

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

Type of Grant Request:

Operating  Capital

Legal Name of Requesting Organization or Individual: Db: Kauai Habitat for Humanity, Inc

Amount of State Funds Requested: \$ 500,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):  
Provide funding to build five affordable self help housing for Kauai Families.

Amount of Other Funds Available:  
State: \$ \_\_\_\_\_  
Federal: \$ \_\_\_\_\_  
County: \$ \_\_\_\_\_  
Private/Other: \$ \_\_\_\_\_

Total amount of State Grants Received in the Past 5 Fiscal Years: \$ 500,000  
Unrestricted Assets: \$ \$1,689,187

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

Type of Business Entity:  
 501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:  
P.O. BOX 28  
City: Eleele State: HI Zip: 96705

Contact Person for Matters Involving this Application

Name: Milani Pimental	Title: Executive Director
Email: milani@kauaihabitat.org	Phone: 808-335-0296 ext 1002

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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DocuSigned by:  
*Milani Pimental*  
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Authorized Signature

Milani Pimental, Executive Director  
Name and Title

01/20/2022  
Date Signed

## Application Submittal Checklist

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

- 1) 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

DocuSigned by:  
*Milani Pimental*  
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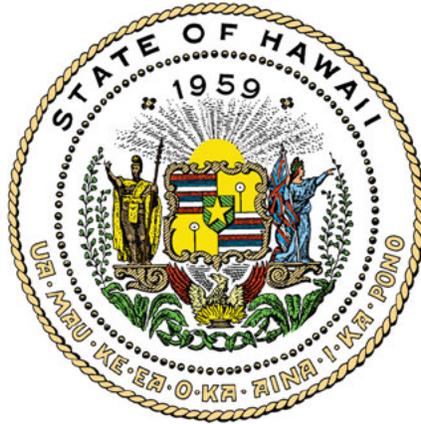
MILANI PIMENTAL, EXECUTIVE DIRECTOR

1/20/2022

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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 19, 2022

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Kauai Habitat for Humanity

(Typed Name of Individual or Organization)

*Milani Pimental*

1/20/2022

(Signature)

(Date)

Milani Pimental,  
(Typed Name)

Executive Director  
(Title)

## Application for Grants

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

### **I. Certification – Please attach immediately after cover page**

#### **1. 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, 2021.

#### **2. Declaration Statement**

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

#### **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](#).

### **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;**

Kauai Habitat for Humanity (KHFH) is an anti-poverty, ecumenical non-profit organization that builds truly affordable housing on for the low income and very low income people on Kaua'i. KHFH collects all of the resources that it takes to build a home and acts as the overall construction manager using a self-help model partnering to build affordable homes for our homebuyers and families. We truly believe that our partner families are the agents of their own success and Kauai Habitat for Humanity main role is to help them access the benefits of home ownership. Kauai Habitat for Humanity was founded in 1992 in the wake of Hurricane Iniki, we have built over 200 affordable homes and rehabilitated over 35 homes around the Island of Kaua'i. Our model is very cost effective. We are able to produce completed homes at an average of \$150 per square foot and 5000 to 6000 sq. ft. lot the costs are between \$298,000 to \$321,000 for the house and the lot. This delivers affordable at approximately 50% of the market value. With the ever growing issue of affordable housing not being attainable on the Island, Kauai Habitat offers a wonderful solution for those who qualify.

We have finished developing 24 acres in the heart of Eleele which consisted of 125 lots. Currently 112 homes are completed and we are completing our last 13 homes in Eleele. Our next project is in Waimea. We have developed 6.5 acres completing the infrastructure and the lots are ready to begin building 32 homes.

2. The goals and objectives related to the request;

This funding will address our Waimea Huakai Affordable Housing Subdivision. 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 build homes for 5 families.

Objectives:

- (1) Select and qualify five very low to low income families. These families are in need of housing and have income necessary to be able to repay a mortgage for the cost of the homes.
- (2) To produce and complete five affordable homes using the self-help model and keep the total cost to about 50% of market value
- (3) To arrange financing for five 30 to 38 year affordable mortgages.

