

I. Background and Summary

Applicant's background:

Kaua`i Habitat for Humanity (KHfH) is an anti-poverty, ecumenical nonprofit organization that builds affordable housing for low-income people on Kaua`i. KHfH assembles all the resources and acts as a general contractor for our partner families. We believe that our partner families are the agents of their own success and our role is to help them access the benefits of home ownership. Since our beginning in 1993 in the wake of hurricane `Iniki, we have built 106 affordable homes around the island. We also bought 24 acres of land in `Ele`ele, submitted designs and plans to Kaua`i County for permitting, and put in some of the required land improvements and infrastructure – sewer line, highway turn lanes, and a water line – to provide fee simple home ownership opportunities to 124 low-income Kaua`i families. The first phase of development was completed in 2009 with 17 homes built by the new homeowners with help from KHfH and many volunteers.

Goals and objectives:

This project addresses Phase 2 of our `Ele`ele Iluna affordable housing subdivision. The overall purpose of this project is to create 107 more fee-simple home ownership opportunities for low-income Kaua`i families. Land infrastructure must come first.

Goal: Make land improvements and install infrastructure on 21 acres in `Ele`ele owned by KHfH, creating 107 more buildable lots.

Objectives:

- 1) Prepare buildable lots in two increments: 48 lots by 2013 and 57 lots by 2016.
- 2) Recruit, select and prepare 107 new first-time homeowners among eligible Kaua`i families to become Habitat for Humanity partner families.
- 3) Build 107 affordable homes with homeowner families, volunteers and professional construction staff.

Public purpose:

This land infrastructure project will create the remaining 107 lots in our `Ele`ele Iluna affordable housing subdivision. This will provide a home ownership opportunity on fee-simple land for 107 more low-income Kaua`i families. Home ownership, like good health and education, creates stable families and communities, and helps families accumulate assets that contribute to their wellbeing for generations to come.

It is understood that the need for affordable housing is chronic and pervasive over all areas of the island and across a wide range of income levels and family sizes. There is not one solution to providing more affordable housing, but many. Kaua`i Habitat for Humanity serves the niche of the working poor – families who fall between 30-80% of the Adjusted Median Income for Kaua`i County. It is our self-help model and ability to assemble substantial private support in the form of money, services, materials and volunteer labor that makes our building cost-per-square-foot so low. At \$65 per square foot, we are likely the lowest-cost builder on the island.

And because we are, at our core, an anti-poverty organization, our mission is to reach out and work with motivated families at the lowest income range for home ownership. Our partner families may not qualify for conventional loans, but we work intensively with them to reduce debt, improve their credit rating, and fulfill their mortgage obligations. None of the other affordable housing builders on Kaua`i work as intensively with low-income families the way we do. We believe that our partner families are the agents of their own success and it is our role to help them prepare for and take advantage of the benefits of home ownership.

Target population:

Our target population is families that are at or between 30-80% of the Adjusted Median Income for Kaua`i County. The table below represents the 2011 income range and family size for the population we serve.

AGI for Kaua`i County 2011			
Family Size	30% of Median	50% of Median	80% of Median
1	\$17,800	\$29,650	\$47,400
2	\$20,350	\$33,850	\$54,200
3	\$22,900	\$38,100	\$60,950
4	\$25,400	\$42,300	\$67,700

5	\$27,450	\$45,700	\$73,150
6	\$29,500	\$49,100	\$78,550
7	\$31,500	\$52,500	\$83,950
8	\$33,550	\$55,850	\$89,400

We have already built 106 homes for Kaua`i families within our target population. We verify their income levels by looking at several years of income tax statements and wage records for all working adults in the family. In general, the families we work with are people who work in low wage jobs, have large families, and/or live on a fixed income of retirement or disability payments. It is important to us that they meet a basic threshold of income level because they will assume a mortgage for their new home and they must have enough income to make their monthly payment to us.

Families in our Target Population must reside on Kaua`i, must be first-time home buyers, must meet the income eligibility as stated above, must demonstrate a need for improved housing, and must be willing to work for this opportunity by contributing at least 700 hours of their own labor. There are no other requirements or restrictions for application. In the past, about 80% of our homeowners have been Native Hawaiian families; this is a function of our building frequently on DHHL land. Our `Ele`ele Iluna subdivision will be open to all eligible Kauaians because it is on fee simple land.

Other current affordable housing projects on Kaua`i target those at 80-120% of AMI, are rental units, or are workforce housing developments for specific employee groups. There are few opportunities to increase home ownership for most families in our Target Population. Their income level, credit worthiness and lack of enough savings for a traditional down payment often put home ownership out of their reach. They usually remain renters. Owning their own home is an opportunity that changes their lives and improves the community they live in.

There are over 1,600 families on Kaua`i that have registered their interest in partnering with Kaua`i Habitat for Humanity to build an affordable home.

Geographic coverage:

This project serves the entire island of Kaua`i. It is located in `Ele`ele between Halewili Road and Kaumualii Highway.

II. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities:

Infrastructure and house construction on a small section of `Ele`ele Iluna was previously completed in 2009. The scope of work is to develop the remaining 21 acres from raw cane land into buildable lots. This includes:

Land improvements: clearing and grubbing, grading, drainage, detention basin

Erosion control

Sewer and storm drainage systems

Utilities: water and electrical

Surface improvements: road

In order to make the most efficient use of the capital available to us and to put more families into housing as soon as possible, we will proceed with the rest of our subdivision project in two increments – Sub-phase A and B.

Responsibilities will be assigned to KHfH Project Manager, Esaki Surveying and Mapping, Construction Company Project Manager, and to the County of Kaua`i for final inspections. Please see the attached Schedule A for an outline of tasks.

2. Projected Timeline:

This project is “shovel-ready” and we are ready to begin by 11/1/2012. This project will also create construction jobs on Kaua`i for its duration.

