

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: DbA:

Honolulu Habitat for Humanity

Amount of State Funds Requested: \$ 28,500

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

We partner with families on Oahu to achieve strength, stability and self-reliance through homeownership. Honolulu Habitat programs are for individuals and families whose gross household income is within 30% to 80% of the area median income (AMI) of Honolulu County. Habitat homebuyers help build their homes alongside volunteers, they participate in financial education classes and pay an affordable mortgage. In 2025-2026, HHH has 7 Home Builds planned. Our Home Builds will house 34 O'ahu residents. Honolulu Habitat for Humanity is applying for \$28,500 in operation expenses used to plan and execute our Home Builds, subscriptions for database used to track volunteer services and homeowner services, process homeowner lending documents, transportation to and from the build site, and maintenance of our storage yard where equipment and tools are stored.

Amount of Other Funds Available:

State: \$ 28,500

Federal: \$ \_\_\_\_\_

County: \$ 127,422

Private/Other: \$ 93078

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

\$ N/A

Unrestricted Assets:

\$ 265,278

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

Type of Business Entity:

501(C)(3) Non Profit Corporation

Other Non Profit

Other

Mailing Address:

680 Iwilei Rd, Ste 675

City:

Honolulu

State:

HI

Zip:

96817

Contact Person for Matters Involving this Application

Name:  
Nerine Asbel

Title:  
Director of Operations

Email:  
nasbel@honoluluhabitat.org

Phone:  
808-777-4137



Authorized Signature

Nerine Asbel, Director of Operations

Name and Title

01/16/2025

Date Signed

## Application Submittal Checklist

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

- 1) 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

Nerine Asbel, Director of Operations  
PRINT NAME AND TITLE

01/16/2025  
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 INTERNATIONAL INC.**

**DBA/Trade Name:**    **Honolulu Habitat for Humanity**

**Issue Date:**            **01/04/2025**

**Status:**                 **Compliant**

Hawaii Tax#:            20399246-01  
New Hawaii Tax#:      GE-0046274560-01  
FEIN/SSN#:            XX-XXX1871  
UI#:                      No record  
DCCA FILE#:            70432

Status of Compliance for this Vendor on issue date:

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
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:**

<b>Status</b>	<b>Description</b>
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, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

**Honolulu Habitat for Humanity**

(Typed Name of Individual or Organization)



(Signature)

**Nerine Asbel**

(Typed Name)

**01/16/2025**

(Date)

**Director of Operations**

(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, 2024.

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](#).

1. Name: Honolulu Habitat for Humanity
2. Public Purpose: Operations to support the execution of 7 Home Builds on O'ahu.
3. Services Supported: Honolulu Habitat for Humanity is applying for the operation expenses used to plan and execute our Home Builds, subscriptions for database used to track volunteer services and homeowner services, process homeowner lending documents, transportation to and from the build site, and maintenance of our storage yard where equipment and tools are stored.
4. Target: Low-income families on O'hau that fall between 30% - 80% of the area median income in Honolulu County.
5. Grant Request and Budget: 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;

Honolulu Habitat for Humanity (HHH), was founded in 1988 as an affiliate of

Habitat for Humanity International, and since then has built more than 90 homes on the island of O'ahu, sheltering more than 500 people. Our vision is to eliminate poverty housing on O'ahu by building simple, decent housing in partnership with low-income families. HHH offers these families a permanent solution to their housing instability: homeownership. Homeownership benefits not only our partner families, but generations to come as it creates an asset that can be passed onto future generations and allows local families to stay in their communities. By owning their own house, families are able to increase their savings, build equity, and have a safe, affordable place to call home

2. The goals and objectives related to the request;

HHH plans for the construction of 7 homes on O'ahu, with construction beginning in January 2025, running through 2026. These projects will house 34 O'ahu residents. Having the requested operation expenses covered will allow our staff to execute our forecasted projects and allow us more opportunity to advocate for our current and future homeowners.

3. The public purpose and need to be served;

Housing affordability affects the overall well-being of our community. Housing instability has an overarching negative impact on our community – with such a large portion of people's income going towards housing, less resources are available for education, healthcare and food.