3. The public purpose and need to be served;

Kauai Habitat for Humanity's mission is to serve low and very low income households whose gross income is between 30% to 80% of the Kauai area median income. Our program directly works with individuals that wouldn't normally have the opportunity to go visit their local realtor to purchase a home. The Cost of living is extremely over-priced on Kauai. Our priority is to work with Low to Very low income individuals that are interested in being a homeowner. We do require that the homeowner builds along-side KHFH for approximately 30 hours per week. This not only gives the homeowner a sense of pride to be a part of the build of their life long home, but, they will learn invaluable lessons in financial management, construction, safety and team work. Along with this, the homeowner has the opportunity to work with their kokua and share their experience with their loved ones.

4. Describe the target population to be served; and

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 \$150 per square foot, we are the lowest-cost builder on the island. In addition, we have produced ready to build lots, for \$132,250 for lots between 5,000 to 6,000 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.

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 3700 individuals/households on Kaua`i that have registered their interest in becoming homebuyers through Kaua`i Habitat for Humanity's affordable housing program.

**COUNTY OF KAUAI  
2021 ANNUAL INCOME LIMITS**

Effective: 6/1/2021  
Kauai Median Household Income: \$93,400

Household Size:	1	2	3	4	5	6	7	8
<b>HUD Income Limits*:</b>								
30% Limits (Extremely Low)	21,400	24,450	27,500	30,550	33,000	35,450	37,900	40,350
50% Limits (Very Low)	35,700	40,800	45,900	50,950	55,050	59,150	63,200	67,300
60% Limits	42,900	49,000	55,100	61,150	66,100	71,000	75,850	80,800
80% Limits (Low)	57,100	65,250	73,400	81,550	88,100	94,600	101,150	107,650
<b>Workforce Housing Income Limits*:</b>								
100% Limits	65,400	74,750	84,100	93,400	100,900	108,350	115,850	123,300
120% Limits	78,500	89,700	100,900	112,100	121,100	130,050	139,050	148,000
140% Limits	91,600	104,650	117,750	130,800	141,300	151,750	162,200	172,700
<b>Gap Group Income Limits*:</b>								
160% Limits	104,600	119,550	134,500	149,450	161,400	173,350	185,300	197,250
180% Limits	117,700	134,500	151,350	168,150	181,600	195,050	208,500	221,950

\*Annual income limits are rounded upwards to the nearest \$50

5. Describe the geographic coverage.

This project serves the entire island of Kaua'i. The actual lots are located in Waimea Town off Huakai Rd and Waimea Canyon Drive.

### **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 Services Department of Kauai Habitat for Humanity

- 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 (400 plus), applicants will be reviewed in rank order and qualified through a lottery process.
- Family services support staff will 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

<b>Scope of Work</b>	<b>Tasks</b>	<b>Responsible party</b>
Excavation	Dig footings for foundation	Subcontractor**
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, counter tops	Secure cabinets and countertops	Homeowners*
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 Director of Construction.

C. The final loan closing process is carried out by the Family Services Department of Kauai Habitat for Humanity, Inc. along with a Title Company

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: 8 months
- (3) Close mortgages  
Timeframe: 2 months

i.

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

Kauai Habitat’s Director of Construction monitors all construction activities at our home-sites on a regular basis. This includes work conducted by subcontractors as well as Kauai Habitat staff. All material orders are done through the Director of Construction and all work is tracked through established systems and schedules. The Director of Construction 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.

Further evaluation occurs through job costing and subsequent surveys of homeowners, staff, and vendors in an effort to make improvements and streamline future projects.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). 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 an income in order to pay an affordable mortgage. (3 months)
- (2) Produce and complete five affordable houses using the self-help model and keep the total cost to about 50% of market value (8 months)
- (3) Arrange financing for five 30 to 38 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 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$100,000	\$210,000	\$90,000	\$500,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

The cost to build the five homes will be \$901,690.00 of which \$500,000 will be from the Grant in Aid and the remaining \$401,690 will be funded from cash reserves that came from recycling of net proceeds of past lot sales from our last project in Eleele.

The funds that were required to develop buildable lots in Waimea Affordable Housing Subdivision were secured by donations and past private grants. All debts related to lot development are paid in full.

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

N/A

5.The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.