Please see the attached Schedule A for a timeline for the construction tasks of this project.

3. Quality Assurance and Evaluation

Project will be monitored weekly, if not daily, by the KHfH Project Manager. Built into the construction project timeline are check points where the construction work is examined and approval given or denied. Final subdivision certification is given by the County of Kaua`i at the end of each Sub-Phase.

4. Measure(s) of effectiveness:

We will measure the effectiveness of our efforts on this project by checking our progress against the two timelines outlined in Schedules A and B. Once our project is bid out, a contractor selected, and a contract signed (by 9/15/2012), we will have a more detailed list of tasks, their sequence and responsibility, and completion dates. The KHfH Project Manager will monitor progress and remain in constant communication with the Construction Company Project Manager. Current scheduled start date is 11/1/2012 with completion of Sub-Phase A by 8/15/2013. Commencement of the infrastructure project is the green light for us to proceed with recruiting and selecting the next batch of homeowners.

Ultimately, this is a project about creating affordable home ownership opportunities for 107 more hard-working Kaua`i families. We offer the timeline of Schedule B as a way we will chart our progress towards this goal.

III. Financial

Budget

The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please see attached Page 10 Budget form; also see attached Estimated Construction Costs Budget.

The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$150,000	\$850,000	\$400,000	\$ 0	\$1,450,000

The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2012-2013.

\$ 1,920,000 HOME 0% loan, administered by County of Kaua'i

The applicant shall provide a listing of all state and federal tax credits that have 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.

NONE.

IV. Experience and Capability

A. Necessary Skills and Experience

Kaua`i Habitat for Humanity is a locally-governed affiliate of Habitat for Humanity International. KHfH employs 8 full-time employees and 3 part-time employees. It manages and directs the work of several hundred volunteers. All staff have proven experience to carry out their respective duties and to oversee the work of volunteers under their supervision. The Executive Director, Stephen Spears, has been in his position since 2007. He has been affiliated with KHfH for over 15 years as a volunteer, board member, and twice as an Interim Executive Director. There are 8 members of the Board of Directors who meet monthly to review and approve the business of the organization. The service area is the entire island of Kaua`i. KHfH has an annual operating budget of approx. \$1.5 million and assets of approx. \$5 million.

KHfH has already completed Phase 1 of `Ele`ele Iluna, both infrastructure and construction of 16 houses, as well as the off-site improvements for Phase II. Preliminary planning for Phase II has already occurred and met with approval by Kaua`i County Planning Department. We do not anticipate any problems obtaining the required permits.

Stephen Spears, Executive Director of KHfH will assume overall management of this project with assistance from Wayne Wada and Dennis Esaki of Esaki Mapping and Surveying. Day-to day management will be delegated to licensed contractors chosen to fulfill all or parts of project. Please see attached resumes for Stephen Spears and Dennis Esaki.

Esaki Mapping and Surveying has ample experience on Kaua`i with subdivision development like our project. See their statement of qualifications.

Please see attached Schedule C for a list of previous experience managing and executing related projects in the last three years

B. Facilities

KHfH offices are located at 1-3410 Kaumualii Highway in Hanapepe on Kaua`i. In addition to administrative offices and a ReStore, there is a large baseyard at this location where materials and equipment are stored, and where prefabrication of walls and trusses can take place. The site of this affordable housing project is located nearby in `Ele`ele. KHfH owns the 21-acre parcel free and clear. KHfH administrative offices and ReStore meet ADA requirements.

V. Personnel: Project Organization and Staffing

A. 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.

In addition to Stephen Spears, Executive Director and the KHfH Project Manager, other staff members will be involved in this project. They include:

Robert McNamara, Construction Superintendent

Nicole Jacintho, Office Manager

Catherine Shiningstar Ka`auwai, Family Support

All of the above named staff have ample professional experience and training for their positions and have been continuously employed by KHfH for many years and also worked of Phase 1 of the `Ele`ele Iluna subdivision project. They provide great continuity and competency as we proceed to initiate Phase 2. Their resumes are attached.

B. Organization Chart

SEE ATTACHED ORGANIZATIONAL CHART

VI. Other

A. Litigation

NOT APPLICABLE

B. Licensure or Accreditation

Kaua`i Habitat for Humanity is an affiliate in good standing of Habitat for Humanity International. For this project, KHfH is working with Esaki Surveying and Mapping, a licensed engineering firm on Kaua`i. We will select a construction company that is licensed by the state of Hawaii to perform all work outlined in our request for bids

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

NOT APPLICABLE

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2012 to June 30, 2013)

Applicant: KAUAI HABITAT FOR HUMANITY INC.

BUDGET CATEGORIES	Total State Funds Requested (a)	HOME Funds	(c)	(d)
A. PERSONNEL COST				
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	1,450,000	1,920,000		
TOTAL (A+B+C+D+E)	1,920,000	1,920,000		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,450,000	STEPHEN L. SPEARS 808-335-0296 ext. 112		
(b) HOME FUNDS	1,920,000	Name (Please type or print) Phone		
(c)		[REDACTED SIGNATURE]		
(d)		Signature of Authorized Official Date		
		STEPHEN L. SPEARS, EXECUTIVE DIRECTOR		

Applicant: KAUAI HABITAT FOR HUMANITY INC.

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NOT APPLICABLE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: KAUAI HABITAT FOR HUMANITY INC.

