

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

1/17/2025
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, Intl**

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

Issue Date: **01/11/2025**

Status: **Compliant**

Hawaii Tax#: 40447552-01
New Hawaii Tax#: GE-0934012928-01
FEIN/SSN#: XX-XXX2595
UI#: XXXXXX5973
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

**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.

(Typed Name of Individual or Organization)


(Signature)

(Date)

(Typed Name)

(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]

Requesting Organization: Kauai Habitat for Humanity, Inc.

Public Purpose for the Grant: Provide affordable housing solution

Services Supported by the Grant: Affordable home construction (1 home), including demolition, part of 2018 flood recovery project

Target Group: Homebuyer households at 80% and below the Area Median Income for Kauai and 2018 flood disaster survivors

Cost of Grant and Budget: \$500,000 requested
Budget attached.

Description:

This project will provide a truly affordable housing solution while returning to a resilient new normal in the long-term recovery phase of the 2018 flood disaster, which was considered the most severe rain event in Hawaii since 1905. During the disaster, nearly 50 inches of rain fell in 24 hours triggering landslides in addition to flooding on the North shore of the island.

For many years prior to, during, and after the federally-declared flood disaster of 2018, Kauai has been undergoing a disaster in terms of severe and pervasive affordable housing shortage in all areas of the island, impacting a wide range of income levels and families. The demand for affordable housing far outpaces the supply. This project's approach is not a comprehensive solution, but a crucial step toward addressing the issue.

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. These families, who are often excluded from traditional housing markets, will gain access to affordable housing solutions. At an average construction cost of \$150-200 per square foot, KHFH builds the most cost-efficient homes on the island.

As an anti-poverty organization, KHFH's mission extends beyond housing to empowering families, working 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. Qualified participants contribute up to 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 lifelong home, they also learn valuable lessons in financial management, construction, safety and teamwork. 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.

Kauai Habitat for Humanity primarily works with homebuyer households employed in low-wage jobs, those with large families, and/or individuals living on a fixed income such as retirement or disability payments. Many KHFH buyers currently live in overcrowded conditions—often sharing single-family homes owned or rented by relatives, with one small family per bedroom. To qualify, buyers must meet a minimum income threshold to ensure they can afford the monthly mortgage payments, which include taxes and interest.

KHFH's target population includes first-time homebuyers who meet income eligibility requirements, demonstrate a need for better housing, have sufficient credit, and are willing to contribute 30 hours per week of labor toward building their home. In times of disaster, KHFH works to assist the community with long-term recovery which can begin anywhere from 5-10 years or more after the onset of the disaster.

Opportunities for homeownership are scarce for these households due to their limited income and lack of savings for a traditional down payment, often leaving them stuck in substandard or overcrowded rental situations. Homeownership through KHFH offers a transformative opportunity, improving both their quality of life and the surrounding community.

Currently, approximately 5,000 individuals or households on Kauai have expressed interest in becoming homeowners through KHFH's affordable housing program.

II. Background and Summary

1. Brief description of the applicant's background

Kauai Habitat for Humanity is a 501(c)(3) non-profit organization dedicated to building truly affordable housing for low and very-low income households on Kauai. By bringing people together, KHFH fulfills its mission of creating affordable housing opportunities while serving as a technical advisor for homebuyers. Working alongside professional construction supervisors, homebuyers, and volunteers, KHFH teaches essential home-building skills through its self-help model. Additionally, KHFH acts as a loan packager and liaises between homebuyer applicants and the USDA Rural Development office, which provides affordable mortgage loans.

Founded in 1992 in response to the devastation of Hurricane Iniki, KHFH has since built over 239 affordable homes and rehabilitated 37 homes on Kauai. The organization's self-help model is cost-effective, producing homes at an average cost of \$150-200 per square foot. The total cost of a home and lot averages around \$320,000, making these homes approximately 40-50% of the current market value. As the need for affordable housing on Kauai continues to grow, KHFH provides a vital pathway to homeownership for those who qualify.