2021- County of Kauai, ARPA \$15,000.00

2019- County of Kauai, HOME Investment Partnership Program CHDO \$450,860.00

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

Nam	Balance	Totals
Unrestricted Current Assets	12/31/2021	
First Hawaiian Checking	\$168,385.93	
First Hawaiian Money Market	1,451,398.43	
Ever MM- TIAA Checking Cash	54,627.17	
Ameritrade Investment Acct	237.07	
Paypal	14,538.92	
Total Unrestricted Cash		\$1,689,187.52

## **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 23 full-time employees. It manages and directs the work of several hundred volunteers. All staff have proven experience to carry out their respective duties and to oversee the work of volunteers under their supervision. The Executive Director, Milani Pimental, has been in his position since 2020. She has been affiliated with KHFH for over 11 years as a volunteer, board member, and once as an Interim Executive Director. There are 13 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 208 Homes and developed lots for 157 homes over the island of Kauai. Kauai Habitat for Humanity has been producing homes at half the cost of market value being the lowest cost developer of homes on Kauai.

Kauai Habitat purchased 24 acres of land in 1998 for the purpose of building an affordable subdivision. Phase I, 18 lots and homes were completed in 2011. Infrastructure for Phase IIA was completed in late 2015, producing 48 buildable lots. Home construction began in late 2015. Phase IIB was completed in 2019, producing 59 buildable lots completed in 2017.

Kauai Habitat for Humanity has purchased 6.5 acres in the heart of Waimea and now has developed 32 affordable building lots. This project will include the same idea as the homes produced in Eleele, yet, fit the feel of Waimea.

Kauai Habitat for Humanity purchased land in Kapaa "Waipouli" This will allow KHFH to move our affordable home design to a new level allowing us to provide housing in high density areas. This will produce 17 affordable housing units.

### **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 `Ele`ele. KHfH administrative offices and ReStore meet ADA requirements.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Kauai Habitat has a team of seasoned professionals responsible for implementing, executing, and completing our home construction project. In addition to Executive Director Milani Pimental and our Director of Construction, Trace Wright we have our Project Planning Director Rick Aitkenhead, other staff members directly involved in this project include: Accounting Manager, Tiffani Carlin, HR Manager Nicole Jacintho, Family Services Manager Shana Cruz, Construction Supervisor Allen "Moki" Nitta, and Construction Supervisor Robert Knowles.

In Administration, Executive Director Milani Pimental who oversees the project. Assisting her is Director of Construction, Trace Wright. Accounting Manager Tiffani Carlin who carries out all aspects of accounting relative to the housing project and HR Manager, Nicole Jacintho who handles all personnel. 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, Shana Cruz and two full-time assistants 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 our Project Planning Director, Rick Aitkenhead and our Director of Construction, Trace Wright. Two full-time construction supervisors run each site, and four AmeriCorps National Members (long-term volunteers) assist with leading volunteer crews to provide the home construction labor. A Base yard manager rounds out the team to ensure that all machinery, vehicles, and necessary tools and equipment are maintained and in safe operating order for use in our construction activities.

Please see attached resumes of our management team – Milani Pimental, Rick Aitkenhead, Trace Wright, Tiffani Carlin, Nicole Jacintho, Shana Cruz, Allen “Moki” Nitta, Robert Knowles.

## **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.

Please see attached organizational chart.

## **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 \$110,000  
Project Planning Director \$85,440  
Director of Construction \$81,600

## **VII. Other**

### **1. Litigation**

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

N/A

### **2. Licensure or Accreditation**

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

N/A

### **3. Private Educational Institutions**

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

N/A

#### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, 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 July 1, 2022 to June 30, 2023. 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.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

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				125,450
2. Payroll Taxes & Assessments				15,050
3. Fringe Benefits				12,000
TOTAL PERSONNEL COST				<b>152,500</b>
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				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	500,000			910,440
<b>TOTAL (A+B+C+D+E)</b>	<b>500,000</b>			<b>1,062,940</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Milani Pimental <span style="float: right;">808-335-0296 ext 1002</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<i>Milani Pimental</i>		
(d) Total Private/Other Funds Requested	1,062,940	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>1,562,940</b>	Milani Pimental Executive Director		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant:   Kauai Habitat for Humanity, Inc.  

