

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) Certificate of Good Standing (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

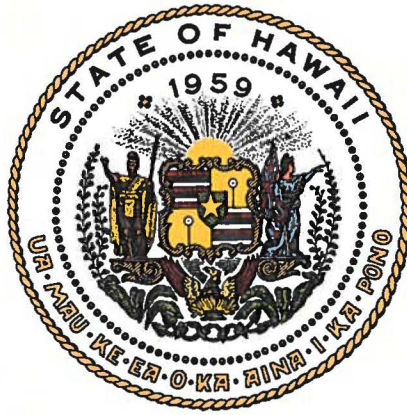

AUTHORIZED SIGNATURE

STEPHEN L SPEARS, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/12/2020

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

KAUAI HABITAT FOR HUMANITY, INC.

was incorporated under the laws of Hawaii on 12/28/1992 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 14, 2020

Carlton P. Awaia, CMAA

Director of Commerce and Consumer Affairs

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2019.

2. Declaration Statement

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

3. Public Purpose

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

II. Background and Summary

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

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

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 construction manager and can act as a licensed contractor using the self-help model partnering to build affordable homes for our homebuyer 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 founding in 1992 in the wake of hurricane `Iniki, we have built 181 affordable homes and rehabilitated 36 substandard homes around the island. Our model is very cost effective and we are producing completed homes at an average of \$100 per sq foot and with a 5,000 to 6,000 foot lot the costs are between \$240,000 to \$260,000 for house and lot complete, delivering affordable housing at about 50% of the market value.

We are developing 24 acres of land in `Ele`ele, consisting of 125 lots. The offsite infrastructure – sewer line, highway turn lanes, and a water line are completed and KHfH is in the process of completing the infrastructure for the last 59 lots. This provided fee

simple home ownership opportunities to 125 low-income Kaua`i families. As of December 2019, on 4.5 acre parcel we have developing 32 affordable lots and will begin home construction in summer of 2020. Homes are built by the new homeowners with help from KHfH and many volunteers.

2. The goals and objectives related to the request;

This project addresses housing needs building in the Waimea Huakai Affordable Housing Subdivision, located in Waimea on the island of Kauai. The purpose of this project is to build 5 affordable homes while partnering with and selling homes to low and very low income families using the self-help model.

Goal: To Select, Qualify and House 5 families by building 5 self-help homes.

Objectives:

- (1) Select and qualify five very low to low income families that are in need of housing and that have income to be able to repay an affordable mortgage for the cost of the homes
- (2) To produce and complete five affordable house and lot packages using the self-help model and keep the total cost to about 50% of market value
- (3) To secure financing so that the mortgage and required payment are affordable to the low income Homebuyers

3. The public purpose and need to be served;

This project will provide a home ownership opportunity on fee-simple land for 5 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 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 an average of \$100 per square foot, we are likely the lowest-cost builder on the island. In addition we have produced ready to build lot, for \$115,000 which is at least 5,000 square feet and a very low cost for the island of Kauai.

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 Habitat Homebuyers are not able to qualify for a market price home with a conventional

loan, but we work intensively with them to reduce debt, improve their credit rating, so that they can fulfill their mortgage obligation for the new home. We believe that our Habitat Homebuyers 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.

4. Describe the target population to be served; and

Our target population includes low- to very-low income families who are at or between 30-80% of the median income for Kaua`i County. The table below represents the 2019 income range and family size for the population we serve.

Affordable Housing Guildlines			
AGI for Kaua`i County 2019			
Family Size	30% of Median	50% of Median	80% of Median
1	18,900	31,500	50,400
2	21,600	38,000	57,600
3	24,540	40,500	64,800
4	29,620	45,000	72,000
5	34,700	48,600	77,800
6	39,780	52,200	83,550
7	44,880	55,800	89,550
8	49,940	59,400	95,050

In general, the homebuyer households 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 an affordable mortgage for their new home and they must have enough income to make their monthly payment.