Period: July 1, 2012 to June 30, 2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	0
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

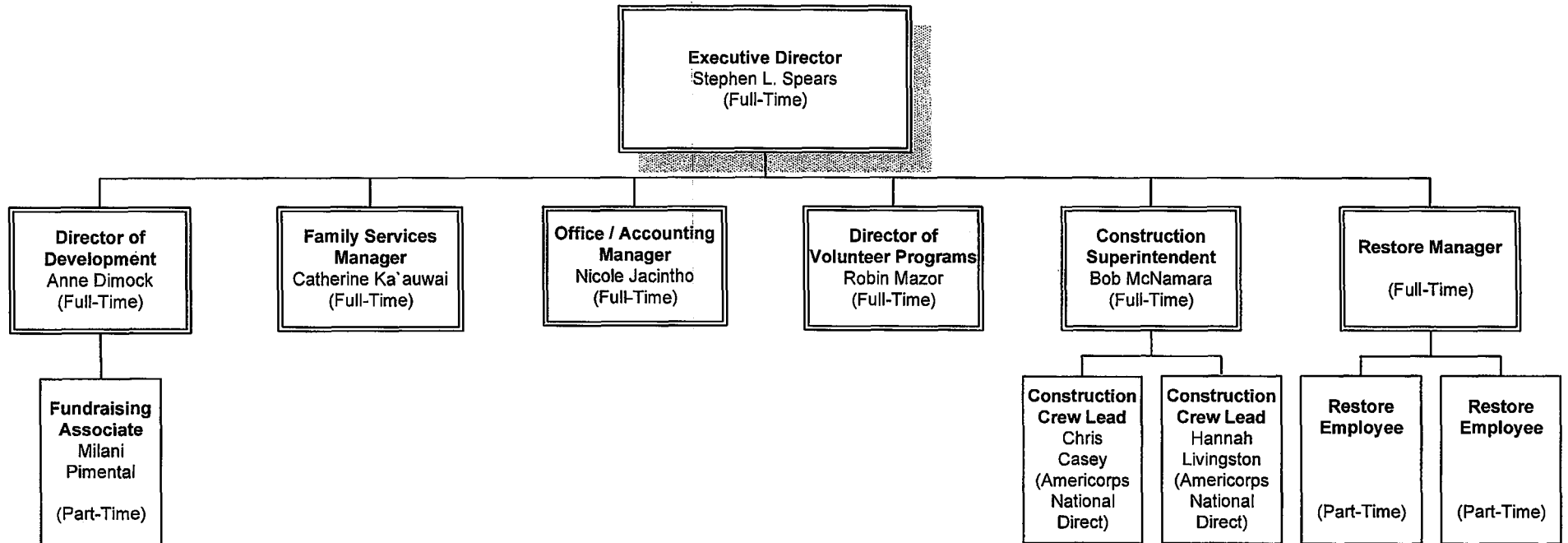
Applicant: KAUAI HABITAT FOR HUMANITY INC.

Period: July 1, 2012 to June 30, 2013

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2010-2011	FY: 2011-2012	FY:2012-2013	FY:2012-2013	FY:2013-2014	FY:2014-2015
PLANS						
LAND ACQUISITION	572911					
DESIGN		15500		31000		
CONSTRUCTION	606491	762262	1450000	1889000		
EQUIPMENT						
TOTAL:	1179402	777762	1450000	1920000	0	0
JUSTIFICATION/COMMENTS:						



ORGANIZATIONAL CHART



**KAUAI HABITAT FOR HUMANITY, INC
ELEELE ILUNA SUBDIVISION PHASE II
107 BUILDING LOTS, 1 PARK**

(Schedule Update 1/3/12)

Begin	End	Phase	Units	Time Months	Status of Task	Task	Involvement with			
							CTY	Esaki	Const. Contr.	Habitat Proj. Mgr
11/15/2008	4/30/2009	A		5.50	Completed	Revised Subdivision with sub Phases (Phase II)		Yes		Yes
6/15/2009		A			Completed	Submission of Construction Plans Phase II to County		Yes		Yes
6/15/2009	1/15/2012	A		31.00	Inprocess	Approval of Construction Plans by County	Yes	Yes		Yes
1/1/2012	2/15/2012	A		1.00		Preparation of RFP Detention Basin		Yes		Yes
2/15/2012	3/15/2012	A		1.00		Bid offering for Detention Basin				Yes
3/15/2012	4/15/2012	A		1.00		Review and accept Dentention Bids, sign contracts				Yes
4/1/2012	6/15/2012	A		2.00		Preparation of RFP for SubPhase A		Yes		Yes
5/1/2012	10/15/2012	A		6.00		Onsite Construction Detention Basin	yes	yes	yes	yes
7/15/2012	8/15/2012	A		1.00		Bid offering for onsite SubPhase "A" construction				Yes
8/15/2012	9/15/2012	A		1.00		Review and accept Bids, sign contracts				Yes
11/1/2012	8/15/2013	A		10.50		Onsite SubPhase "A" construction				Yes
8/15/2013	10/31/2013	A		2.50		Certification by County, Final Subdivision	Yes	Yes	Yes	Yes
9/1/2013	8/31/2014	A	12	12.00		Begin First group of 12 HOMES Construction (Start prefabing in warehouse prior to Cert. from county)				Yes
9/1/2014	8/31/2015	A	12	12.00		Begin Second group of 12 HOMES Construction		Yes		Yes
9/1/2015	8/31/2016	A	12	12.00		Begin Third group of 12 HOMES Construction		Yes		Yes
9/1/2016	8/31/2017	A	12	12.00		Begin Fourth (last) group of 12 HOMES Construction	Yes	Yes	Yes	Yes
6/1/2016	6/21/2016	B		0.50		Bid offering for SubPhase "B" onsite construction				Yes
6/21/2016	7/15/2016	B		1.00		Review and accept Bids				
8/1/2016	7/31/2017	B		12.00		Onsite Construction	Yes	Yes	Yes	Yes
7/31/2017	7/31/2017	B		2.00		Certification by County, Final Subdivision	Yes	Yes	Yes	Yes
9/1/2017	8/31/2018	B	15	12.00		Begin First group of 15 HOMES Construction (Start prefabing in warehouse prior to Cert. from county)				Yes
9/1/2018	8/31/2019	B	15	12.00		Begin Second group of 15 HOMES Construction				Yes
9/1/2019	8/31/2020	B	15	12.00		Begin Third group of 15 HOMES Construction				Yes
9/1/2020	8/31/2021	B	14	12.00		Begin Fourth (last) group of 14 HOMES Construction				Yes
	8/31/2021					Subdivision Finished				