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

**JUSTIFICATION/COMMENTS:**  
N/A- No funding will be used.

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

**JUSTIFICATION/COMMENTS:**  
N/A- No funding will be used.

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Kauai Habitat for Humanity, Inc

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION		\$ 661,250				
DESIGN						
CONSTRUCTION		\$ 401,690	\$ 500,000			
EQUIPMENT						
TOTAL:		\$ 1,062,940	\$ 500,000			

**JUSTIFICATION/COMMENTS:**

The \$500,000 will be used for for direct building cost for materials and contracted labor for items such as plumbing, electrical , drywall installation  
 THE \$1,062,940 other funding will cover remaining materials, cost of land purchse and direct construction staff labor.

## **BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS**

Period: July 1, 2022 to June 30, 2023

1 and flooring



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# MILANI PIMENTAL

Executive Director

## CONTACT

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T: (808) 634-5111

E: [pimental.milani@gmail.com](mailto:pimental.milani@gmail.com)

4381 Puu Lani Pl., Kalaheo, HI 96741

## CORE COMPETENCIES

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Nonprofit Leadership  
Employee Relations  
Stakeholder Engagement  
Board Relations  
Fund Development  
Strategic Planning & Management

## EDUCATION & TRAINING

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Loyola University of Chicago  
Bachelor of Business Administration 1998

Leadership Kauai leadership  
development program, Certificate of  
Completion 2009

Pre-Purchase Homeowner Education  
Instruction, Certificate of Completion  
2018, NeighborWorks America

Post-Purchase Homeowner  
Education Instruction, Certificate of  
Completion 2019, NeighborWorks  
America

## VOLUNTEER SERVICE and BOARD AFFILIATIONS

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Board Member, Hawaii Habitat for  
Humanity Association

Member, Rotary Club of Poipu Beach  
Prior positions: President, Secretary,  
PR Chair, Exchange Student  
Counselor, Youth Services Chair

Catechist, Holy Cross Church  
Religious education instructor

## PROFILE

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Nonprofit leader who looks at community need in terms of broader vision, empowers leadership team, and sets mission-driven goals and objectives that all staff can support and achieve.

- Advocate for affordable housing as a key solution to poverty
- Skilled in public relations, organizational management, performance improvement, leadership development
- 9 years experience in senior leadership positions
- Over 19 years nonprofit fund development experience
- Experience with Federal, State, and County funding, procurement, and operations
- Proponent of collaborative efforts with partner agencies

## RELEVANT EXPERIENCE

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<b>Kaua`i Habitat for Humanity</b>	<b>10/10-present</b>
<i>Executive Director</i>	<i>12/20-present</i>
<i>Acting Executive Director</i>	<i>03/20-12/20</i>
<i>Deputy Director</i>	<i>06/17-03/20</i>

- Navigated onset of COVID-19 impact on Habitat operations; ensured individual safety while maintaining low organizational risk
- Implemented monthly department head meeting and all staff meeting with the purpose of providing information, problem solving, strategic planning, increasing morale and participation
- Identified opportunities for efficiencies/growth in all operational areas and worked with previous executive director to review and implement strategies for improvement. Outcomes included:
  - Ability to handle multiple loan products with greater accuracy
  - Improved flow of communications between departments, resulting in faster hand-off of applicant from loan closing to building permit application to loan conversion and move-in
  - Creation of performance improvement plan which boosted employee relations and resulted in ReStore revenue increase of 74% from 2018 to 2020
- Raised over \$1 million in private grant funding since FY11-12
- Planned focused annual fund strategies and increased annual giving by average of 16% each year since FY11-12
- Worked alongside previous executive director to develop relationship with Kikiaola Land Co. to complete the purchase of 6.5 acres of land in Waimea; assisted in facilitating the sale of a portion of the land to private rental developer; assisted in the planning of infrastructure development
  - Took the lead in KHFH's disaster recovery response during the 2018 major flood event that affected the south and north shores;

- worked continuously with partner agencies throughout the year to provide updates and assistance to flood survivors
- Worked with construction superintendent to create and pilot the use of cloud-based construction management software with construction supervisors in the field
  - Mentored and encouraged construction superintendent to present and implement in late 2018 a new operational structure of home builds, shifting from large group builds to smaller group builds with 1 supervisor in charge of start to finish construction on each group
  - Streamlined visiting volunteer program and ensured regular return commitments from 3 domestic team leaders and 1 international team leader
  - Proficiency in project management
    - Spearheaded collaborative service event to assist Boys & Girls Club Lihue with 1-day build event to complete their teen center, resulting in \$10,000 gift from an event partner
    - Completed and launched 2 website re-design projects with contracted web developer
    - Managed affiliate's first capital campaign and raised \$100,000 from independent agents of Kauai Board of Realtors