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, have good enough credit, and must be willing to work for this opportunity by contributing over 500 hours or more of their own labor. There are no other requirements or restrictions for application.

There are few opportunities to increase home ownership for most families in our Target Population. Their income level and lack of enough savings for a traditional down payment often put home ownership out of their reach. They usually remain renters, remaining in substandard or over crowded living conditions. Owning their own home is an opportunity that changes their lives and improves the community they live in.

There are now approximately 3,500 individuals/households on Kaua`i that have registered their interest in becoming homebuyers through Kaua`i Habitat for Humanity's affordable housing program.

5. Describe the geographic coverage.

This project serves the entire island of Kaua`i. The actual lots are located in Waimea at the corner of Waimea Canyon Drive and Kaumuali`i Highway

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

A. The Homebuyer selection and loan approval process is carried out by the Family support Department of Kauai Habitat.

- Will hold public meeting, advertise and create a list of interest parties that will apply
- Application will be reviewed to confirm if they meet the income range, are first time homeowners and agree to build using the self help model. FYI, due to the high number of family that will show interest (200 plus), applicants will be reviewed in rank order and qualified though a lottery process.
- Family Support staff with help the applicants collect documentation and assemble all information necessary to have a complete application and will continue reviewing applications until 5 families are qualified and approved

B. Actual home construction

Scope of Work	Tasks	Responsible party
Excavation	Dig footings for foundation	Homeowners*
Foundation	Install pier and post foundation	Subcontractor**
Subfloor	Construct floor (plywood) over joists	Subcontractor**
Wall framing	Build and stand walls	Homeowners*
Roof framing/sheathing	Build roof framing and sheathing	Subcontractor**
Roofing	Install roofing material	Homeowners*
Siding, porches	Install siding, build porches	Homeowners*
Windows, exterior doors	Install windows and exterior doors	Homeowners*
Plumbing - roughed in	Install plumbing system (drain, waste, vent pipe, water supply etc)	Subcontractor**

Electrical - roughed in	Install conduit/cable, switch, light, outlet boxes w/ready-t-o-connect wires	Subcontractor**
Insulation	Install heat resistant barriers	Homeowners*
Dry wall	Install dry wall on interior walls	Subcontractor**
Porches/steps	Build porch flooring and steps	Homeowners*
Interior carpentry	Interior finish work of molding/trim, interior doors	Homeowners*
Cabinets	Install Kitchen and Bath cabinets	Homeowners*
Counter tops	Install countertops	Subcontractor**
Interior painting	Clean, prep, and paint interior	Homeowners*
Exterior painting	Clean, prep, and paint exterior	Homeowners*
Plumbing - complete fixtures	Complete plumbing fixtures	Subcontractor**
Electrical - complete fixtures	Complete electrical fixtures	Subcontractor**
Finish hardware	Install hardware (hinges, pulls, knobs)	Homeowners*
Gutters /downspouts	Install rain gutters and downspouts	Homeowners*
Grading, landscaping	Final grading, grass planting	Homeowners*

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

**Subcontractor responsibility – under the supervision of KHFH Project Manager

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

- (1) Select and qualify five very low to low income families
Timeframe: 3 months
- (2) produce and complete five affordable house
Timeframe: 7 months
- (3) Close mortgages
Timeframe: 2 months

The total project timeline is one year. There will be overlap between the building of homes and final mortgage closings which can be done concurrently.

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

Kauai Habitat’s Project Manager monitors all construction activities at our homesites on a regular basis. This includes work conducted by subcontractors as well as Kauai Habitat staff. All material orders are done through the Project Manager and all work is tracked through established systems and schedules. The Project Manager 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 our construction timetable is essential to keep at or under budget and completing the building project without significant delay.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

We will measure the effectiveness of our efforts on this project by checking our progress against the three objectives outlined in Part I Background and Summary, Item 2.

