nanakuli Housing Corporation

Contracts Total: 413,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Financial Literacy & Self-Help Home Repair	01/01/2023-12/31/2025	Department of Human Services, State of Hawaii	U.S./Hawaii	375,000
2	Housing Counseling	10/01/2023-9/30/2024	Department of Housing & Urban Development, United States	U.S.	38,000
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