**National Tropical Botanical Garden**

**6/01-09/09**

*Director of Annual Giving*

*01/08 – 09/09*

- Promoted approximately every 1.5 years from Donor Relations Assistant to Assistant Director of Development and finally Director of Annual Giving
- Planned and coordinated first ever dinner gala resulting in 300 in attendance and net proceeds of over \$90,000 in contributions from individual donors, sponsors, and table sales
- Coordinated membership campaign and contract with PR firm with goal of increasing lower level membership from local community, resulting in increased awareness of NTBG in Hawaii and doubling of membership base. Final result was qualifying NTBG for a \$900,000 Kresge Foundation grant, which enabled the construction of the island's first LEED-certified building, the Garden's Juliet Rice Wichman Botanical Research Center
- Played key role in creating and executing Moonlight & Music, the organization's first annual fundraiser event
- Cultivated major donor relationships
- Managed staff of 3 FTE support staff (onsite) and 1 FTE major gift officer (Florida-based)
- Ensured that donor intent was followed for each contribution
- Oversaw monthly and annual reconciliations with finance department and worked with controller and independent auditors to complete annual audit

# **TRACE WRIGHT**

2205 N. 29<sup>th</sup> St.  
Tacoma, WA 98403

Phone: 307.413.4141  
Email: [wrighttrace@hotmail.com](mailto:wrighttrace@hotmail.com)

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## **PROJECT MANAGER**

Experienced Habitat for Humanity Construction Manager, and an accomplished Project Manager with 20 years of office and field experience. Expert skills working with donors, volunteers and families, and consulting with government agencies, architects, project directors, stake holders, suppliers, sub-contractors, and construction crews. Knowledgeable Manager in residential and commercial construction, having built multi-family dwellings and erecting government facilities in the Antarctic and Arctic.

## **CAREER EXPERIENCE**

### **POLAR FIELD SERVICES, CONSTRUCTION PROJECT MANAGER, DENVER, CO** 2012 – PRESENT

- Managing of 3 new Artic Dormitories, Toolik Service Garage, and the Summit Mobile Garage from Project Charter to Close Out.
- Contributing to Annual Budget and Annual Report to be submitted to the National Science Foundation for review and acceptance.
- Developing Budgets for proposed project to be presented, reviewed, and approved by stakeholders
- Writing Weekly, Monthly, and Annual reports on Projects status, change request, close out, and lessons learned
- Reviewing bids for work to be performed by sub-contractors and in-house construction crews
- Coordinating of all shipping and receiving of construction material to sites in the Arctic
- Hiring of sub-contractors and construction personnel, and coordinating travel
- Delegating daily job assignments and ensuring they are completed on time and on budget
- Assuring that all work is performed safely and according to OSHA standards
- Providing site supervision for work crews ranging from four to fifty members
- Reporting of daily, weekly, and monthly progress, concerns, oversight, and safety to all vested

### **GREATER TETON HABITAT FOR HUMANITY, CONSTRUCTION MANAGER, JACKSON, WY** 2006 – 2012

- Over saw the construction of 15 homes, growing affiliates production level from one home at a time to multiple homes at a time.
- Worked to raise construction standards to Energy Star and then on to LEED Certified.
- Assisted the Construction Committee to build construction budget.
- Established strong relationships with numerous Sub-contractors, Suppliers, and Construction Companies in the area to benefit the affiliate and our construction efforts with gifts In-Kind.
- Performed take-offs, requested quotes, and hired sub-contractors for work to be performed.
- Hired and supervised Habitat carpenters, Americorp members, and interns on the job site.
- Delegated daily construction assignments,
- Scheduled inspections with city or county officials
- Maintained strong relationships with donors, volunteers, and partner families
- Contributed to the Habitat Builders Blitz
- Participated in numerous Habitat Fundraisers, from annual breakfast/luncheon, Old Bill's, to job site drop ins, and private in-home events.
- Supervised volunteer crews for 4 to 70, and maintaining a safe job site all the while
- Participated in the family selection process, home owner training courses, and the affiliates first Global Village