- (1) Select and qualify five very low to low income families that are in need of housing and that have income to be able to repay an affordable mortgage for the cost of the homes (3 months)
- (2) Produce and complete five affordable house and lot packages using the self-help model and keep the total cost to about 50% of market value (7 months)
- (3) Provide financing for 30 year affordable mortgages to the low income Homebuyers (2 months)

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - 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](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
100,000	200,000	120,000	80,000	500,000

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Other Sources of funding:

The \$800,000 of funding is secured from past donation and were from net proceed for lots sale from the Eleele Iluna Subdivision. The funds will be secured by the end of March 2020. We have net proceed because we are recovering/reinvesting past donation and grant received and used them to pay the infrastructure construction in Eleele Iluna Subdivision.

- The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

N/A

- 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 2021 for program funding.

See attached government contract and grant page of GIA application. Note the one listed contract is a CIP but will be completed and closed out in March 2020.

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

Name	Balance at Date	Totals
Unrestricted Current assets	12/31/2019	
First Hawaiian Checking	\$ 229,141	
First Hawaiian Money Market	\$ 1,152,448	
TIAA Bank Checking	\$ 9,550	
TD Ameritrade Investment Acct.	\$ 234	
Paypal Account	\$ 20,546	
TIAA Money Market	\$ 1,023,970	
	Total UnRestricted Cash	\$ 2,435,889
Current portion - Mortgage Receivables	\$ 213,870	
Work in Progress Houses Construction	\$ 1,334,225	
	Total Other Current	\$ 1,548,095
		=====
Total unrestricted Current Assets		\$ 3,983,984

v

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Kaua`i Habitat for Humanity is a locally-governed affiliate of Habitat for Humanity International. KHfH employs 25 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. 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 9 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 already completed Phase I of `Ele`ele Iluna, both infrastructure and construction of 18 houses, as well as the off-site improvements for Phase II. The onsite work for Phase II, Increment A, being 48 lots was completed in late 2015 and since has completed, with families living in 46 homes and 2 are in temporary use.

Experience of related projects:

Project title: Eleele Iluna – Onsite Phase IIB (59 lots)

Year funded: 2016

Date started: 07/14/2016

Date completed: 5/11/2018

Total grant/loan amt: \$1,535.787 Source: HOME

Description: Development of the Eleele Iluna Subdivision Phase II, increment B, 59 lots for subdivision for low income residents of Kaua`i. Onsite improvements for sewer, water, roads, drainage were required by Kaua`i County. Total cost of the project was \$2,111,510.

Project Title: Group 4 and 5 Housing for , Eleele Iluna Phase II B Subdivision

Year funded: 2018, 2019

Date started: December 2018

Date completed: In process to date totals below

Funding: Donations, Grant from Businesses and foundations and USDA 502 direct loans to Homebuyers, GIA-CI \$500,000, HOME CHDO \$366,478

Description: Completed Construction of 19 homes and 15 more are currently under construction. Housing included four 2-bedroom units, three 3-bedroom units, five 4-bedroom units.

Project title: Waimea Huakai Affordable Housing – Onsite (32 lots)

Year funded: 2020

Date started: 9/1/2019

Date completed: Ongoing, 50% completed

Total loan amt: \$1,800,000 Source: Loan from RCAC, non gov.

Description: Development of the Waimea Huakai Affordable Housing Subdivision, consisting of 32 lots for subdivision for low income residents of Kaua`i. Onsite improvements for sewer, water, roads, drainage were required by Kaua`i County. Total cost of the project was \$4,297,081.

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 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 take place. The site of this affordable housing project is located nearby in Waimea. KHfH administrative offices and ReStore meet ADA requirements.

Kauai Habitat purchased 6.5 acres of land in November 2018 for the purpose of building an affordable subdivision. Final Subdivision approval was granted in June of 2019 and the Infrastructure work the project in process with a completion date of June 2020 This will create another 32 affordable building lots by summer of 2020.