In June 2023, KHFH completed its long-standing Eleele Iluna subdivision project, which consisted of 125 homes across 24 acres (Phases I and II). KHFH continues its work on its 4.5-acre property – the 32-home Waimea Huakai subdivision - where infrastructure work was completed in partnership with an affordable rental housing provider. In 2023, KHFH completed the vertical construction of eight homes there. Ten homes are nearing completion, and 14 more are remaining to be built to complete the subdivision project. Six homes are also slated for vertical construction at Puu Maluhia in Kalaheo. Six additional homes will be featured in a new housing offering for 2025 on lots acquired in 2024 in the Ala Namahana subdivision of Kilauea.

Infrastructure work is underway at the Kauhale O Waipouli project on Kauai's East side, which will feature 17 affordable housing units – 8 duplex buildings and 1 single-family stand-alone home. Pre-development has begun on a 1.1-acre project in Lawai to feature 8 single-family homes. Planning has also begun for development of a 22-acre parcel in Eleele acquired in 2024 which has the potential for approximately 100 additional homes.

Leadership of KHFH continues to review additional land acquisition opportunities in order to continue its mission-critical work of providing truly affordable housing solutions for the community on Kauai.

2. Goals and objectives related to the request

The purpose of this request is to complete the long-awaited flood recovery project which will provide a viable housing solution for a Wainiha family affected by repeated severe rain storms/flooding and the 2018 federally-declared flood disaster.

Objectives:

- (1) Work with a licensed contractor to complete the installation of a septic system and close/abandon existing cess pool, create a temporary bathroom, and complete the demolition of the existing sub-standard home on the property.

- (2) Work with a licensed contractor to conduct the vertical construction of the new home at the appropriate elevation certified by licensed engineer.

3. Public purpose and needs to be served

This project will provide a truly affordable housing solution while returning to a resilient new normal in the long-term recovery phase of the 2018 flood disaster, which was considered the most severe rain event in Hawaii since 1905. During the disaster, nearly 50 inches of rain fell in 24 hours triggering landslides in addition to flooding on the North shore of the island.

For many years prior to, during, and after the federally-declared flood disaster of 2018, Kauai has been undergoing a disaster in terms of severe and pervasive affordable housing shortage in all areas of the island, impacting a wide range of income levels and families. The demand for affordable housing far outpaces the supply. This project's approach is not a comprehensive solution, but a crucial step toward addressing the issue.

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. These families, who are often excluded from traditional housing markets, will gain access to affordable housing solutions. At an average construction cost of \$150-200 per square foot, KHFH builds the most cost-efficient homes on the island.

As an anti-poverty organization, KHFH's mission extends beyond housing to empowering families, working 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. Qualified participants contribute up to 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 lifelong home, they also learn valuable lessons in financial management, construction, safety and teamwork. 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.

Kauai Habitat for Humanity primarily works with homebuyer households employed in low-wage jobs, those with large families, and/or individuals living on a fixed income such as retirement or disability payments. Many KHFH buyers currently live in overcrowded conditions—often sharing single-family homes owned or rented by relatives, with one small family per bedroom. To qualify, buyers must meet a minimum income threshold to ensure they can afford the monthly mortgage payments, which include taxes and interest.

KHFH's target population includes first-time homebuyers who meet income eligibility requirements, demonstrate a need for better housing, have sufficient credit, and are willing to contribute 30 hours per week of labor toward building their home. In times of disaster, KHFH works to assist the community with long-term recovery which can begin anywhere from 5-10 years or more after the onset of the disaster.

Opportunities for homeownership are scarce for these households due to their limited income and lack of savings for a traditional down payment, often leaving them stuck in substandard or overcrowded rental situations. Homeownership through KHFH offers a transformative opportunity, improving both their quality of life and the surrounding community.

Currently, approximately 5,000 individuals or households on Kauai have expressed interest in becoming homeowners through KHFH's affordable housing program.

4. Describe the target population to be served

This project will provide a disaster recovery re-build opportunity for one 2018 flood survivor household in need in Wainiha. A simple, decent home, 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 KHH'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 \$150-200 per square foot, KHFH is the lowest-cost homebuilder on the island.

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.