**RAYTHEON POLAR SERVICES, CONSTRUCTION FOREMAN, DENVER, CO** **2000 - 2011**

- Lead crew in the completion of the New South Pole Station for Commissioning
- Decommissioned and Retrograded the old South Pole Dome back to the U.S. from Antarctica
- Created and maintained safe working environments for teams according to OSHA standards
- Established and maintained remote field sites for science support
- Estimated and procured supplies for all scheduled tasking

**KAUAI HABITAT FOR HUMANITY, HOUSE LEADER, AMERICORPS, KAUAI, HI** **1998- 2000**

- Lead Americorp crew, Partner Families, and Volunteers in the completion of 5 homes
- Estimated and procured supplies for all scheduled tasking
- Managed all materials once on site
- Delegated daily assignments to crew members and volunteers
- Reported to Site Supervisor on daily progress, and weekly look ahead
- Created and maintained safe working environment

**PHILIDELPHIA HABITAT FOR HUMANITY, AMERICORPS MEMBER, PHILADELPHIA, PA 1996-98**

- Worked with Americorp crew, Partner Families, and Volunteers in the completion of homes
- Managed materials once on site
- Delegated daily assignments to crew members
- Reported to Site Supervisor on daily progress
- Created and maintained safe working environment

**EDUCATION**

**Bachelor of Science**, Speech Communications, University of Texas at Austin, Austin, TX

**Project Management Professional (PMP) – Candidate**

# 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 production 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"

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

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- 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

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

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- 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.

Tiffani L. Carlin

P.O. Box 424 Waimea, HI 96796 | C: 808-631-2592 | carlintiffani@gmail.com

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### **Professional Summary**

Management and Accounting professional with 8 years of expertise managing business office functions and providing executive level support to principals. Superior interpersonal and analytical expertise with a flair for increasing organizational cohesiveness and profitability through talent assessment and employee management. Utilize management experience to align financial business activities with organizational goals, fostering business growth. Extensive knowledge with the overall accounting systems and increased productivity with three successful audits within a non-profit organization. Maintained contracts extensively as well as interpreted the needs and made modifications when needed.

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### **Skilled Areas**

- Accounting and Finance
  - Purchasing and Tracking
  - Inventory Tracking
  - Finance and Acquisition
  - Microsoft Office
  - Navision Accounting Software
  - Quick books
  - Team Collaboration
  - Budget Management
  - Grant Management
  - Managerial Accounting
  - Team Collaboration
  - Managerial Accounting
  - Strategic Planning
  - Human Resource Management
  - Records Management
  - Logistics
  - Data Entry
  - Audit Preparation
  - Contract Specialist
  - Procedures and Policies
  - Budget Capacities
  - Grant Writing
- 

### **Education and Training**

- Bachelor of Science – Management (Business and Financial)
  - February 2020
  - American Military University, Charlestown, WV
  - Delta Mu Delta International Business Honors Society
- Associates in Applied Science- Accounting
  - May 2019
  - Kauai Community College, Kauai, Hawaii
- High School Diploma
  - Lathrop High School, Fairbanks, Alaska 1999.

## **Work History**

### **Accounting Manager**

#### **Kauai Habitat for Humanity: Hanapepe, Hawaii (June 2017-Present)**

- Accounting and Grant management which includes contract specialist that included recording and managing grant and contract receipts including all expenses. Tracking all expenses and reimbursements correlated with all direct loans to homeowners and home construction. Purchasing Acquisitions that I tracked the inventory at all times. This includes monitoring, preparing and submitting all draws, progress reports and final closing information. Overall management of all Accounts Receivables, including ongoing review and reconciliation and preparation for audits. When help was needed helped with Account Payables. Extensive knowledge in job tracking, monitoring expenses and working with USDA, County of Kauai, Grant in Aid and NAHSDA. General ledger entries as well as chart of account management

### **Accounting Consultant**

#### **Creative Allies PM: Waimea, Hawaii (December 2019- Present)**

- I provide consulting services to local businesses who are in need of accounting and book keeping services. To date, I have successfully helped three businesses bring their books current saving them over \$10,000.