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.

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Kauai Habitat has a team of seasoned professionals responsible for implementing, executing, and completing our home construction project. In addition to Executive Director Stephen Spears and our Construction Project Manager Rick Aitkenhead, other staff members directly involved in this project include: Accounting/HR Manager Nicole Jacintho, Family Services Manager Catherine Shiningstar Kaauwai, Construction Supervisor Allen “Moki” Nitta, and Construction Supervisor Nolan Corlett.

In Administration, Executive Director Stephen Spears oversees the project. Assisting him is Accounting/HR Manager Nicole Jacintho who carries out all aspects of accounting relative to the housing project. A full-time office assistant also helps in the processing of accounts receivable and accounts payable.

The Family Services department consists of a full-time manager, Catherine Shiningstar Kaauwai and a full-time assistant who work closely with the homebuyer applicants to initiate and complete the loan application process.

Kauai Habitat has a dedicated and very experienced team of Construction staff to carry out the project, which is conducted under the expertise of Project Manager Rick Aitkenhead. Two full-time construction supervisors run each site, and four AmeriCorps National Members (long-term volunteers) assist with leading volunteers crews to provide the home construction labor. A Baseyard manager rounds out the team to ensure that all machinery, vehicles, and necessary tools and equipment are maintained and in safe operating order for use in our construction activities.

Please see attached resumes of our management team – Stephen Spears, Nicole Jacintho, Catherine Shiningstar Kaauwai, Rick Aitkenhead, Allen “Moki” Nitta, Nolan Corlett.

2. Organization Chart

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

Attached.

3. Compensation

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

Executive Director	\$ 120,750
Deputy Director	\$ 90,000
Planning Specialist	\$ 85,440

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

N/A

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Contractor license CT-35341

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

N/A

4. Future Sustainability Plan

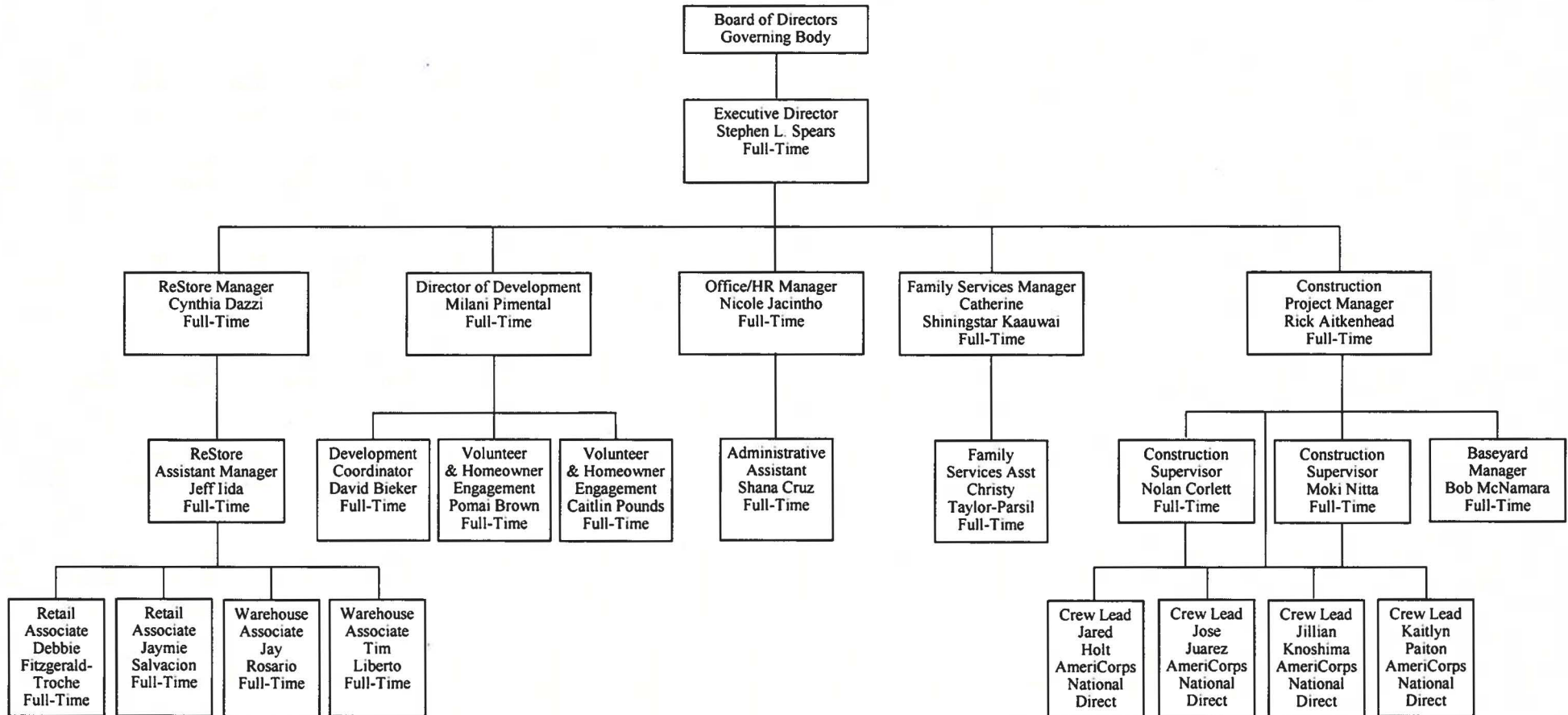
The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