5. Describe the geographic coverage

Kauai Habitat serves the entire island of Kauai. This project request entails serving a household in need located in Wainiha, on the North shore of the island.

III. Service Summary and Outcomes

2018 FLOOD RECOVERY PROJECT – WAINIHA, GOMEZ FAMILY

1. Describe the scope of work, tasks and responsibilities

Currently, the Septic System is on site – all expenses are paid, with the exception of the sand needed. The Foundation/Framing Contractor (Yellow high lite) will provide foundation and slab concrete materials. All other material is by KHFH.

Foundation/Framing contractor is responsible for excavation for foundation and prep for slab concrete. Framing contractor will provide all labor to frame the floor, walls, roof, soffits, decks, stairs and railings. They will also be responsible for setting all exterior doors, windows, siding, and trim. The Framing contractor to pre-paint all exposed material. All items in white spread sheet are provided by KHFH.

Plumbing contractor provides all rough-in material and solar panels. Plumbing fixtures purchased by KHFH. Electrical Contractor provides all rough-in material and all trim materials. KHFH to provide lighting fixtures. Drywall Contract is labor only. KHFH provides all material. Countertop company provides material and labor.

Interior Finish work is labor-only for setting cabinets, installing doors / trim and flooring. KHFH will paint interior, install medicine cabinets, door hardware, and wire shelving. All items in white on spread sheet are provided by KHFH

See attached preliminary budget below and timeframes listed in Item #2.

SCOPE OF WORK	TASKS	RESPONSIBLE PARTY
Improve wastewater system	Septic Installation and abandonment of existing cess pool	Subcontractor**
Install temporary bathroom		Subcontractor**
Demolition of existing home	Contractor to perform demolition work of existing flood/rain damaged single-family home on property	Subcontractor** \$88,000 incl septic system and temporary bathroom
Construction of new 3-bedroom basic Habitat model home, at elevation certified by licensed engineer		

Job Task Description		
Construction Cleaning/Rubbish	\$5,000.00	Foundation/Framing Contractor
Soil Treatment	\$1,000.00	Foundation/Framing Contractor
Temp Power Pole Install	\$700.00	Electrical contractor
Total Site Work	\$6,700.00	\$6,700.00
Concrete-Formwork-footings	\$45,000.00	Foundation/Framing Contractor
Approach, Lanings, Gravel Driveway & Parking	\$10,000.00	Foundation/Framing Contractor
Total Foundation, Walks, Access, Parking	\$55,000.00	\$55,000.00
Dimensioal lumber	\$12,000.00	KHFH to provide
Sheathing Sub-Floor-ply	\$3,500.00	KHFH to provide
Sheathing -radiant Roof-ply	\$4,500.00	KHFH to provide
Adhesives and Caulking	\$500.00	KHFH to provide
Rough Hardware-Structural/nails/screws	\$3,500.00	KHFH to provide
Wood Trusses	\$10,000.00	KHFH to provide
Insulation	\$2,000.00	KHFH to provide
Roofing Materials	\$5,000.00	KHFH to provide
Siding	\$7,000.00	KHFH to provide
All Doors	\$2,500.00	KHFH to provide
All Windows	\$4,000.00	KHFH to provide
Drywall Materials	\$4,500.00	KHFH to provide
Delivery Charges	\$3,000.00	KHFH to provide
Total House Dry In	\$62,000.00	\$62,000.00
Millwork/Int trim	\$1,500.00	KHFH to provide
Int Finish Hardware/accesories	\$1,500.00	KHFH to provide
All Flooring	\$4,800.00	KHFH to provide
Paint and supplies	\$2,500.00	KHFH to provide
Cabinetry	\$8,000.00	KHFH to provide
Countertops	\$4,500.00	KHFH to provide
Appliances	\$1,500.00	KHFH to provide
Gutters Materials	\$1,500.00	KHFH to provide
Plumbing fixtures	\$2,200.00	KHFH to provide
Electrical fixtures/Lighting	\$1,000.00	KHFH to provide
Delivery Charges	\$1,000.00	KHFH to provide
Total Finish Work	\$30,000.00	\$30,000.00
Plumbing-sub (with Solar HW)	\$25,000.00	Plumbing contractor
Electrical-subcontracts	\$12,000.00	Electrical contractor
Septic System	\$20,000.00	Plumbing contractor
Demo	\$40,720.00	Contractor
Roofing Labor	\$8,000.00	Foundation/Framing Contractor
Finish Labor	\$40,000.00	Foundation/Framing Contractor
Framing Labor	\$110,000.00	Foundation/Framing Contractor
Exterior Painting Labor	\$10,001.00	Foundation/Framing Contractor
Drywall Labor	\$7,000.00	Drywall contractor
Total Subcontractors	\$272,721.00	\$272,720.00
Misc Items and Materials	\$2,000.00	KHFH to provide
Contingency- Price changes	\$8,000.00	KHFH to provide
Total Miscellaneous	\$10,000.00	\$10,000.00
Vehicle, Safety Equip Usage Fe	\$24,000.00	KHFH to provide
Project Managment	\$20,000.00	KHFH to provide
Total Management and Overhead	\$44,000.00	\$44,000.00
	Total	\$480,420.00