Phase II	A	48 lots
	B	59 lots
		=====
		107 Plus a park lot

Item not started in Black
Item in process in Voilet
Completed item in Blue

KAUAI HABITAT FOR HUMANITY, INC
ELEELE ILUNA SUBDIVISION PHASE II
107 BUILDING LOTS, 1 PARK
Family Selection Timeline

(Schedule Update 1/3/12)

Begin	End	Phase	Time Months	Task	Homeowners
	4/30/2011			18 Homes from Phase I Built	16
1/1/2013	7/30/2013	A	7.00	Begin Selection for First Group of 12 Home	12
9/1/2013	8/31/2014		12.00	Begin First group of 12 HOMES Construction	
1/1/2014	7/30/2014	A	7.00	Begin Selection for Second Group of 12 Home	12
9/1/2014	8/31/2015		12.00	Begin Second group of 12 HOMES Construction	
1/1/2015	7/30/2015	A	7.00	Begin Selection for Third Group of 12 Home	12
9/1/2015	8/31/2016		12.00	Begin Third group of 12 HOMES Construction	
1/1/2016	7/30/2016	A	7.00	Begin Selection for Fourth Group of 12 Home	12
9/1/2016	8/31/2017		12.00	Begin Fourth (last) group of 12 HOMES Construction	
1/1/2017	7/30/2017	B	7.00	Begin Selection for fifth Group of 14 Home	14
9/1/2017	8/31/2018		14.00	Begin Fifth group of 14 HOMES Construction	
1/1/2018	7/30/2018	B	7.00	Begin Selection for sixth Group of 15 Home	15
9/1/2018	8/31/2019		15.00	Begin Sixth group of 15 HOMES Construction	
1/1/2019	7/30/2019	B	7.00	Begin Selection for seventh Group of 15 Home	15
9/1/2019	8/31/2020		15.00	Begin Seventh group of 15 HOMES Construction	
1/1/2020	7/30/2020	B	7.00	Begin Selection for Eight Group of 15 Home	15
9/1/2020	8/31/2021		15.00	Begin Eight group of 15 HOMES Construction	
	8/31/2021			Subdivision Finished	123
				Lots sold on open market	2
				Total Lots	125

Schedule C – Previous Experience with Related Projects

1. Project title: Eleele Iluna – Sewer Line

Year project was funded: 2009

Date project started: 7/1/2009 Date completed: 08/31/2010

Total grant/loan amount: \$364,510

Source: CDBG administered by County of Kauai

Brief description of project: Construction of offsite sewer line to support Kaua`i Habitat's 125 lot subdivision of affordable homes for Kaua`i residents; homeowners will be 125 families between 30-80% AMI for Kaua`i County.

No major problems in completion.

2. Project title: Eleele Iluna – Halewili Highway Improvements

Year project was funded: 2010

Date project started: 7/1/2010 Date completed: 6/30/2011

Total grant/loan amount: \$ 130,000

Source: CDBG administered by County of Kauai

Brief description of project: Halewili Road Improvements Project created acceleration and de-acceleration lanes from Halewili Road into the Eleele Iluna affordable housing subdivision. Specific tasks included erosion control, clearing and grubbing, excavation, subgrade, aggregate base, AC paving, shoulder backing, signs, marking, striping and traffic control. No major problems in completion.

3. Project title: Eleele Iluna – Off-site Water Line

Year project was funded: 2011

Date project started: 7/1/2011 Date completed: N/A

Total grant/loan amount: \$200,000

Source: CDBG administered by County of Kauai

Brief description of project: We are developing a 125 lot subdivision for low income residents of Kaua`i. The existing Water line near the property is inadequate to handle the additional 125 households. Kaua`i County requires us to install a 1,570 foot 12" Water line along the state road up to the property line of our subdivision. All materials are orders and construction will begin in early 2012 with completion expected by April 2012. Project has not begun yet. Notice to Proceed was just granted on Oct. 20, 2011. Bids from contractors were accepted until Nov. 2, 2011. Winning proposal was selected from Kaiwa Construction and accepted by KHfH Board of Directors. Final contract was signed 12/13/2011 with expected start date of 1/31/2012 and anticipated completion date of 3/31/2012.

4. Project title: Solar Water Heating Systems and Home Insulation

Year project was funded: 2008

Date project started: 7/3/2008 Date completed: still underway

Total grant/loan amount: \$215,880

Source: USDA – Rural Utilities Service

Brief description of project: To reduce the energy costs of low-income homeowners, install hot water heaters and insulation and weatherization in 40 new or retrofitted homes. Our original application was to provide these energy saving features for 27 new house and 13 retro-fitted houses. Two projects of new home construction, totaling 16 houses, were cancelled due to circumstances beyond KHfH control. We sought and received approval to change the project to 11 new and 29 retro-fitted houses. We received a 1 year extension, as well as permission to alter the number of new versus retro-fitted houses. 37 houses are completed, the remaining 3 homes will be completed by 2/28/2012.

5. Project title: Eleele Iluna Phase 1 Infrastructure and 16 Houses

Year project was funded: 2005-2007

Date project started: 9/1/2005 Date completed: 6/30/2009

Total grant/loan amount: \$1,147,000 infrastructure; \$1,300,000 houses

Sources: Philanthropic donations; loans from Federal Home Loan Bank, OHA, and Hawaii Habitat State Support Organization revolving loan fund

Brief description of project: The first phase of our subdivision required some land improvements and infrastructure on 3 acres of our initial 24 acre parcel. We added sewer and water lines, electrical lines, widened and re-paved existing road and added a cul-de-sac. We then selected 16 low-income families from among over 500 applications as the new homeowners. Together we built 16 new houses using volunteer and some paid labor. All homes were completed and occupied by June 30, 2009.