The scope of work in the project will be completed with the funds from this Grant in Aid 2020-2021. Future Kauai Habitat housing projects thereafter will be funded by individual, foundations, business donations, USDA 502 direct loan funds, CDBG loan funds, direct fundraising efforts, and pursuing other financing opportunities through banks and state institutions.



ORGANIZATIONAL CHART



Allen Nitta
P.O. Box 471
Kekaha, HI 96752

EXPERIENCE SUMMARY

Total of over 21 years of experience working as a carpenter, including 4 years of experience building in the self-help model with volunteers.

WORK EXPERIENCE

Construction Supervisor, Kauai Habitat for Humanity **2015 – present**
Hanapepe, HI

- oversee construction process at Habitat self-build job sites
- coordinate all phases of construction including scheduling, ordering materials
- serve as instructor and provide necessary instruction and direction to volunteers, AmeriCorps, staff, and partner families as they build their homes.

Carpenter, Various contractors on Kauai **1997-2015**
Various locations on Kauai

- Hired on demand for various projects, completing them from beginning to end
- Experienced in the following:
 - Foundations
 - Framing
 - Roofing
 - Finish work on single family residential homes
- Worked for two years with local concrete contractor framing and building masonry homes (concrete foundation, walls, and roofing)

Construction Supervisor, Kauai Habitat for Humanity **1995-1997**
Hanapepe, HI

- Responsible for finish work in homes
- Installed kitchen cabinets, doors, cabinetry, interior and exterior molding and trim

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.

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

Experience

Family Services Manager, 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.
- Certified Financial Coach and certified USDA Loan Packager

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.

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.