HHH addresses the public need of a lack of affordable housing on O'ahu by offering a permanent solution for families: homeownership. We do this by helping families to build a new home or by helping them stay in their existing home with a home repair.

4. Describe the target population to be served; and

HHH's target families are in the 30% (extremely low income) - 80% (very low income) range of Area Median Income (AMI) for the county of Honolulu. In general, applicants are residing in inadequate housing, living with other family members, or paying rent that overstretches their budget.

5. Describe the geographic coverage.

HHH services all of O'ahu with the exception of the Leeward area of the island (Ewa, Kapolei, Nanakuli, Waianae).

### **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;
  - Prepare budgets for Home Builds
  - Obtain permits for Home Builds
  - Accept subcontractor bids.
  - Secure Notice to Proceed from lending source, if applicable
  - Host ground blessing at construction site
  - Coordinate and schedule construction calendar
  - Coordinate and schedule volunteers to help at the build site
  - Complete construction
  - Obtain Certificate of Occupancy
  - Close out lending. If Habitat is the lender, record the mortgage
  - Host home dedication, handing keys to the homeowner
  
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

**HHH has permits in hand for our first three Home Builds.**

- Jan 2025 – Secure NTP for Home Build #1; accept bids for Home #2
- Feb 2025 - Begin construction of Home #1; Secure NTP for Home #2
- Mar 2025 – Begin construction for Home #2; accept bids for Home #3
- Apr 2025 – Continue building; obtain permit for home #4
- May 2025 – Complete construction for Home #1 and secure NTP for Home #3; accept bids for Home #4
- June 2025 – Begin construction for Home #3
- July 2025 - Complete construction for Home #2; Obtain permit for Home #5
- Aug 2025 – Accept bids for Home #5
- Sep 2025 - Start construction for Home #4
- Oct 2025 – Complete construction for Home #3
- Nov 2025 – Secure NTP for Home #5
- Dec 2025 – Obtain permit for Home #6
- Jan 2026 – Complete construction for Home #4
- Feb 2026 - Start construction for Home #5
- Mar 2026 – Accept bids for Home #6; Obtain permit for Home #7
- Apr 2026 – Secure NTP for Home #6; accept bids for Home #7
- May 2026 – Complete construction for Home #5; Secure NTP for Home #7
- June 2026 – Begin construction for Home #7
- Jul – Sep 2026 – Continue Building.
- Oct 2026 – Complete construction for Home #7.

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

HHH holds weekly team meetings to review all our current and near-future projects. Each department highlights the status, successes and challenges of each stage of the project. At these meetings our staff decides what actions should be taken to ensure the project is complete according to HHH standards. Updates are shared with the board at monthly board meetings.

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.

HHH will track and measure its progress and accomplishments through the following metrics:

- Number of families applied
- Number of families approved for program
- Number of family members in approved project homes
- Number of families approved and selected for future programs
- Number of volunteers & volunteer hours
- Number of homes built

#### **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 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
7,125	7,125	7,125	7,125	28,500

3. The applicant shall provide a listing of all other sources of funding that they are seeking for the fiscal year 2026.

Honolulu Habitat for Humanity is also seeking funding from:

- City and County of Honolulu
- HOME Funds
- Catholic Campaign for Human Development
- Atherton Family Foundation
- HEI Foundation (American Savings Bank)
- USDA
- Nareit Foundation
- The Clarence T.C. Ching Foundation

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.

- Employee Retention Credit 2021 \$65,477. Applied for 1/2024; not yet received
- Employee Retention Credit 2020 \$64,896. Applied for 1/2024; not yet received

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 2026 for program funding.

N/A

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

\$265,278

## **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.

HHH has more than 35 years of experience of making a positive impact on O'ahu. HHH's evidence-based model of self-help housing is drawn from the history and experience of its national affiliate, Habitat for Humanity International, which has over 45 years of experience as a global leader in addressing the issues of poverty housing. As part of a national network of 1,500 Habitat affiliates who have been serving with a mission of bringing communities together to build homes with low-income families, HHH has garnered invaluable experience and expertise in home building and repair. HHH's programs, services, and activities were chosen because they fit into Habitat for Humanity International's evidence-based strategies that can increase home ownership among low-income families in our community and give homeowners the skills to maintain and keep their homes.