### **Branch Manager**

#### **Hawaii Food Service Alliance: Lihue, Hawaii (June 2015-June 2017)**

- Management of 15 personnel to include numerous departments. Logistical coordination that included all departments working together to ensure the customer was receiving the correct product to increase sales. Extensive work within the financial system to include: budget forecasting, strategic management and logistical planning. During this time our team was able to double production and morale.

### **Hull Technician Petty Officer First Class (E6)**

#### **U.S. Navy (April, 2007- June 2017)**

- Served as a Leading Petty Officer. Lead teams in responding to alarms and major emergencies. Performed full range of firefighting tasks and structural repair tasks, including combating fires involving ship structures and equipment and operating fire-extinguishing agents. Managed firefighting teams and personnel, trained ships personnel in firefighting techniques, strategies and recovery from fire, toxic and CBR environments. Managed structural repair team which including brazing, welding on steam piping and hull repairs onboard the USS Enterprise, USS Carl Vinson and Pacific Missile Range Facility during high stress missions and deployments.

## **Volunteer Service and Affiliations**

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- AICPA
- Delta Mu Delta International Business Honors Society
- Habitat for Humanity

# SHANA M CRUZ

✉ SMUCRUZ@GMAIL.COM

☎ 808-346-2481

📍 Eleele, HI 96756

## PROFESSIONAL SUMMARY

Detailed Professional with 10 + years' experience with Administrative task duties. Also 4 years, certifications as a USDA-RD Certified Packager, extensive knowledge in Hawaii Mortgage Law & American Bankers Association Loan Originator Compliance, as well as a Notary Public.

## SKILLS

- Multitasking and Time Management
- Strong Organizational Skills
- Microsoft Office Suite (Excel, Word, Outlook)
- Data collection and Reporting

## EDUCATION

**Waimea High School**  
Waimea, HI

*High School Diploma*

**Kauai Community College**  
Lihue, HI • 2010

*Associate of Science:* Business Technology

**Kauai Community College**  
Lihue, HI • 2014

*Associate of Applied Science:* Accounting

## CERTIFICATIONS

Habitat for Humanity  
American Banker's Association

## WORK HISTORY

### **Kauai Habitat for Humanity - Homeowner Services Manager**

*Hanapepe, HI • 11/2020 - Current*

- **Homeowner Services Assistant Manager**  
*08/2020 - 11/2020*
- **Homeowner Services Specialist**  
*10/2018 - 08/2020*
- **Family Services Coordinator**  
*07/2017 - 10/2018*
- **Administrative Assistant-Office Support**  
*10/2016 - 07/2017*
- **Volunteer Program**  
*06/2016 - 10/2016*
- Activates the processes used to collect applications and pre-qualify potential homeowners for review.
- Plan, organize, coordinate and execute periodic lot offerings and delegate tasks as needed.
- Intake processing - gathering of required documents, perform income calculations, running credit reports.
- Loan Processing/Packaging - Worked with homeowner to choose the appropriate financing tool for their project and complete all paperwork and calculations; work with all parties to ensure smooth loan process.
- Loan Closing - working with homebuyers, title company, and or related parties to facilitate loan closing.

(ABA) Loan Originator  
Compliance Certification  
Ameritrain state specific PE  
3hr Hawaii Mortgage Law  
Certification

USDA - Efile training  
Thursday August 27, 2020

RCAC 5 Days of 502 Direct for  
Self-Help

September 21-25, 2020:

Day 1: Income Calculations  
and Assets

Monday, September 21, 2020

Day 2: Credit and Other  
Requirements

Tuesday, September 22, 2020

Day 3: Repayment Ability and  
Application Submission

Wednesday, September 23,  
2020

Day 4: Property Requirements  
and Property Submission - 2  
hours

Thursday, September 24, 2020

Day 5: Underwriting, Loan  
Closings and Loan Conversion

Friday, September 25, 2020

NeighborWorks

• Effectively Managing Money  
& Debt During the COVID-19  
Financial Crisis

Thursday, October 29, 2020

Training RCAC

• November 16-20, 2020 502  
Packagers Certification Course

- Worked with homeowners to assist their understanding of their financial obligations to their affordable mortgage lender.
- Provided support and succor for homeowners challenged by life circumstances; provided appropriate referrals for other social and financial services.
- Records Maintenance- Maintain the files for each homeowner, assuring completeness of records, communication, all agreements.
- Communications-Demonstrated and maintain consistent, informative, and professional written/oral communications.
- Kept Supervisors abreast with all aspects of the process, intake, loan processing, loan closing.
- Collaborated with other Habitat affiliates and partner agencies, including faith-based organizations.