Nolan Corlett

Nolan.corlett@gmail.com

(228) 257-4537

- EDUCATION**
- Indiana university, Bloomington, IN** 2011
Majors – Economics, Spanish
Minor – Business
- Pontifica Universidad Catolica del Peru, Lima, Peru** 2010
University of Seville, Spain 2009
- EXPERIENCE**
- Kauai Habitat for Humanity, Hanapepe, HI** 2016-present
Construction Supervisor
- Oversee the planning, coordination, and supervision of house construction
 - ensures project compliance with approved plans and building regulations
 - Supervise and guide volunteers during all phases of house construction
- Habitat for Humanity of the Mississippi, Gulf Coast, Gulfport, MS** 2015-2016
Site Supervisor
- Led volunteers and AmeriCorps from all over the United States to complete a new home every 2 months
 - Traveled to help lead volunteers at other Habitat affiliates
- New Orleans Area Habitat for Humanity, New Orleans, LA** 2013-2014
Construction Site Supervisor
- Organized and led thousands of volunteers through various build locations throughout New Orleans
 - Built multiple houses simultaneously involving volunteers through different aspects of the building process
 - Helped multiple families rise above their substandard living conditions and improve their lives with the new opportunities that a safe home can provide
- Habitat for Humanity of the Mississippi Gulf Coast, Gulfport, MS** 2011-2013
Construction Crew Leader
- Led hundreds of volunteers through all aspects in completion of residential homes
 - Used new materials and techniques in building to help complete a LEED platinum house
 - Completed over 50 Neighborhood Home Program projects by repairing existing and culminating hurricane Katrina damages
 - Led other AmeriCorps as house leader at Build-a-thon
- Northwest Indiana Habitat for Humanity, Gary, IN** Summer 2009
ReStore/Construction Volunteer Coordinator
- Coordinated volunteers for the work site as well as ReStore and organized work site food
 - Developed a database to better organize volunteer information

- Worked out in the community creating awareness of the need to eliminate substandard housing through various programs

Diversified Global Graphics Group (DG3), Jersey City, NJ

Summer 2008

Intern

- Assisted the VP of Operations to experience all aspects of running a company, including financial services, and customer relations
- Helped to create a successful sales pitch to Goldman Sachs
- Took part in the acquisition and integration of Pharmaid, a global printing company

Indiana University, Bloomington, IN

2007

Resident Assistant

- Built a stronger community throughout the residence halls of IU
- Organized programs and events throughout the campus
- Held responsibility over a floor of 60 students

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 of 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)

**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, Hawaii 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, Hawaii 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.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii 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.

Pursuant to Section 42F-103, Hawaii 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.

DBA, KAUAI HABITAT FOR HUMANITY, INC
(Typed Name of Individual or Organization)
 1/14/2020
(Signature) (Date)

STEPHEN L SPEARS EXECUTIVE DIRECTOR
(Typed Name) (Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: **KAUAI HABITAT FOR HUMANITY, INC**

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				130,000
2. Payroll Taxes & Assessments				19,500
3. Fringe Benefits				13,000
TOTAL PERSONNEL COST				162,500
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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20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	500,000			637,500
TOTAL (A+B+C+D+E)	500,000			800,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	500,000	STEPHEN L SPEARS	808.335.0296 EXT 112	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested			01/14/2020	
(d) Total Private/Other Funds Requested	800,000	Signature of Authorized Official Date		
TOTAL BUDGET	1,300,000	STEPHEN L SPEARS EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: KAUI HABILAT FOR HUMANITY, IN

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: KAUAI HABITAT FOR HUMANITY, INC

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			\$ 500,000	\$ 800,000		
EQUIPMENT						
TOTAL:			\$ 500,000	\$ 800,000		
JUSTIFICATION/COMMENTS:	<p>The \$500,000 will be used for direct building cost for materials and contracted labor for items such as plumbing, electrical, drywall installation, flooring</p> <p>The \$775,000 other funding will cover remaining materials, cost of land purchase and direct construction staff labor</p>					

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: DBA, Kauai Habitat for Humanity, Inc

Contracts Total: 2,402,265

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Grant in Aid CIP 2017 OCS-CIP-18-06	8-1-2018 TO 7-31-2020	OFFICE OF COMMUNITY SERVICES	STATE OF HAWAI	500,000
2	HOME loan/Grant for infrastruture Phase II, Inc	12/20/2016 to 12/31/2019	Home investment Partnership program	U.S./ Kau	1,902,265
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