HHH also brings strong public and private partnerships to the table. We leverage our relationships with various organizations (such as DHHL, NAHASDA, USDA, HCL, HHFDC, OHA), corporate sponsors, community foundations, individual donors, and community volunteers to help homeowners build and maintain affordable housing. In its history, HHH has completed 93 home builds, housing 500 residents. And, in the last 6 years we have completed 21 home repair projects, helping 39 residents stay in existing homes.

### **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.

HHH is currently located at 680 Iwilei Rd, Ste 675, Honolulu, HI 96817, in the Dole Cannery building. We have M-F business hours and have the ability to screen, qualify, and coordinate home repairs for the projects located in our service area.

## **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.

Director of Operations – Nerine Asbel - Nerine assists with the day-to-day management and oversight of HHH. Nerine assumes responsibility for the overall direction, coordination and evaluation of the affiliate. She will manage the construction and oversee the completion of the Home Repair projects.

Director of Finance - Jennifer Pasion – Jennifer is experienced in accounting and finance and ensures accurate, complete and timely financial reporting. She will ensure the projects are paid for, tracked and reported on properly.

Homeowner Servies Manager – Shana Petelo- Shana manages the recruitment, processing and development of homeowner families for HHH build programs including Critical Home Repairs. She will ensure that we are selecting homeowners who meet our qualifications and have repair needs within our scope and abilities.

### **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 - \$95,000
- Director of Operations - \$90,000
- Director of Finance - \$85,000

## **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 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

HHH plans to partner with community agencies, like DHHL, HHFDC, and neighborhood boards to highlight how our mission can serve individuals who are in need of our programs. We are looking to increase our community awareness by partnering on newsletters, press releases, open enrollment and events.

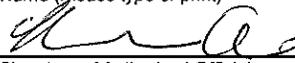
Increased public awareness will allow us to grow our individual and corporate donor support.

We intend to nurture relationships with community grant agencies. We are on track to perform intended outcomes and are hopeful that we can count on support from our grantors in the future.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: \_\_\_\_\_ Honolulu Habitat for Humanity

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			92,179	33,378
2. Payroll Taxes & Assessments			7,015	9,650
3. Fringe Benefits			4,556	9,500
<b>TOTAL PERSONNEL COST</b>			<b>103,750</b>	<b>52,528</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance			7,650	12,350
3. Lease/Rental of Equipment	2,000			2,000
4. Lease/Rental of Space			12,325	9,650
5. Staff Training	2,000			1,000
6. Supplies	1,000			1,000
7. Telecommunication	2,250		2,975	3,525
8. Utilities				
9. Software Expenses	5,250			2,800
10. IT Support	3,000			3,275
11. Vehicle Maintenance/Mileage	3,000		722	1,150
12. Maintenance of Storage Yard	5,000			1,300
13. Contractual Services (Media)	5,000			2,500
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>28,500</b>		<b>23,672</b>	<b>40,550</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>28,500</b>		<b>127,422</b>	<b>93,078</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	28,500	Jennifer Pasion, Director of Finance      808-380-8016		
(b) Total Federal Funds Requested	0	Name (Please type or print)      Phone		
(c) Total County Funds Requested	127,422			
(d) Total Private/Other Funds Requested	93,078	Signature of Authorized Official      Date 1/15/25		
<b>TOTAL BUDGET</b>	<b>249,000</b>	Nerine Asbel, Director of Operations Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: \_Honolulu Habitat for Humanity

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

JUSTIFICATION/COMMENTS:

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Honolulu Habitat for Humanity

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS			0			
LAND ACQUISITION			0			
DESIGN			0			
CONSTRUCTION			0			
EQUIPMENT			0			
<b>TOTAL:</b>			<b>0</b>			
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Honolulu Habitat for Humanity

Contracts Total: 225,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	OCS-CIP-20-44 Construction for Home Repairs	07.01.21-06.30.24 (extended)	Office of Community Services	Honolulu	100,000
2	CT-DCS-2100044 Salaries for Home Builds	11.01.21-10.31.24	Office of Community Services	Honolulu	125,000
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