Stephen L. Spears,

Executive Director of Kauai Habitat for Humanity from 2001 to 2002 and 2007 to Present

Managed Non-Profit low-income home building. Managed construction and accounting staff, prepared all Financial statements, projections and forecasts.

Consulting History with Habitat for Humanity International:

- Presented workshops at a few regional conferences covering topics related to accounting and computers.
- In 1990 I was hired by HFHI to make a recommendation whether to upgrade or scrap the existing donor management computer software.
- In 1991 I helped convert data from the old accounting software program and installed the newly purchased accounting software package.
- Then beginning January 1997 until March of 1998 I was project manager for the needs assessment process, software search, software selection, data conversion and implementation for HFHI current accounting software.
- In 2005 I was hired to be a project manager and perform an analysis of the current accounting process, improvement that could be made, areas not functioning properly and help with the design of a new reporting system to provide financial for their 150 departments located in over 40 countries. After this task was completed I was project leader and also performed the training and upgrade their accounting software to the latest version

Habitat Volunteer work below:

Founded and served as president from 1992 to 1996 of Buckhannon River Habitat for Humanity

In early 1992 a group in Buckhannon, WV began the process of affiliation with HFHI. I served as president of Buckhannon River HFH from 1992 until 1996, six months before moving to live on Kauai. My experience over the year with Buckhannon River HFH included involvement with funding raising, publicity, family nurture, and construction committees.

Treasurer of Almost Heaven Habitat for Humanity, Inc. (Circleville, WV) from 1988-1992

First I helped with estimating and planning for home renovations and also supervised work groups. In early 1988 I became a member on the board of directors and Treasurer serving until 1992.

Member of the Affiliate Advisory Council, Habitat for Humanity International, representing Virginia, West Virginia and Maryland

I served as a member of the Affiliate Advisory Council for Habitat for Humanity International during 1991 and 1992. This advisory council was comprised of one representative from each HFHI region in the US. The Council's purpose was to communicate the needs of local HFH Affiliates to the Board of Directors of HFHI.

Member of Affordable Housing Advisory Council for the Federal Home Loan Bank of Pittsburgh

I served as one of the two members from West Virginia in 1994 and 1995. The advisory council was set up by the FHLB system across the country as a result of the reforms after the Savings and Loans bailout in the late 80's.

Hawaii Habitat Experience:

Prior to moving to Kauai in October of 1995 I volunteered for 4 weeks at Kauai HFH and then returned in February of 1996 for another 7 weeks to assist with accounting issues. After moving to Kauai in April of 1996 I have volunteered over the years for construction, accounting assistance, and miscellaneous office work. In 1996 at the request of KHFH I installed accounting software and helped with initial training on Molokai prior to affiliation. In 1996 and 1997 I also attended various meeting in Hilo and Honolulu during initial planning stages of the Hawaii Habitat State Organization.

Other Habitat Experience:

From 1990 to 1996 at the request of Clare Martindale, region director for Habitat Mid Atlantic, I helped steering committees and prospective affiliates in West Virginia during their organizational stages. I would help by answering questions about Habitat at steering committee meetings and public speaking at early public awareness meetings. I also worked at other HFH projects including a Jimmy Carter Work Project in Waterloo, Ontario and a weeklong hurricane Hugo relief work project near Charleston, SC.

For Profit Business Experience:

1990-2007

Computer Solutions,

1990-1998 Buckhannon, WV, 1998 - 2001 San Francisco, CA, 2001 to 2007 Kalaheo, HI
Owner/Operator

Solving problems for businesses of every size through application recommendation, custom application development, hardware recommendation, software implementation and training. Specialize in financial system automation, implementation of Navision Financials Software as a Certified Product Specialist and Solution Developer. Proficient in C/Side (version 1.2 to 4.0.)

1988-1990

AdminiSoft, Buckhannon, WV

Vice President Finance and Programming

Managed programming department. Responsible for application design and quality control. Financial forecasting and planning duties for AdminiSoft and Treasurer of MPL Corporation (the parent company of AdminiSoft).

1987

Upshur Coals Corporation, Adrian, WV

Controller

Managed accounting staff, prepared all financial statements, projections and forecasts, and oversaw personnel functions including benefit, insurance and retirement programs.

1978-1986

West Virginia Wesleyan College, Buckhannon, WV

Programmer 1986, **Computer Operator**, 1985-86

Education

West Virginia Wesleyan College, Buckhannon, WV

B.S. Computer Information Systems with business minor, 1986
Navision Certified Product Specialist and Solution Developer.

Other:

- Worked with the following Navision Solution Centers while living in San Francisco Bay area from 1998 to 2001: Beck Consulting, KLH Consulting and MITB. Mainly working as a Navision Implementer but also performing Navision version upgrades.
- Currently contracting for BMS in Atlanta and MITB, Performing Navision Implementation, Upgrades and on going client support.
- Habitat for Humanity Intl.
1991 Project manager and implementer of new accounting software.
1997 Needs Assessment, software search and internal project manager for implementing Navision 1.2
2005, Upgrade Navision version 2.0 to 4.0. Redesign financial reporting structure. (6 month project)

ESAKI SURVEYING AND MAPPING, INC.