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

- (1) Wastewater system completion – Timeframe: 1 month
- (2) Demolition - Timeframe: 1 month
- (3) New home construction - Timeframe: 10-12 months

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

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, Purchasing Coordinator, and Contractor and all work is tracked through established systems and schedules.

All the subcontractors have worked for KHFH for at least the last 1-2 years, and the majority have worked with KHFH for more than 5 years.

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 KHH'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).

We will measure the effectiveness of our efforts on this project by checking our timeline progress against the three objectives outlined in Section II, Item 2, Goals and Objectives.

Goal: To complete the long-awaited flood recovery project which will provide a viable housing solution for a Wainiha family affected by repeated severe rain storms/flooding and the 2018 federally-declared flood disaster.

Objectives:

- Work with a licensed contractor to complete the installation of a septic system and close/abandon existing cess pool.
- Work with a licensed contractor to complete the demolition of the existing sub-standard home on the property.
- Work with a licensed contractor to conduct the vertical construction of the new home at the appropriate elevation certified by licensed engineer.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: _____

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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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18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	500,000			68,420
TOTAL (A+B+C+D+E)	500,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Milani Pimental 808-335-0296 x113		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	68,420	Signature of Authorized Official Date		
TOTAL BUDGET	568,420	Milani Pimental, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: _____

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: KAUAI HABITAT FOR HUMANITY IN

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			500000			
EQUIPMENT						
TOTAL:			500,000			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: KAUAI HABITAT FOR HUMANITY, INC.

Contracts Total: 2,865,335

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	USDA Sect. 523 Technical Assistance Grant	2025 TBD	USDA Rural Development	US	774,475
2	Grant-In-Aid 2018	2018	HI State Legislature	State	500,000
3	Grant-In-Aid 2019	2019	HI State Legislature	State	150,000
4	Grant-In-Aid 2023, photovoltaic systems	2023	HI State Legislature	State	225,000
5	Grant-In-Aid 2022, construction 5 homes	2023	HI State Legislature	State	250,000
6	Grant-In-Aid 2024	2024	HI State Legislature	State	500,000
7	County of Kauai, ARPA	2021	County	County of Kauai	15,000
8	County of Kauai, HOME CHDO	2019	County	County of Kauai	450,860
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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 SEE ATTACHMENT
- b. Personnel salaries and wages SEE ATTACHMENT
- c. Equipment and motor vehicles SEE ATTACHMENT
- d. Capital project details SEE ATTACHMENT
- e. Government contracts, grants, and grants in aid SEE ATTACHMENT

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
125,000	125,000	125,000	125,000	500,000

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

KHFH continually seeks additional funding from private sources including individual donors and foundations. This Spring 2025 KHFH plans to send an appeal for support to the Kauai community to request individual donations toward this particular flood recovery project. KHFH will also be coordinating a solicitation to a major corporate donor for additional funding on this project.

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 2026 for program funding.

2024- State of Hawaii GIA \$500,000 for construction of 5 homes

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

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

Unrestricted cash \$1,731,296

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.