#### **DMK & Associates, LLC - Administrative Assistant**

*Puhi, HI • 01/2006 - 05/2016*

- Communicate with customers, vendors, employees, and other individuals to answer questions and explain information.
- Answer telephones, direct calls, and take messages.
- Compile, copy, sort, and file records of office and related activities.
- Mail bills, invoices and checks.
- Operate office machines, such as photocopiers, voice mail system and personal computers.
- Maintain and update filing, inventory, and mail.
- Deliver messages and run errands.
- Maintain Inventory and order materials, supplies, and services.
- Schedule appointments.
- Type, format, proofread, and edit correspondence and other documents from notes.
- Train new employees.

# NICOLE M. JACINTHO

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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.

**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

# Robert J. Knowles, Jr

P.O Box 195 Kihei, HI 96753  
(808) 359-9550  
mauirob71@gmail.com

## EXPERIENCE

### **Lifestyle Maui Furniture, Maui, HI — Showroom Manager**

MAY 2010 - PRESENT

- Open and prepare the store for the day's business and closing
- Furniture sales either in person, by phone or email
- Maintain the showroom's aesthetic and functionality

### **Maui Gardens, Kihei, HI — Resident Manager**

JULY 2007 - MAY 2010

- Solely managed residents, guests and contractors of the 90-unit property
- Documented my random AM/PM security patrols
- Orchestrated evacuations due to a propane truck leak and a tsunami threat
- Maintained and serviced the pool, spa (C.P.O certified), BBQ, showers, tennis courts as well as the grounds

### **RJK Services, Maui, HI — Owner**

FEBRUARY 2005 - PRESENT

- All handyman services and remodeling

### **Hawaii's Best Home Inspection L.L.C., Maui, HI — Owner**

APRIL 2004 - PRESENT

- Complying with A.S.H.I. (American Society of Home Inspectors) home inspection practices and procedures

### **Allen Christensen Construction, Maui, HI — Journeyman**

MAY 2003 - FEBRUARY 2005

- All aspects of home building and remodeling from the foundations to the roof

### **Jim Service Construction, Maui, HI — Journeyman**

AUGUST 2002 - MAY 2003

- Same responsibilities as above

### **Yellow Freight, Tracy, CA — Frontline Dock Supervisor**

JANUARY 1998 - MARCH 2001

- Route and direct in/outbound freight nationwide from the Northern California hub
- Knowledge of union practices and enforcement of company policies
- Hazardous materials certified
- Supervised a ten-person crew overlapping every four hours for my twelve hour shift
- Personally extradited all "exact express" freight

**Professional Freight Handlers, East Bay Area, CA — Owner**

AUGUST 1997 - DECEMBER 1997

- Unloaded, palletized and shrink wrapped all nationwide inbound freight
- Motivated employees (6-7) to obtain bonuses through optimum output
- Billed/collected and negotiated service debts several times daily

**Alliant Foodservice (Formerly Kraft Foodservice), San Jose/Livermore, CA — Buyer/Quality Control for the Produce Department and All Warehouse Positions**

NOVEMBER 1990 - AUGUST 1997

- Bought 90% of produce and 20% of dairy products
- Worked directly with the FDA regarding truckloads of nationwide inbound produce I inspected
- Selected all “priority” orders for high volume and new accounts
- Forklift certified
- Daily quality control inspections of produce

**Sardell’s Restaurant Supply Co., Oakland, CA — Asst. Warehouse Manager**

JUNE 1989 - OCTOBER 1990

- Supervised all duties, inventory, stocking and the delivery team

**Somar Construction, Alamo, CA — Apprentice**

MARCH 1987 - JUNE 1989

- Finish carpentry, tile roofing, int/ext staining/sealing and painting

**EDUCATION**

**Diablo Valley College, Pleasant Hill, CA — Advanced Business Administration**

**Las Positas College, Livermore, CA — Prerequisites**

**Monte Vista High School, Danville, CA — Diploma**



**ORGANIZATIONAL CHART**

*Updated 11/30/21*