1610 Haleukana Street Lihue, Kauai, Hawaii 96766
Phone: (808) 246-0625 Fax: (808) 246-0229 EMail: esm@esakimap.com

QUALIFICATIONS:

1. **Topographic Surveying Work Concept:**
Esaki Surveying and Mapping, Inc.'s goal is to provide the best support required for engineering design. The work begins with the objective of the survey in mind and using modern surveying equipment.
2. **Civil Engineering Concept:** Provide the best design appropriate to the project while considering the construction cost. Civil Engineer since 1987.
3. **Experience:**
Esaki Surveying and Mapping, Inc. has extensive experience in the subject type of surveying since 1982. Work includes Lihue Airport, Nawiliwili Harbor, Kuhio Highway widening and improvements, Kaunualii Highway, Hawaiian Homelands. The principals have sixty-nine (69) years experience total.
4. **Qualification/Expense of Project Manager/Surveyor:**
Dennis M. Esaki, Registered Land Surveyor and Land Court Surveyor worked extensively in surveying from 1974. Topographic surveys performed throughout Hawaii, Guam, Palau and the Marshall Islands. Also, regularly attends continuing education seminars/classes. Wayne Wada, Vice President, Chief Engineer since 1987. Previous experience from 1973 -1987 at R.M. Towill Corporation.
5. **Capability:**
Esaki Surveying and Mapping, Inc. have two (2) survey crews. The average annual gross income of the company is \$1,000,000.00.
6. **Experiences in Intergraph CADD System:**
Esaki Surveying and Mapping, Inc. use Autocad.
7. **Other Information:**
 - Esaki Surveying and Mapping, Inc. has two (2) Licensed Surveyors, a Licensed Architect and two (2) Licensed Civil Engineers on staff, two (2) Junior Civil Engineers, two (2) Drafts persons
 - Our staff is local (Kauai) so there would be no interisland travel cost and all familiar with Kauai
 - We have Hydrographic Survey experience, scuba capability and are experienced in photogrammetry surveying
 - Modern surveying equipment including G.P.S capability.

NICOLE M. JACINTHO

Nicole is an asset to the Kauai Habitat for Humanity organization. She is well versed in various levels of operation 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 **Office 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

Office 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.

Catherine Shiningstar Ka`auwai
PO Box 28
Ele`ele, HI 96705
808-335-0296
E-Mail: cshiningstar@kauaihabitat.org

Experience

Executive Assistant/Family Support, January 2009 – Present
Kaua`i Habitat for Humanity, Hanapepe, Hawai`i

- Gathering documents, payment history, etc. to create files for 50 home owner mortgage accounts that were delinquent.
- Creating a Resource List of all organizations & agencies offering support & guidance for families in need (ie financial education & counseling, solar energy programs, temporary bill paying assistance, etc.) to give to homeowners when appropriate.
- Contact home owners to see what their situations are & how we can support them to get back on track with their mortgage payments, prepare payment agreements between home owners and Kaua`i Habitat, and help many of them to get insurance for their homes.
- Continue to work with the home owners through encouraging notes on mortgage statements, payment reminder calls, etc.

Education

Vancouver School of Theology, July 2005 – July 2009 (currently on sabbatical)
Native Ministries Master in Divinity Program
Vancouver, BC, Canada

- Ministerial training that not only helped me to learn how to work with people in strong, clear & compassionate ways, but also how to understand more intimately the indigenous perspective and ways, which are so deeply woven into our community on Kaua`i, which has helped me to have a much greater success working with our local home owners.

Kawaikini New Century Charter School, August 2009 – Present
Hawaiian Language & Cultural Program

- Training for families to more intimately learn the Hawaiian Language and Culture, which has enhanced greatly, from a local perspective, the training I received at V.S.T.

ROBERT J. MCNAMARA JR.

Mr. McNamara was hired in 2001 to be a construction supervisor for Kauai Habitat. After working for Kauai Habitat for one year he was promoted to the position of Construction Superintendent to manage the entire construction process from pricing and ordering of materials to supervising the on-site construction supervisors. Since 2001 Robert has overseen the construction to completions of 29 homes. Prior to Roberts's employment with Kauai Habitat he had over 35 years of construction experience from concrete work on bridges to residential home construction.

SUMMARY OF QUALIFICATIONS

- ❖ Coordinates and supervises all construction activities.
- ❖ Orders material and schedules inspection as necessary throughout the process.
- ❖ Maintains construction schedule, identifies and solves problems, and understands project plans.
- ❖ Maintains positive relationships with customers, contractors, suppliers and other employees.
- ❖ Coordinates construction volunteers.

Education **Minot High School, Minot, ND**

PROFESSIONAL EXPERIENCE

Construction Superintendent Kauai Habitat for Humanity 2002-Present
Responsible to manage the entire home construction process from pricing and ordering of materials to supervising the on-site construction supervisors

Construction Supervisor Kauai Habitat for Humanity 2001-2002
Responsible for site supervision of home building ensuring, that homes are built to building specifications and county permitting process. Supervise and coordinate with volunteers and homeowner partners to construct homes.