- Executive Director Milani Pimental
- Director of Construction and Planning Rick Aitkenhead
- Land Development Committee Chair and Volunteer Project Manager Douglas Haigh
- Director of Finance Kim Norton
- Director of Human Resources and Administration Nicole Jacintho
- Office Manager and Accountant Tara Fernandez

Executive Director Milani Pimental oversees the organization as a whole.

Director of Construction & Planning Rick Aitkenhead has 29+ years of experience in the residential and commercial construction industry. At KHFH he is responsible for planning and oversight of all construction sites across the island. He also oversees subcontractors and other contracted projects.

Volunteer Project Manager Douglas Haigh is a licensed civil engineer, has nearly 30 years experience as the former building division chief for the County of Kauai, and has overseen multiple small to large government and private commercial projects on Kauai and Oahu.

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 the following resumes of our management team.

MILANI PIMENTAL

Executive Director

CONTACT

T: (808) 634-5111

E: 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"

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

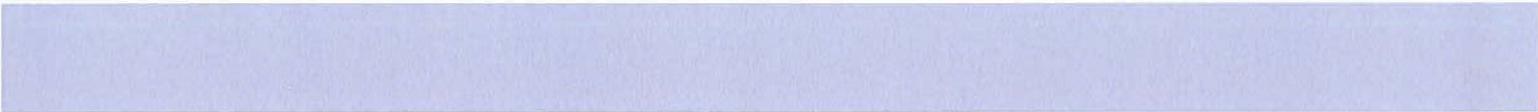
- Served as project manager for the construction of 27 nineteen-plex mid-rise condominium buildings with parking under. Responsible for all estimating, budgets, contracting, construction, sales, and customer service. I contracted the project for \$10 a foot less than projected budget. Unfortunately,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

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

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

Education & Volunteer Positions

PALOMAR COLLEGE (San Marcos, CA) — AA Major: Construction
OREGON STATE UNIVERSITY (Bend, OR) Green Tech / Sustainability courses
National Director to the NAHB 2003-2005
President or VP for several HOAs from 2000-2005
Company Representative to Central Oregon Builder's Assoc.



NICOLE M. JACINTHO

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

SUMMARY OF QUALIFICATIONS

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

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

PROFESSIONAL EXPERIENCE

KAUAI HABITAT FOR HUMANITY 2002-Present

Accounting/HR Manager

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

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

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

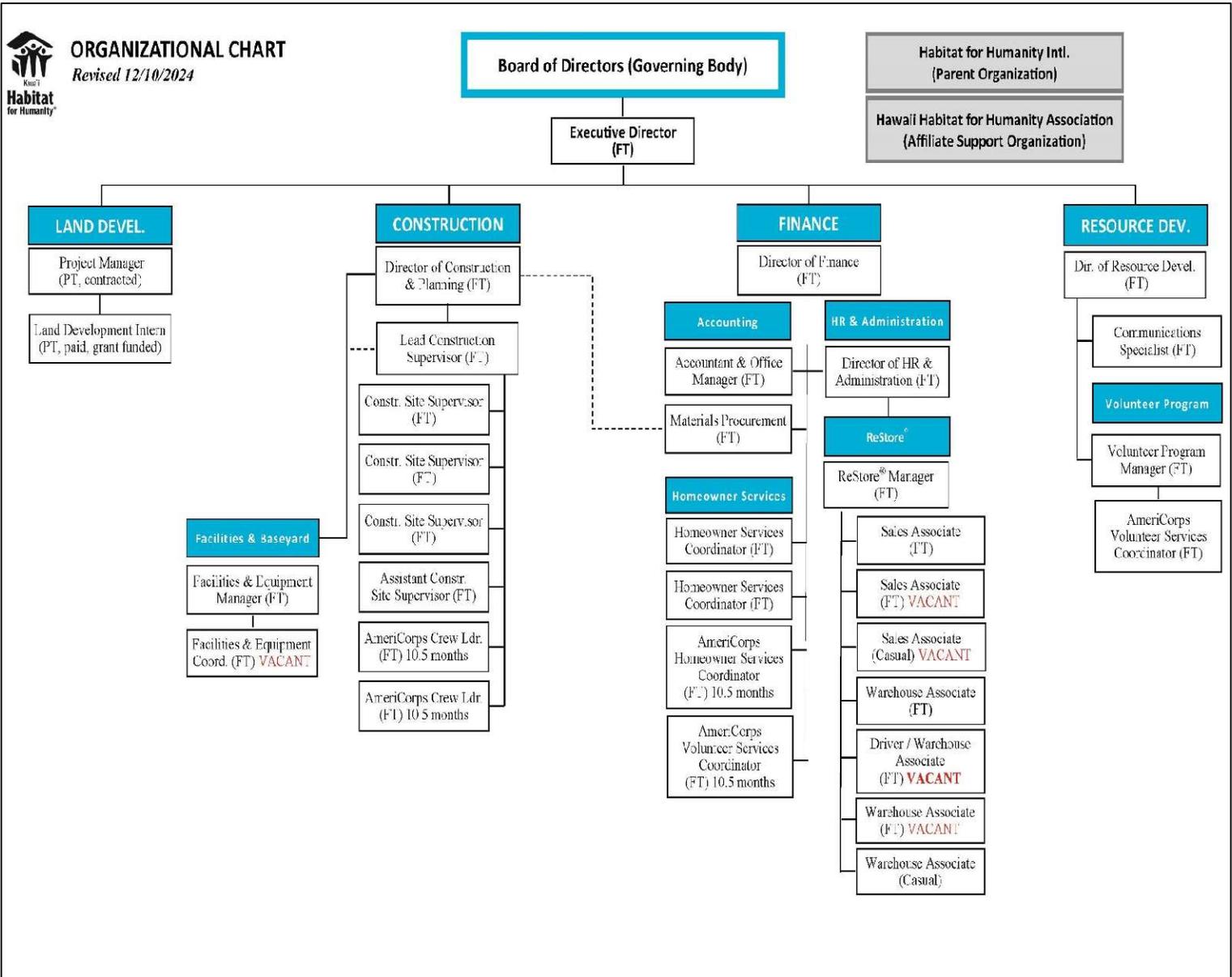
KAUAI HABITAT FOR HUMANITY 1998-2002

Bookkeeper

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

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.



07. 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 15 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 completed 239 truly affordable homes, repaired 37 across the island, and has 10 homes underway to be completed between February-April 2025. 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.

The 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.

Kauai Habitat purchased 24 acres of land in 1998 for the purpose of building an affordable subdivision, Eleele Iluna. 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 and was completed by 2018. Phase IIB was completed in 2019, producing 59 buildable lots in 2017. Vertical home construction was completed in 2023, also marking the completion of the Eleele Iluna subdivision.

In 2017 Kauai Habitat for Humanity purchased 6.5 acres in the heart of Waimea, sold 2.0 acres to an affordable rental developer, and developed 32 affordable building lots on the remaining 4.5 acres. Infrastructure development was completed in 2019. There are 8 homes completed, 10 nearing completion, and 14 remaining to be started.

In 2021 KHFH acquired .8 acres in 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 stand alone home).

KHFH purchased land in Kalaheo in 2022 where 6 single family homes will be slated for construction in 2025.

Pre-development work is ongoing on a new parcel of 1.1 acres purchased in 2023 in Lawai where KHFH hopes to produce 7-8 single family homes.

In early 2024 KHFH completed the purchase of 22 acres of land adjacent to its existing Eleele Iluna subdivision. This project will be Eleele Iluna Phase III, and consist of over 90 single family affordable homes. Currently, water resources permit a Phase 1 of 20 homes. KHFH also completed the purchase of 6 buildable lots in Kilauea. Marketing for that housing offering is to begin this year 2025.

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 typically takes place. Temporary baseyard facilities will be created on property owned by KHFH in Kilauea or Waipouli or through partner organizations closer to the northshore.

3. Compensation

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

Executive Director \$115,500

Director of Finance \$121,275

Director of Construction & Project Planning \$115,000