Lead Carpenter JBC Construction 2000-2001

Carpenter Unlimited Construction 2000-2001

Carpenter Haylors Construction 1998-1999

Carpenters Union 1991-2000

Non/Union 1989-1991

Contractor Self Employed 1985-1989

**ESTIMATED CONSTRUCTION COSTS
ELEELE LUNA PHASE 2 INCREMENT 1**

Lot 1 to 15, 17 to 20, 80 to 108

	Inc. A	Inc. A	Unit Cost	Inc. A	Increment B	Increment B	Total Cost
	Quantity	Unit		Cost	Quantity	Cost	
Total 48 Lots				\$ 502,300		\$ 17,400	\$ 519,700
Other Cost for Lots				\$ 487,600			487,600
Water Dept FRC	106	Per Lot	4600.0	\$ 487,600			487,600
Water Dept Meters Installation Charge	49	Per Lot	300.0	\$ 14,700	58	\$ 17,400	32,100
LandScaping							-
MOBILIZATION				\$ 30,000		\$ 15,000	\$ 45,000
1 Mobilization		Ls	\$ 15,000	\$ 30,000	1	\$ 15,000	45,000
SURVEY & CONSTRUCTION STAKING				\$ 54,000		\$ 7,500	\$ 61,500
2 Engineering Cost	1	EA	46500.0	\$ 46,500	0.000	\$ -	46,500
2 Survey & Construction Staking	1	LS	15000.0	\$ 7,500	0.500	\$ 7,500	15,000
EROSION CONTROL				\$ 218,607		\$ 241,654	\$ 460,261
4 Dust Fence	1465.000	Lin Ft	35.00	\$ 20,200	1,650.000	\$ 57,750	77,950
5 Filter Fabric Fence	2710.000	Lin Ft	7.00	\$ 18,970	2,260.000	\$ 15,820	34,790
6 Stabilized Construction Entrancew/Retention	2.000	LS	5,000.00	\$ 10,000			10,000
Gravel Bags	1.000	LS	500.00	\$ 500			500
9 Grassing for Lots	402230.000	Sq Ft	0.42	\$ 168,937	400,200.000	\$ 168,084	337,021
EARTHWORK				\$ 686,505		\$ 1,043,495	\$ 1,730,000
10 Clearing and Grubbing	11.167	Acre	\$ 15,000	\$ 167,505	10.508	\$ 157,620	325,125
11 Excavation for Roadways and Lots	14400.000	c.yd	\$ 35	\$ 504,000	7,465.000	\$ 261,275	765,275
12 Import Fill			\$ 40		15,615.000	\$ 624,600	624,600
13 Detention Basin, including. access Road and Ramp	1.000	ls	\$ 15,000	\$ 15,000		\$ -	15,000
SEWER SYSTEM				\$ 518,000		\$ 455,550	\$ 973,550
Excavation	1615.000	Cu Yd	\$ 180	\$ 290,700	1,300.000	\$ 234,000	524,700
14 8" PVC Main	1510.000	Lin Ft	\$ 70	\$ 105,700	1,010.000	\$ 70,700	176,400
6" PVC Main		Lin Ft	\$ 50		315.000	\$ 15,750	15,750
15 Clean Out	48.000	Each	\$ 1,500	\$ 72,000	57.000	\$ 85,500	157,500
16 Sewer Manhole	8.000	Each	\$ 6,200	\$ 49,600	8.000	\$ 49,600	99,200
DRAINAGE				\$ 654,875		\$ 393,175	\$ 1,048,050
17 Inlet Boxes							-
Excavation	3405.000	CU Yd	\$ 45	\$ 153,225	3,155.000	\$ 141,975	295,200
12" HDPE Drain lines	65.000	Lin Ft	\$ 30	\$ 1,950			1,950
Connect to Existing 36" Drainline		Ls	\$ 5,000		1.000	\$ 5,000	5,000
18 18" HDPE Drain lines	1075.000	Lin Ft	\$ 40	\$ 43,000	640.000	\$ 25,600	68,600
24" HDPE Drain lines	540.000	Lin Ft	\$ 55	\$ 29,700	200.000	\$ 11,000	40,700
19 36" Drain lines	1250.000	Lin Ft	\$ 80	\$ 100,000	1,240.000	\$ 99,200	199,200
20 Headwalls							-
21 Storm Drain Manholes	9.000	Each	\$ 7,000	\$ 63,000	0.000	\$ -	63,000
Storm Drain Manholes Inc B		Each	\$ 6,400		6.000	\$ 38,400	38,400
Storm Drain Manholes State Type A	1.000	Each	\$ 8,000	\$ 8,000	1.000	\$ 8,000	16,000

**ESTIMATED CONSTRUCTION COSTS
ELEELE LUNA PHASE 2 INCREMENT 1**

Lot 1 to 15, 17 to 20, 80 to 108

	Inc. A	Inc. A	Unit Cost	Inc. A	Increment B	Increment B	Total Cost
	Quantity	Unit		Cost	Quantity	Cost	
Total 48 Lots							
Standard Type "G2" Drain inlet	12.000	Each	\$ 8,000	\$ 96,000	8.000	\$ 64,000	160,000
Standard Type "G3" Drain inlet	1.000	Each	\$ 10,000	\$ 10,000			10,000
CRM Drain Inlet Structure	1.000	Each	\$ 30,000	\$ 30,000			30,000
CRM Drain outlet Structure	4.000	Each	\$ 30,000	\$ 120,000			120,000
WATER SYSTEM				\$ 241,160		\$ 199,560	\$ 440,720
Excavation	1010.000	Cu Yd	\$ 50	\$ 50,500	610.000	\$ 30,500	81,000
22 8" Ductile Iron Pipe, including Fittings	1585.000	Lin Ft	\$ 59	\$ 93,515	455.000	\$ 26,845	120,360
6" Ductile Iron Pipe, including Fittings	60.000	Lin Ft	\$ 54	\$ 3,240	665.000	\$ 35,910	39,150
23 Fire Hydrant Assembly (complete)	3.000	Each	\$ 2,250	\$ 6,750	3.000	\$ 6,750	13,500
24 Single service lateral	9.000	Each	\$ 1,025	\$ 9,225	3.000	\$ 3,075	12,300
25 Double service lateral	20.000	Each	\$ 1,750	\$ 35,000	22.000	\$ 38,500	73,500
Triple service lateral		Each	\$ 2,500		4.000	\$ 10,000	10,000
Concrete Reaction Blocks	7.000	Each	\$ 500	\$ 3,500	8.000	\$ 4,000	7,500
8" Gate Valve	4.000	Each	\$ 2,050	\$ 8,200	1.000	\$ 2,050	10,250
6" Gate Valve	3.000	Each	\$ 1,810	\$ 5,430	3.000	\$ 5,430	10,860
2 1/2" Cleanout Assembly	1.000	Each	\$ 1,500	\$ 1,500	1.000	\$ 1,500	3,000
1" Air Release Valve Assembly		Each	\$ 1,300		1.000	\$ 1,300	1,300
Connection to Existing 8" Water Stubout	1.000	LS	\$ 1,500	\$ 1,500		\$ -	1,500
Connection to Existing 6" Water Stubout		LS	\$ 6,000		1.000	\$ 6,000	6,000
Remove Existing 8" Cap with 2/12" IPT Tap	1.000	LS	\$ 250	\$ 250		\$ -	250
Remove Existing 2 1/2" Cleanout Assembly	1.000	LS	\$ 250	\$ 250		\$ -	250
Flushing, Chlorination and Testing Inc B		LS	\$ 27,700		1.000	\$ 27,700	27,700
Flushing, Chlorination and Testing inc A	1.000	LS	\$ 22,300	\$ 22,300			22,300
ROAD CONSTRUCTION				\$ 318,093		\$ 157,603	\$ 475,696
27 2" A.C Pavement	4590.000	Sq Yd	\$ 25	\$ 114,750	2,855.000	\$ 71,375	186,125
8" Aggregate Base Course	4590.000	Sq Yd	\$ 20	\$ 91,800	2,855.000	\$ 57,100	148,900
6" Compated Subgrade	4590.000	Sq Yd	\$ 5	\$ 22,950	2,855.000	\$ 14,275	37,225
Saw-Cut Existing A.C. Pavement	1.000	ls	\$ 2,000	\$ 2,000			2,000
Standard Centerline Survey Monument	5.000	ea	\$ 770	\$ 3,850	3.000	\$ 2,310	6,160
End of Road Barricade	44.000	lin Ft	\$ 1,500	\$ 66,000			66,000
Grassing of Roadway Shoulders	45250.000	sq Ft	0.37	\$ 16,743	33,900.000	\$ 12,543	29,286
28 24' wide A.C. Pavement							-
STRIPING & SIGNAGE				\$ 2,620		\$ 280	\$ 2,900
Regulatory Signs	8.000	Each	\$ 140	\$ 1,120	2.000	\$ 280	1,400
29 Fire Hydrant Pavement Reflector							-
30 Street Name Signs							-
Pavement Striping	1.000	Ls	\$ 1,500	\$ 1,500			1,500
Miscellaneous				\$ 89,375		\$ -	\$ 89,375
Traffic Control	1.000	Ls	\$ 20,000	\$ 20,000			20,000
CMU Retaining Wall	165.000	Lin Ft	\$ 300	\$ 49,500			49,500
6' Chain Link Fencew/ Double Swing Gate	795.000	Lin Ft	\$ 25	\$ 19,875			19,875
ELECTRICAL				\$ 40,000		\$ -	\$ 40,000
31 Pole Charge with KIUC	1	EA	40000.0	40000			40,000

**ESTIMATED CONSTRUCTION COSTS
ELEELE LUNA PHASE 2 INCREMENT 1**

Lot 1 to 15, 17 to 20, 80 to 108

	Inc. A	Inc. A	Inc. A	Increment B	Increment B	Total Cost	
Total 48 Lots (refundable after homes are connected)	Quantity	Unit	Unit Cost	Cost	Quantity	Cost	
			Subtotals	\$ 3,355,534		\$ 2,531,217	\$ 5,886,751
	3338434						
			TOTAL BASE BID:				
			Cost per lot NOT Paid				
				Already Paid	48	59	
		Unit	Unit Cost	forward 107 Lots	lots	lots	
Completed Items for Project							
1 Land Purchase Cost	48	Per Lot	12298.8	\$ 1,315,975	590344	725631	
2 Engineering Cost		EA	113000.0	\$ 113,000	50692	62308	
3 Offsite Sewer line		EA	560000.0	\$ 525,603	251215	308785	
4 Offsiet Water Line		EA	250000.0	\$ 250,000	112150	137850	
5 Road Improvements		EA	225000.0	\$ 226,379	100935	124065	
				=====	=====	=====	
				\$ 2,430,957	\$ 1,105,335	\$ 1,358,640	
			Num of Lots		Cost for Phase		
Total Lot Cost Less Overhead and Phase I Cost			48	\$ 92,935	\$ 4,460,868.68		
			59	\$ 65,930	\$ 3,889,857.42		
			107	\$ 78,044	\$ 8,350,726.10		

									Detention Basin Start	Inc a Land Cost Sta
IRT possibility	Possible Reduction Material	Possible Reduction Labor	Other Fixed	Remaining Distributed Cost A-B	Jul-11 Qtr 2	Oct-11 Qtr 3	Jan-12 Qtr 4	Apr-12 Qtr 5	Jul-12 Qtr 6	Oct-12 Qtr 7
			\$ 487,600	\$ -	487,600					
			\$ 14,700	\$ -						
				\$ -						
				\$ -						
\$ 45,000				\$ -				10,000		20,000
				\$ -						
			\$ 46,500	\$ -	15,500			10,000		5,000
			\$ 15,000	\$ -				2,500		5,000
				\$ -						
	\$ 38,975	\$ 38,975		\$ -	20,200					
	\$ 17,395	\$ 17,395		\$ -				2,310		16,660
\$ 10,000				\$ -				10,000		
		\$ 500		\$ -						500
	\$ 168,510	\$ 168,510		\$ 0					7,113	
				\$ -						
\$ 325,125				\$ -				12,060		100,000
\$ 765,275				\$ -				97,650		100,000
	\$ 312,300	\$ 312,300		\$ -						
\$ 15,000				\$ -				15,000		
				\$ -						
\$ 524,700				\$ -						
	\$ 176,400			\$ -						52,850
	\$ 15,750			\$ -						-
	\$ 157,500			\$ -						36,000
	\$ 99,200			\$ -						24,800
				\$ -						
\$ 295,200		\$ -		\$ -						
	\$ 1,950			\$ -				950	16,200	59,025
\$ 5,000				\$ -					1,000	
	\$ 68,600			\$ -				9,600		11,900
	\$ 40,700			\$ -						14,850
	\$ 199,200			\$ -				4,000		46,000
	\$ -			\$ -						-
	\$ 63,000			\$ -				7,000		31,500
	\$ 38,400			\$ -						-
	\$ 16,000			\$ -				8,000		-